#### **JOB DESCRIPTION TEMPLATE**

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| JOB IDENTIFICATION |
|  * Job Title: **RESUSCITATION OFFICER**
* Responsible to (insert job title): **RESUSCITATION OFFICER**
* Department(s): Ward / Dept **Clinical and Care Governance Unit**
* Directorate:
* Operating Division: **Nursing Directorate**
* Job Reference:
* CAJE No: 800-3412
* No of Job Holders: **5**
* Last Update (insert date): **November 2024**
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| 2. JOB PURPOSE |
| In collaboration with the Quality (QI) Improvement Lead for Resuscitation Service and Deteriorating Patient, the post holder will be accountable for the provision of specialist knowledge, expertise and training in all aspects of adult and paediatric resuscitation to clinical and non-clinical staff within the NHS Ayrshire & Arran (NHSA&A), working within the professional standards held in the NMC Code of professional Conduct.With the Resuscitation, Deteriorating Patient Group and the QI Lead for Resuscitation Service and Deteriorating Patient, the post holder will work to ensure cohesive and consistent training standards throughout NHSA&A.To lead and participate in a clinical skills training programme for Junior and Undergraduate Medical Staff. |

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| **3. DIMENSIONS** |
| * The department comprises 1 WTE QI Lead for Resuscitation Service and Deteriorating Patient, 4.6 WTE Resuscitation Officers and 1 WTE departmental secretary
* Providing a resuscitation training service across multiple sites throughout NHSA&A
* Providing a clinical skills training programme for nursing, junior and undergraduate medical staff throughout NHSA&A
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| 4. ORGANISATIONAL POSITIONDirector of Clinical and Care Governance Head of Clinical and Care GovernanceResuscitation Service Lead POST HOLDER5 x Resuscitation Officer – (4.6 WTE)   Departmental Secretary/Course Co-ordinator (1.0 WTE) |
| 5. ROLE OF DEPARTMENT |
| * The overall role of the department is to provide a comprehensive and cohesive resuscitation training programme to clinical and non-clinical staff throughout NHSA&A
* This training programme involves imparting highly specialised theoretical and practical knowledge to all levels of clinical and non-clinical staff up to and including Consultant level
* To encourage and promote a standardised approach to the management of clinical emergencies adhering to recommended national guidelines
* The department operates as an integral part of NHSA&A promoting patient centred services, based upon local and national strategies, taking account of clinical, corporate and staff governance agenda
* Working collaboratively the department assesses, plans, implements and evaluates each training programme provided
* To provide nationally approved courses for Medical Staff, Nursing Staff and Allied Health Care Professionals eg Advanced Life Support, Advanced Trauma Life Support, Immediate Life Support, Generic Instructor Course, Care of the Critically Ill Surgical Patient, One-day ALS Recertification Course
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| 6. KEY RESULT AEAS |
| ClinicalThere is a daily expectation for the post holder to respond as an active member of cardiac arrest team whenever possible, to support, lead, or participate as a team member following current Resuscitation Council (UK) GuidelinesTo provide highly specialist knowledge, expertise and training on a daily basis, in the clinical management of deteriorating patients, cardiac arrest, anticipatory care/treatment escalation decisions and documentation and any related safety concernsOccasional assessment of individual patient care needs and the planning, implementation and evaluation of care, ensuring all forms of care/instructions are understood and carried out, in emergency situations* Demonstrate expert clinical knowledge and skill with continuous professional development to maintain high levels of clinical practise
* To maintain highly developed skill levels for the regular teaching of extended scope of practice eg manual/automated defibrillation, intubation, cannulation, IV drugs
* To perform highly developed skills (manual/automated defibrillation, intubation, cannulation, IV drugs) during clinical emergencies
* Continuous participation in the development of clinical guidelines and policies, working with and advising the local and area-wide Resuscitation Groups
* Proactive in raising awareness and bringing about change with regard to appropriate policies eg organisational resuscitation policy
* Provide information and advice on resuscitation policies
* Contribute beyond our own area of activity to identify a need for policy development, working with other departments
* Involved in new policy development which impact on other disciplines to facilitate improved clinical services
* Participate in determining requirements for and choice of resuscitation equipment for use at clinical emergencies
* Participate in ensuring that appropriate resuscitation drugs and resuscitation equipment is standardised and available within each clinical area
* Lead monthly in-situ simulation for the 2222 team and facilitate team debrief post event
* Completion and distribution of organisational safety learning notes
* Observe clinical practice in order to identify training needs, skills deficits and to support staff
* Providing positive reinforcement and constructive advice during and following clinical emergencies
* Evaluate practical application of knowledge and skills, during clinical emergencies, to assess efficacy of training programmes
* Participate in clinical trials and disseminate findings to improve practice development.
* Influencing change to ensure evidence based practice in accordance with current national guidelines and current research
* Provision of training and assessment of Medical Students during placement

Management* Promote, encourage and adhere to all NHSA&A policies and procedures
* Undertake health and safety responsibilities identified within the Safety, Health and Environment policies, implementing policy where appropriate
* Maintain knowledge of current local and national guidelines
* Identifying, minimising and reporting interpersonal conflict, maintaining the trust and support of the team
* Report all incidents as per incident reporting policy
* Develop, structure and schedule a training diary, taking account of training needs of staff, within area of responsibility
* Effective time and workload management
* Management of all training and equipment resources to ensure availability and appropriate use for all training
* Maintenance of accurate training records for all training sessions
* Collation of appropriate data and provision of regular training reports to relevant heads of department
* Manage change in clinical practice through modification of training programmes and dissemination of information, in accordance with up-to-date research findings

**Professional/Educational*** The maintenance of a high standard of conduct and dress to promote public confidence
* Ensure that the NMC Code of Professional Conduct is adhered to at all times
* Take an active role in self-development, extending knowledge and skills as opportunities arise
* Actively seek opportunities for audit/research of practice within area of responsibility and evaluate findings
* Responsibility to maintain awareness and be responsive to relevant local and national guidelines
* Maintenance of highly developed knowledge and skills through scheduled clinical practice
* Ensure training programmes are delivered professionally, responsively and appropriate to individual needs
* Maintain Personal Development Profile in conjunction with QI Lead Resuscitation Service & Deteriorating Patient including personal and professional learning needs/goals
* Four yearly revalidation of Resuscitation Council (UK) ALS Instructor Status
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| 7a. EQUIPMENT AND MACHINERY |
| The post holder is expected to have a comprehensive knowledge of the use, cleaning and maintenance of the following:* Adult Advanced Life Support manikins and skill meters
* Paediatric Advanced Life Support manikins and skill meters
* Basic Adult and Paediatric resuscitation manikins
* Cannulation and venepuncture arms and equipment
* All training areas

The post holder will be familiar with and regularly use the following equipment:* Telephone/voicemail
* Paging systems
* Email systems
* Intranet/Internet
* Computer systems: Word, PowerPoint, Excel data base, Empower data base, resuscitation training manikin software
* Data projectors, slide projectors, overhead projectors
* Equipment for use in resuscitation – oxygen delivery devices, suction devices, airway management devices, defibrillators (bi-phasic, monophasic, manual and automated), cardiac monitors, oxygen saturation monitors, 12 lead ECG, IV access equipment
* Utilise computer systems and visual aids to enhance training programmes and presentations
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| **7b. SYSTEMS** |
| * Direct responsibility to maintain accurate training records, training delivered and attendance at training
* Responsibility to co-ordinate training sessions around the annual training calendar, available training venues and other responsibilities
* Responsibility for the identification of necessity to adapt information systems to provide accurate reports on an ongoing basis
* Frequent ordering of supplies for the department using a paper based, stock control system
* Maintenance of accurate time sheets and expenses records
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| 8. ASSIGNMENT AND REVIEW OF WORK |
| * Workload is generated by the mandatory training programme, Corporate Induction, Medical Student placements and annual training updates for all relevant staff
* Work is generated by service developments, advances in practice and research
* Workload will in the future be influenced by local and national deteriorating patient QIwork
* Requests for relevant ad-hoc training sessions
* Annualised training for community dental teams across NHSA&A
* Review will be annually by formal performance appraisal, personal development plan and objective setting
* Peer group review
* Relevant resuscitation groups
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| **9. DECISIONS AND JUDGEMENTS** |
| * Post holder is accountable for demonstrating excellence in resuscitation procedures
* Responsibility to make judgements and contribute toward clinical decisions during complex situations to ensure appropriate outcome/action
* Post holder has discretion to work within agreed parameters including the application of Human Resources policies, health and safety policies and risk management strategies
* Provision of professional advice to all clinical staff and students and an ability to recognise own limitations and the requirement for appropriate referral
* Participation in the development of appropriate resuscitation policies within NHSA&A
* Make decisions about competence of all staff attending training and during clinical emergencies
* Make decisions regarding reporting of inappropriate and/or incompetent practice
* Make decisions regarding appropriate use of time and resources
* In collaboration, assess, prioritise and make decisions regarding number, frequency and types of training sessions
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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| * Identifying and reporting interpersonal conflict/and or poor performance of individuals
* Ability to prioritise own workload under continually increasing demands and limited resources ie training areas, IT facilities
* Ability to continually change and adapt to new situations and strategies
* Being responsive to new practices and communicate these to all relevant staff
* Driving/leading change to improve quality of clinical care for patients
* Recognising and responding to the needs and feelings of others
* Supporting staff and relatives at clinical emergencies, particularly when outcome is not favourable
* Following up on clinical emergencies where problems have been identified
* Ensuring the resuscitation training programme reflects and meets the needs and demands of the service
* Lack of availability of appropriate training accommodation
* Lack of availability of appropriate office accommodation and IT facilities
* Movement and transfer of resuscitation training equipment for off-site training
* No adjacent access/parking for loading and offloading equipment for off-site training
* Co-ordination of training programmes to coincide with annualised training calendar, other departments and individual needs
* Ensuring reliable and consistent data collection following clinical emergencies/cardiac arrests
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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| Highly developed communication strategies with a wide range of personnel to ensure effective delivery of resuscitation training programmes and management of clinical emergencies, working formally and informally with:* All Medical Staff including medical students
* Nurse leaders
* Nursing and Midwifery Staff
* Speciality leads
* Education Centre Staff
* Resuscitation & Deteriorating Patient Groups
* Health Care Professionals
* Non-clinical Staff
* Community Dental Staff
* HMP Kilmarnock
* Medical Physics
* Clinical and Care Governance Unit
* Clinicians and colleagues in other NHS areas throughout Scotland and the UK inrelation to resuscitation practice and training
* Post Graduate Dean
* Use appropriate negotiation, motivation and persuasive skills to achieve optimum outcomes for service users
* Maintenance of effective communication with the multi-disciplinary team
* Provision of regular training reports to relevant resuscitation group
* Post holder will be expected to communicate effectively verbally and in writing with the multi-disciplinary team, colleagues, patients, relatives, carers and senior staff
* Ability to liaise effectively with external agencies
* Attendance and participation at relevant meetings
* Adhere to the NHSA&A policy on confidentiality including the requirements of the data protection act and Caldicott guidelines
* Demonstrate empathy, sensitivity, support and reassurance when communicating with patients, relatives and staff, particularly in relation to breaking bad news and dealing with emotionally challenging situations
* The main purpose of communication would be in the tuition of clinical and non-clinical staff in all matters of resuscitation
* Expectation to communicate with the QI Lead for Resuscitation Service and Deteriorating Patient regarding relevant team issues
* Contribute toward effective departmental communication systems to promote a cohesive, productive and creative department
* The ability to handle sensitive information in a manner not liable to offend or antagonise
* Communication of new research developments, guideline changes throughout the Organisation, in order to ensure evidence based practice
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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical*** Occasionally working in highly unpleasant working conditions such as having contact with un-contained body fluids, foul linen, during clinical emergencies
* Potential exposure to hazards such as verbal and physical aggression
* Prolonged light to moderate physical effort, including bending, walking, lifting, pushing and operating equipment is required on most shifts
* Occasional short periods of moderate physical effort, such as lifting patients with mechanical aids or hoists, when involved in medical emergencies
* Required to work within limited spaces
* Required to be able to initiate appropriate emergency care
* Daily movement of resuscitation manikins of various sizes and resuscitation equipment, before, during and after training sessions
* Movement of manikins and resuscitation equipment off site (lifting in and out of cars, on and off trolleys, up and down stairs) eg dentists, community hospitals, GP Surgeries, schools
* Organisation and preparation of resuscitation equipment for nationally approved resuscitation and other courses ensuring safe transportation and return of large amounts of equipment between course venues

**Mental*** Daily requirement to concentrate on the delivery of any aspect of resuscitation training; this may be a full day of training to small and large groups of staff, or several shorter sessions within the day, delivered to a wide range of candidates with differing levels of expertise and experience
* Responsible for participating in the delivery of an effective resuscitation training programme across NHSA&A
* Required to use own initiative and be able to make decisions with minimal supervision
* Required to use own judgement whilst observing patient’s condition and should report any changes to the relevant disciplines
* There is a requirement for high levels of intense concentration and for absolute accuracy during various training sessions
* There is a requirement to deal with challenging behaviours
* At all times maintain safety of staff, patients, carers and self
* Expected to be able to lead and manage a team of healthcare professionals in the management of a patient in cardiac arrest whenever necessary
* Expected to carry out intricate/dangerous clinical interventions during clinical emergencies which require intense concentration

**Emotional Effort/Skills*** There is a requirement to deal with distressed and anxious patients, carers and staff in a professional and sensitive manner during clinical emergencies
* There is a frequent requirement to work in highly emotive atmospheres, which may necessitate sensitive and appropriate management eg training personnel who have themselves been involved in resuscitation of family member/friend
* There is a requirement to manage a variety of emotional situations following the identification of incompetent and/or weaker candidates during in-house and national training courses
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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| * Post holder will be a Registered Nurse with current NMC registration
* Extensive post registration experience in acute area of Nursing ie ITU, CCU, A&E, HDU, Acute Medical Unit
* Degree/specialist qualification or equivalent experience
* Current certificate in ALS
* Current Instructor certificate in ALS (or working towards)
* Ability to keep relevant skills/knowledge updated and documented
* Excellent written and verbal communication skills
* A commitment to lifelong learning and demonstrates evidence of continuing professional development
* Excellent teaching and presentation skills
* Ability to work autonomously
* Positive attitude
* Excellent organisational skills
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| **14. JOB DESCRIPTION AGREEMENT** |
| A separate job description will need to be signed off by each jobholder to whom the job description applies. Job Holder’s Signature: Head of Department Signature: | Date:Date: |