

Job Title:	Bank Resuscitation Officer
Reports to (job title):	Chief Nursing Officer
Line Manager to:	N/A

Job purpose

The resuscitation officer will provide subject matter expertise and guidance to the HCRG Care Group resuscitation committee, services and learning and development department to ensure the organisation establishes safe and effective practices and improvements across the organisation. The post holder will also be responsible for identifying the resuscitation training requirements across the organisation. The role will be an integral member of the resuscitation committee and will be responsible for ensuring current policy and legislation updates are shared and change and improvements required across the organisation are identified and effective recommendations made.

Base

Office Base: Local regional office, hybrid working with regional and national travel as required.

Key responsibilities

Specialist Advice and Guidance

- Lead on the provision of specialist clinical leadership and technical support and advice to HCRG Care Group colleagues, HCRG Care Group Resuscitation committee and HCRG Care Group NLT
- Promote safe and effective practice in relation to resuscitation procedures, ensuring that they conform to Resuscitation Council (RCUK) Guidelines.
- Provide interpretation and implementation of national and local policy and standards to support the work of the HCRG Care Group Resuscitation Committee.

Governance

- Contribute to the HCRG Care Group Resuscitation Committee Meetings and support the Chair of the Resuscitation Committee in the governance of resuscitation advice, guidance, and services
- Support the development and implementation of an organisation-wide Resuscitation and TEP Policy for both adult and paediatrics.
- Support the strategic development of resuscitation practice across the organisation, as identified by the resuscitation committee.

Improvement and Change

- Identify areas for service improvement and support the development and implementation of a resolution plan, providing advice and remedial training as necessary.
- Influence evidence-based practice and promote standardisation of resuscitation across the organisation.

Audit and Assessment

- Lead on the development of systems to record, monitor and audit practice across the organisation.
- Support the review and audit of organisational resuscitation procedures.
- Provide guidance for trials and evaluations of resuscitation equipment across the organisation.

Resuscitation Training

- Provide professional advice and support in relation to resuscitation training, techniques and equipment.
- Identify staff learning needs and provide guidance and support in the development, implementation and evaluation of learning and development programmes which conform to the Resuscitation Council (RCUK) quality standards for training of staff to meet these needs.
- Provide updates, training and upskilling to the organisation clinical training team and wider colleagues in the areas of resuscitation
- Support the organisation in expanding to become a resus accredited centre with the Resuscitation Council (RCUK)

CPD / Professional Knowledge

- To demonstrate and maintain specialist knowledge acquired through Professional Registration, specialist clinical experience, specialist qualifications, management experience and other continuing professional development.
- To demonstrate the ability to critically analyse appropriate, often specialist, academic and professional research and literature, adapting training and practice where applicable, promoting researched based practice.
- To participate in research and audit relating to resuscitation issues.

Professional Skills

- Demonstrate the ability to make sound clinical decisions in stressful situations and provide advice on decisions relating to resuscitation.
- To maintain proficiency in vital clinical skills required for resuscitation.

Personal Specification

Essential

- Registered Nurse, ODP, Paramedic or equivalent
- Resuscitation Council UK (RCUK) Advanced Life Support Instructor Certificate (Adult)
- Resuscitation Council UK (RCUK) Advanced Life Support Instructor Certificate (Paediatric)
- Experience of resuscitation training
- Expert knowledge of current resuscitation guidelines and techniques.
- Experience of working as an expert practitioner, demonstrating advanced clinical competence and knowledge.
- Knowledge of relevant resuscitation guidelines and recommendations
- Knowledge of governance relevant to resuscitation practice.
- Ability to lead, make decisions, use initiative and prioritise workload
- Evidence of clinical competency in resuscitation.
- Ability to deal with difficult or sensitive situations with discretion and professionalism
- Evidence of continued professional development.
- The ability to produce comprehensive reports and proposals.
- Excellent planning, organisational and time management skills.
- Excellent Interpretative and critical analysis skills both written and numerical.
- Ability to use basic IT systems Inc. PowerPoint, Excel and Word.
- Ability to undertake research/knowledge transfer.
- Ability to work on own initiative as well as part of a team.
- Ability to work within established procedures and timescales.
- Ability to deal effectively and appropriately with people at all levels and from a broad range of backgrounds including the ability to build rapport at all levels.
- Ability to meet strict deadlines and manage conflicting pressures
- Willingness to undergo training to support the development of the role.
- Highly motivated and able to demonstrate enthusiasm and commitment to the role.

- Ability to work Independently, solve problems and make decisions whilst showing sound judgement in keeping others Informed.
- Excellent communication skills written and verbal.
- Excellent time management and organisational skills
- Ability to teach competently using adult teaching and learning strategies

Desirable

- Experience of leadership and management in a clinical area
- Experience in the role if a resuscitation officer
- Recognised teaching qualification
- Experience of chairing and organising meeting's

Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care

- Inspire
- Understand
- Communicate

Think

- Challenge
- Improve
- Learn

Do

- Accountability
- Involve
- Resilience

Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care

by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

Equal Opportunities

It is the company’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.