

# Job Description: Clinical Lead

## About Advanced Life Support Group (ALSG)

ALSG is a UK-based charity that develops and provides training courses for clinicians and allied health professionals. Our journey started in 1990, born from a need to improve outcomes in emergency medical situations by standardising training and response protocols for healthcare professionals. Now operating in 44 countries over five continents, ALSG delivers high-quality education for healthcare professionals to improve patient outcomes and save lives.

Department	Education
Reports into	Development Lead
Location	Hybrid
Working hours	TBA

## About the role

Working within the clinical team, the clinical lead will have full and complete ownership of a portfolio of course packages, as well as the management of the associated Working Groups. The role is integral within the clinical team and involves working with the Head of Clinical Leads and the Director of Education and Development to deliver safe and current/best practice courses which ultimately lead to ALSG's mission to save lives through training.

The role incorporates clinical knowledge and experiences as well as project management to be able to facilitate the development and maintenance of a number of course packages. The role requires working closely with multiple external stakeholders including volunteers, ALSG course centres and instructors both in the UK and overseas to support this.

### Key Role Responsibilities:

- Proactively provide support to course centres and instructors in relation to course developments, new/updated course roll outs and associated clinical queries
- Lead the project management of a course development – new courses and updates to existing courses – or other projects
- Ensure all elements of course packages are of a high quality
- Provide course specific support for centres and instructors to deliver high quality and consistent courses
- Take responsibility for the content of both external and internal communications regarding courses within a portfolio
- Work with the associated Working Groups to produce and maintain teaching material packages

- Support the Working Groups to manage course issues and close the communication loop with the original source of the issue
- Arrange and minute regular Working Group meetings, ensuring minutes and tasks are completed in a timely manner
- Provide internal support of a clinical or development nature to the wider ALSG team
- Support the Marketing Team and the Senior Leadership Team in attending conferences and promoting ALSG courses
- Visit centres delivering ALSG courses to build relationships, provide support, learn new approaches and maintain standards as required (e.g. induction training, course launches, trialling new materials/approaches)
- Thoroughly understand the structure and principles of a course package, and have a broad understanding of the clinical content
- Proactively support Working Groups to discuss and embed updates from key clinical bodies such as MBRRACE, ILCOR, NICE, and relevant specialty guidelines
- Demonstrate awareness of competitor courses within a portfolio and support discussion at Working Group meetings
- Alongside the Working Group, ensure all course materials reflect current evidence-based practice and align with national and international clinical standards
- Take part in the writing and updating of ALSG course materials, in collaboration with Working Groups
- Review and contribute to the clinical accuracy of a course package, including course materials, e-learning modules, and course manuals
- Have clinical familiarity to support consistency and cross-course alignment within a portfolio
- Respond to, escalate and work with SLT and Working Group Chairs to resolve clinical risks or concerns within a course portfolio
- Work with internal colleagues to provide mutual support in the development of course materials
- Facilitate the running of and provide support to ALSG Working Groups (subject matter experts)
- Engage in clinical and course related discussions with the Working Group
- Support task and finish groups as required
- Understand and comply with ALSG policies and procedures

### Candidate Requirements

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Clinical knowledge</li> <li>• Project management</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of ALSG courses</li> <li>• Experience of working with volunteers</li> </ul>
<b>Technical skills</b>	<ul style="list-style-type: none"> <li>• Microsoft 365</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity of SharePoint</li> </ul>

<b>General skills/traits</b>	<ul style="list-style-type: none"> <li>• Build strong relationships</li> <li>• Strong written and verbal communication</li> <li>• Commercial awareness and third sector acumen</li> <li>• Committed to achievement of high standards and dedicated to stakeholders</li> <li>• Ability to remain calm, considered and focused under pressure</li> <li>• High degree of professional integrity</li> <li>• Good attention to detail; able to identify, analyse, interpret and correct inconsistencies or irregularities</li> <li>• Positive and energetic approach towards work.</li> <li>• Deadline-focused</li> <li>• Growth mindset</li> <li>• Self-starter, proactive, positive approach</li> <li>• Inclusive approach</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Clinical experience</li> <li>• Leadership</li> <li>• Project management</li> </ul>	<ul style="list-style-type: none"> <li>• Clinical familiarity with other courses</li> <li>• Third sector</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree or professional qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Project management</li> </ul>
<b>Working environment</b>	<ul style="list-style-type: none"> <li>• Dynamic</li> <li>• Agile</li> <li>• Communicative</li> <li>• Innovative</li> <li>• Flexible</li> <li>• Time pressured</li> </ul>	<ul style="list-style-type: none"> <li>• Hybrid working/office working etc</li> </ul>