

HEMS CLINICAL Organisational Responsibilities February 2023

CLINICAL MANAGER'S TASKS

CM SOUTHERN

RESPONSIBILITY	PARTICULARS	TASKS		
COMPLIANCE	8156	ATP	Coordination and overview of crew ATP. Support to authorising MD. Annual review of crew portfolio submissions	
		Audit	Design and review of programme/process and crew feedback	
		0800 Line	Overview of quality of advice and follow-up.	
		Data	Sign-off on data policy and performance/compliance	
	HDC and HQSC	Reporting	Overview of reporting and follow-up	
		Crew Training	Set policy and review performance for quality standards	
	Vulnerable Persons	Policy	Review annually and publish (including on website)	
	Privacy	Policy	Review annually and publish (including on website)	
	CREW LIAISON	Bases	Dunedin	Crew performance overview, Operator liaison and training recommendation
			Greymouth	Crew performance overview, Operator liaison and training recommendation
Queenstown		Crew performance overview, Operator liaison and training recommendation		
MEDICINES MANAGEMENT	Policy	HCL lead developed jointly with MDs	Draft and publish--use, disposal, storage and CPG extensions.	
	Standing Orders	HCL lead developed jointly with MDs	Policy development draft and publish	
PERSONAL DEVELOPMENT	ATP Currency		Clinical crewing/simulations and crew training	
	Council Registration CPD		Annual To be agreed	
CM SOUTHERN - SHARED RESPONSIBILITIES				
MANAGEMENT	HCL	Clinical Managers	Day-to-day coordination. Overview of HCL responsibilities and resourcing requirements. Shared with CA and CE	
		Budget Management	Budget prep and performance management. Shared with CA and CE	
REPRESENTATION	HCL	NASO and Purchasers Helicopter Air Ambulance Sector Regional hospitals and medical centres	Shared with CMS, MDs, CA and CE Shared with CMS, MDs, CA and CE Shared with MDs, and CA	
REPUTATION	HEMS AND HCL	Universal	Shared	
TRAINING	Clinical Crew	Clinical complaints	Shared with MDs, CA, and CE	
		Simulations	Shared with CMS, MDs, and CA	
CREW SUPPORT	Clinical Crew	Course presentations	Shared with CMS, MDs, and CA	
		Effectiveness review	Shared with CMS, MDs, and CA	
CREW SUPPORT	Clinical Crew	0800 Line	Shared with CMS, and MDs	
		Audit	Shared with CMS, and MDs	

CM ADMIN and DATA

RESPONSIBILITY	PARTICULARS	TASKS	
COORDINATION	Clinical Support	0800 Line	coordination, scheduling, records and review
		Council registration and currency	HCL Records maintenance
		Training	Schedule maintenance
		Design	Review and modify design
ADMINISTRATION	HEMS Website	Design	Review and modify design
COMPLIANCE	HDC and HQSC	Reporting	Overview of reporting and follow-up
		Crew Training	Set policy and review performance for quality standards
PERSONAL DEVELOPMENT	Vulnerable Persons	Policy	Review annually and publish (including on website)
		Privacy	Review annually and publish (including on website)
REPORTING	NASO	Coordination	Schedule production of all standard NASO reports
		HEMS	Coordination
LEARNING MANAGEMENT SYSTEM	HEMS	Implement	Research and recommend preferred system for adoption by HEMS.
		HEMS	Implement
CM ADMIN and DATA - SHARED RESPONSIBILITIES			
DATA BANK	HEMS	Data collected, analysed and reported	Shared with Technical Manager HEMS
REPRESENTATION	HCL	NASO and Purchasers Helicopter Air Ambulance Sector	Shared with CMS, MDs, CA and CE Shared with CMS, MDs, CA and CE
REPUTATION	HEMS AND HCL	Universal	Shared
TRAINING	Clinical Crew	Simulations	Shared with CMS, MDs, and CA
		Course presentations	Shared with CMS, MDs, and CA
CREW SUPPORT	Clinical Crew	Effectiveness review	Shared with CMS, MDs, and CA
		0800 Line	Shared with CMS, and MDs
CREW SUPPORT	Clinical Crew	Audit	Shared with CMS, and MDs

CM RESEARCH and NORTHERN

RESPONSIBILITY	PARTICULARS	TASKS		
RESEARCH	Strategy	HCL	Determine strategy to prioritise research projects	
		Policy	HCL	Draft policy to inform research priorities and criteria for crew engagement
		Coordination	Crew	Coordinate, review and publish approved research projects.
CREW LIAISON	Bases	Christchurch	Crew performance overview, Operator liaison and training recommendation	
		Nelson	Crew performance overview, Operator liaison and training recommendation	
PERSONAL DEVELOPMENT	ATP Currency		Clinical crewing/simulations and crew training	
		Council Registration		Annual
COMPLIANCE	Data Bank	Privacy Act	Ensure compliance with suitable system protections	
		CPD		To be agreed
REPRESENTATION	HCL	NADOG	Representation for and liaison with HCL	
		Tier One	Representation for and liaison with HCL	
CM RESEARCH and NORTHERN - SHARED RESPONSIBILITIES				
REPRESENTATION	HCL	NASO and Purchasers Helicopter Air Ambulance Sector Regional hospitals and medical centres	Shared with CM Nthern, MDs, CA and CE Shared with CM Nthern, MDs, CA and CE Shared with MDs, and CA	
TRAINING	Clinical Crew	Simulations	Shared with CM Sthern, MDs, and CA	
		Course presentations	Shared with CM Sthern, MDs, and CA	
REPUTATION	HEMS AND HCL	Universal	Shared	
		Effectiveness review	Shared with CM Sthern, MDs, and CA	
CREW SUPPORT	Clinical Crew	0800 Line	Shared with CMS, and MDs	
		Audit	Shared with CMS, and MDs	