



## Job Description and Person Specification – Educator for RC (UK) and ALSG

Educators are professionally accountable to their own professional bodies and the CEOs of RC (UK) and ALSG through the Lead Educators and GIC Working Group. Educators provide direction, specialist knowledge, decision-making and leadership to GIC faculties and candidates. Educators are also required to provide specialist knowledge and input to sub-committees and working groups across both organisations.

The roles and responsibilities outlined in this job description demand in-depth knowledge of educational theory and practice. Educators are appointed, not employed by the approving organisations and as such are required to manage any income as a freelance entity. Any tax liability is to be managed by the individual.

This job description is **not definitive**; other roles and responsibilities may arise.

### Role and Responsibilities

- General
  - Keeping up to date with current trends in healthcare education with evidence of ongoing CPD
  - Active involvement with educator group, including regular attendance at bi-annual meetings
  - Specific project work including development of on-line learning and other course materials
  - Membership of subcommittees, working groups and other specialist groups as required by the organisations
  - Quality assurance of course materials
  - Participation in wider educational outputs of the organisations, this may include: seminars, conferences, study days
  - Educators are appointed for 3 years subject to successful re-appraisal and continuing need of the organisations.
- GIC-specific
  - Liaison with course directors in planning course administration and delivery. This includes ensuring programmes and facilities are fit for purpose and reporting thereon
  - Ensuring faculties meet the course regulations and requirements as stipulated by the organisations and the GIC Working Group
  - Liaison with RC(UK) and/or ALSG in ensuring courses are delivered and conform to the accepted standards
  - In conjunction with the course director, manage faculty meetings to ensure that educational standards are met
  - Presenting the key educational elements of the GIC, including delivery of keynote lectures, facilitation of demonstrations and close involvement with managing the candidate experience including active participation in feedback to faculty and candidates
  - Providing guidance and support to faculties including managing any quality issues that may arise

- Maintaining comprehensive written evidence pertaining to GIC activity. This includes evidence of performance management, remediation and decision-making for both faculty and candidates. A course report must be completed and submitted to the Course Director within seven days of course completion
- Educators are required to undergo triennial peer review and participate in both sides of the process
- Giving timely and targeted feedback to failing candidates and support faculties in robust decision-making
- Participate in evaluation programmes as required
- Assessment of course centres' fitness for GIC

### **Finance**

- Educators are responsible for invoicing course centres for agreed course expenses and educator fee. The educator fee is currently set at £440 per day.
- RC(UK) or ALSG will provide remuneration for reasonable travel and subsistence costs to attend meetings, or when required to represent the organisations or as approved by the CEOs
- Educators are liable for managing their own tax with HMRC

### **Strategy and Policy**

- Assist in the formulation of long-term strategic plans to develop GIC and other educational outputs of the organisations
- Where necessary, assist in developing policy relating to the GIC and educational direction of courses and the organisations. This will usually be achieved through membership of subcommittees and/or working groups as invited
- Be prepared to be involved in developing policy that ensures RC(UK) and ALSG maintain a proactive stance in the life support community

### **Personal Development**

- Ensure continuing professional and personal development, keeping abreast of professional issues, changing technologies and involvement in CPD.
- Membership of appropriate professional organisation (e.g. AoME, HEA)

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	Essential	Desirable	How identified
Post Graduate Diploma in Adult Education	✓		CV
Masters in Adult Education		✓	CV
Minimum 2 years' experience of teaching in higher or specialist education	✓		CV
Clinical experience within an appropriate specialist field		✓	CV
Familiarity with issues in continuing medical and healthcare education	✓		Interview
Ability to express the principles and practice of adult learning	✓		Interview / presentation
Educational and/or clinical experience of simulated learning environments		✓	CV
Experience with developing/managing on-line learning		✓	CV
Presentation, teaching and facilitation skills	✓		Interview / presentation
Publication in peer reviewed education or healthcare journals		✓	CV

Educators are appointed for a period of three years but this may be reviewed as necessary by either party. A notice period of 3 months is required by both parties if the appointment is to cease.

Educators are required to:

- Abide by their professional Code of Conduct and that of the organisations
- Provide support and quality control to GIC centres
- Represent ALSG and RC(UK)
- Teach on a minimum of four courses per year
- Participate in at least one educator meeting per year
- Participate in peer review
- Be peer reviewed themselves every 3 years

Educators are not permitted to teach on more than four consecutive GICs with one course centre. Educators who are also GIC Directors are not permitted to undertake the role of educator at their own centre.