

## Clinical E-Learning Project Manager Job Description

<b>Job Location:</b>	CHSS Head Office, Edinburgh EH12 5EZ
<b>Responsible to:</b>	Regional Manager (Clinical & partnership Services)
<b>Responsible for:</b>	None

### 1. The Department of Services

Our mission is to be the community of support, kindness and challenge where people can help each other, can secure the expert help they need, and collectively advocate for the care that matters to them. To do this we will provide the following services:

- Clinical and Partnership Services that ensure medical and clinical services are delivered well and in a person-centred way
- Life support services that enable our people to live well with their condition beyond the formal public services delivered by the NHS, social care and other partners
- Consultancy services – engagement of the service user voice, inputs to redesigning service using best practice health improvement techniques

The top line statistics on our conditions are:

- One in ten people in Scotland affected by chest, heart and stroke conditions
- **Stroke:** 8902 strokes annually
- **Heart Attack:** 10,784 heart attacks annually
- **Chest:** the data is incredibly poor
- **Living with stroke:** 121,109
- **Living with heart disease:** 231,820
- **Living with COPD:** 123,826

### 2. Job Purpose

The Clinical E-Learning Project Manager will be responsible for the monitoring and updating of the CHSS e-learning resources, including the development and project management of individual modules which have attracted funding. The post holder will liaise with the appropriate internal and external professionals and groups to ensure that the content of the developed resources remain current and evidence based.

### 3. Key Challenges

- Keep abreast of clinical developments in the field of cardiac, respiratory and stroke conditions including local and national guidelines, policies and protocols
- Project manage the development of new and dynamic online modules that meet with current and projected needs
- Work flexibly and in partnership with a range of individuals, health care professionals, CHSS service users and external organisations who may have differing priorities and requirements

#### **4. Key Responsibilities**

##### **Service Provision and Quality**

- Critically examine and regularly monitor each individual CHSS e-learning and patient and carer online resource whilst being confident in the use of necessary IT equipment and systems to ensure that they are maintained and remain current and evidence based
- Identify appropriate health and social care professional group(s) to support the review of sections of each resource and communicate effectively to ensure that resource content is up to date and relevant
- Develop ongoing promotional plans for all E-Learning resources
- Work collaboratively and effectively and communicate with a broad range of professionals and services throughout CHSS, NHS Boards, education providers and partnership organisations to ensure future involvement and establish links across relevant organisations as required
- Identify and recommend where there is a requirement for new modules or further opportunities for development in conjunction with other departments, organisations and stakeholders
- Where no funding has been identified, in collaboration with department of Operations & Innovation, prepare applications for funding for future E-Learning projects
- With support of Regional Manager, ensure the budget for any new project is monitored and maintained within agreed levels
- Work to agreed key targets, ensure that module developments progress within allocated timescales and provide regular feedback and final project evaluation of work undertaken
- Liaise with, support and effectively encourage authors and reviewers
- Organise and deliver the launch(es) of the module(s) and associated promotional work in partnership with internal communications team

##### **External Representation**

- Act at all times as a visible, confident and credible ambassador for the organisation externally, promoting organisation-wide interests
- Represent E-Learning projects and present at an agreed selection of relevant forums, networks, conferences and events locally and nationally

#### **5. Key Results/Objectives**

- To maintain, develop and project manage CHSS E-Learning and patient & carer online resources in line with project plans and within budgets
- To ensure all E-Learning provided, is in line with relevant best practice guidance and national frameworks in line with CHSS strategy
- Monitor the effectiveness of E-Learning resources and identify opportunities for development and continuous improvement through a process of evaluation
- Work flexibly with a diverse range of healthcare professionals and organisations according to project requirements
- Offer support and / or advice to CHSS staff projects with an E-Learning element

## 6. Dimensions

Budget responsibility: Maintenance budget for E-Learning projects overseen by Regional Manager

Contacts: **(Internal)**

- Director of Service Delivery
- Head of Clinical & Partnership Services
- Regional Managers
- Lead Stroke Nurses
- Stroke Nurses
- Stroke Education Facilitators
- Head of Rehabilitation Support
- Regional Rehabilitation Support Managers
- Rehabilitation Support Coordinators
- All Service Delivery staff
- Colleagues in Communications, Fundraising, Policy, Volunteering

**(External)**

- University of Edinburgh including other Higher Education Institutions and partnership agencies
- Health and Social Care Professionals
- Representatives from Funding Bodies
- Policy makers and Politicians
- Statutory and Voluntary organisations
- Service users' family & carers
- General public
- External contractors

*The above job description is not exhaustive and is clarified to include broad duties inherent in the post. Evaluation and development of this post may, in time, indicate a need to revise duties herein.*

## Person Specification

	Essential	Desirable
<b>Education and Knowledge</b>	<p>First Level General Nursing qualification /AHP qualification</p> <p>NMC / HCPC registered</p> <p>Evidence of Continuing Professional Development [CPD] in relevant field</p> <p>Up to date professional and clinical knowledge and skills</p> <p>Up to date knowledge base in one or more of cardiac, respiratory and stroke conditions</p>	
<b>Previous Experience</b>	<p>Significant post registration / graduate experience in profession</p> <p>Experience working with a variety of stakeholders and groups including health &amp; social care professionals, patients and carers</p> <p>Computer literate; confident with Word / Internet / E-mail / Excel/Power point</p> <p>Knowledge of a range of evaluation methods</p>	<p>Experience in project management</p> <p>Experience of formal report writing</p> <p>Experience of scoping projects and working with focus groups</p>
<b>Skills Aptitudes Abilities</b>	<p>Ability to work autonomously, under pressure and use own initiative</p> <p>Ability to engage, inspire and motivate individuals to develop and achieve their best in a positive manner</p> <p>Highly organised with an ability to prioritise and manage conflicting workloads and demands</p> <p>Excellent interpersonal and communication skills with people at all levels (internally and externally)</p> <p>Ability to develop and manage relationships across a broad spectrum of health &amp; social care professionals, teams and settings</p> <p>Ability to act as a visible, confident and credible ambassador for the organisation</p>	<p>Driving Licence (access to a car)</p> <p>Presentation Skills</p>

<b>Disposition</b>	Commitment to ethos of the voluntary sector  Commitment to equal opportunities  Willingness to work flexibly and travel across Scotland, including out-of-hours, and on occasion stay away from home	
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## Summary of Terms and Conditions of Employment

<b>Term:</b>	Permanent
<b>Salary:</b>	Grade 3(i), Scale Points 32-40, £30,735 – £38,025 per annum (Implementation of job evaluation exercise – review pending) <i>New appointments are normally placed at the base of the salary scale unless there are exceptional circumstances.</i>
<b>Hours of work:</b>	32.5 hours per week (CHSS full-time)  Willingness to work flexibly including travel and, on occasion, to stay away from home
<b>Review of Work:</b>	The postholder is subject to the CHSS objective setting, supervision and appraisal process.
<b>Travel:</b>	You will be required to use your own car on CHSS business, which is reimbursed at the current rate per mile. All other reasonable travel, subsistence and other necessary expenses are reimbursed.
<b>Annual Leave:</b>	CHSS leave year runs from 1st April to 31st March. Employees are entitled to 36 days annual leave in their first year of service (including public holidays). An employee will be awarded one extra day's annual leave for each complete year of service up to a maximum of 42 days (including public holidays). These allowances are pro-rated for part time employees and further pro-rated for those who join or leave CHSS during the leave year.
<b>Pension scheme:</b>	<p>CHSS offers a Group Personal Pension Plan, which has been established with Aviva. The Plan is a money purchase arrangement. You can choose at what rate you wish to contribute (subject to a minimum age related contribution) and how to invest your own contributions and those made by CHSS. The emerging fund at the point that you wish to take the benefits is then used to purchase a pension that is paid for the rest of your life.</p> <p>Employee's and Employer's Contributions are paid on the portion of the employee's salary which is above the National Insurance contributions threshold (the Lower Earnings Limit). Employees who meet the relevant criteria are "automatically enrolled" in the scheme.</p> <p>There are also schemes which provide death-in-service benefit and permanent health insurance.</p>
<b>Equal Opportunities:</b>	CHSS is committed to equality of opportunity and to no discrimination on the grounds of race, religion or belief, age, sex, marital or civil partnership status, disability, sexual orientation, transgender status, pregnancy or maternity.