

## JOB DESCRIPTION

### GENERAL INFORMATION

**Title:** Resuscitation Officer

**Band:** 7 – 37.5 Hours per week (part time or job share considered)

**Job Base:** Harefield Hospital

**Responsible to:** Lead Resuscitation Officer

**Accountable to** Lead Resuscitation Officer (GSTT)

### Disclosure & Barring Service (DBS) checks (please delete as appropriate):

|                                       |                                     |
|---------------------------------------|-------------------------------------|
| not required                          | <input type="checkbox"/>            |
| basic                                 | <input type="checkbox"/>            |
| standard                              | <input type="checkbox"/>            |
| enhanced                              | <input checked="" type="checkbox"/> |
| enhanced with adult/child barred list | <input type="checkbox"/>            |

Guy's and St Thomas' NHS Foundation Trust comprises five of the UK's best known hospitals – Guy's, St Thomas', Evelina London Children's Hospital, Royal Brompton and Harefield – as well as community services in Lambeth and Southwark, all with a long history of high quality care, clinical excellence, research and innovation.

We are among the UK's busiest, most successful foundation trusts. We provide specialist care for patients including heart and lung, cancer and renal services as well as a full range of local hospital and community services for people in Lambeth and Southwark.

We have a long tradition of clinical and scientific achievement and – as part of King's Health Partners – we are one of England's eight academic health sciences centres, bringing together world-class clinical services, teaching and research. We have one of the National Institute for Health Research's biomedical research centres, established with King's College London in 2007, as well as dedicated clinical research facilities.

Royal Brompton and Harefield hospitals joined Guy's and St Thomas' in February 2021 and is the largest specialist heart and lung centre in the UK and among the largest in Europe. We provide treatment for people with heart and lung disease, including rare and complex conditions, offering some of the most sophisticated treatment that is available anywhere in the world.

Our integrated approach to caring for patients from before birth, through childhood, adolescence and into adulthood and old age has been replicated around the world and has gained Royal Brompton and Harefield an international reputation as a leader in heart and lung diagnosis, treatment and research.

We are working in partnership with King's Health Partners, to deliver our vision of creating a new centre of excellence, which will be the global leader in the research into and treatment of heart and lung disease, in patients from pre-birth to old age.

We have around 22,700 staff, making us one of the largest NHS Trusts in the country and one of the biggest employers locally. We aim to reflect the diversity of the communities we serve and continue to develop new and existing partnerships with local people, patients, neighbouring NHS organisations, local authorities and charitable bodies and GPs.

We strive to recruit and retain the best staff as the dedication and skills of our employees lie at the heart of our organisation and ensure that our services are of the highest quality, safe and focused on our patients.

### **Job summary:**

To support the Lead Resuscitation Officer in the design and delivery of a programme of resuscitation training to ensure that all Trust staff are trained to an appropriate level which meets mandatory training requirements.

To assist with the development, monitoring and reviewing of relevant policies, practices and governance arrangements in relation to resuscitation and related matters, in conjunction with other departments, ensuring there is compliance, and identifying areas of risk.

### **Main tasks & responsibilities:**

#### **Communication**

Update all staff on current resuscitation policies and practices.

Follow and disseminate to team and resuscitation committee current research developments within the field of resuscitation.

Liaise with Resuscitation Council (UK).

Maintain and promote effective communication with course candidates and members of the multi-disciplinary team and other wards/departments e.g. learning and development, clinical skills and Simulation centre, other hospital wide and trust partners.

Provide support mechanisms for sharing good practice trust wide.

Debrief members of the cardiac arrest team after cardiac arrests and members of the nursing, allied health professionals and medical staff involved in the care of a patient who has suffered a cardiac arrest when required. Assist the lead resuscitation officer to make recommendations for changes in practice if indicated.

Support relatives of patients who are being resuscitated where those relatives have opted to remain present during the resuscitation attempt when required.

Promote the corporate image of the Clinical group and the wider Trust to all individuals, groups and organisations both within the Trust and to the community at large.

Contribute to the development and maintenance of a positive learning environment for colleagues and all members of the multidisciplinary team.

Contribute to Resuscitation Team bleep cover arrangements as required.

Ensure that all documentation is maintained to the trust standard (including electronic records).

### **Patient/customer care (both direct & indirect)**

Deliver in house mandatory training to all members of the multidisciplinary team to meet their needs within the clinical setting.

Participate in and organise Acute Illness Management (AIM), ALS, ILS, PILS and EPALS courses and to participate in and organise other courses or training events as requested by the Lead Resuscitation Officer.

As a member of the resuscitation team ensure that the resuscitation and audit process is adhered to in line with Resuscitation Council (UK) Guidelines, Clinical group & Trust policies and the European Guidelines.

Attend Cardiac Arrest calls whenever possible during working hours and within the constraints of training commitments.

Provide advice on matters related to resuscitation.

Identify clinical risks and ensure that appropriate action is implemented in accordance with the Trust risk management policy.

Record and report all incidents/complaints involving staff, patients and visitors in accordance with the Trust policies and lead in any investigations where required to do so by the Lead Resuscitation Officer.

Develop, implement and audit policies to improve resuscitation practice and education.

Lead on delegated projects relating to resuscitation policies and training.

Work in line with the organisation resuscitation policy and all other relevant trust policies.

## **Resource Management**

Provide adequate resources for a positive learning environment and to inform lead resuscitation officer where resources are inadequate.

Ensure appropriate staffing to facilitate proposed training, identifying deficiencies to lead resuscitation officer and suggest alternative strategies.

Monitor the efficient and effective use of supplies, provisions and equipment of the team within the designated budget.

Ensure cost pressures and financial constraints are identified and discussed in a timely manner with the lead resuscitation officer.

## **Service development**

Participate in staff education and development, including orientation and supervision and act as a mentor and resource for learners and the nursing team and the multi-professional teams.

Examine resuscitation practices in the clinical group and participate in resuscitation related audits to improve standards of resuscitation.

Assist the lead resuscitation officer to review the portfolio of courses offered within this specialist field of practice within the clinical group following consultation with the resuscitation committee and liaising with senior managers and modern matrons.

Examine existing practices in the organisation and make necessary changes in order to improve standards of resuscitation.

Monitor the quality of training and care and action audit information to achieve agreed standards under the direction of the resuscitation committee and clinical teams.

Maintain, update and develop personal and professional knowledge and skills, using the clinical group performance review system, enabling standards of patient care to be constantly monitored and improved.

Participate in the business planning process, helping to identify areas for service development.

Assist the lead resuscitation officer in supporting and developing staff from a range of clinical disciplines to work towards Adult and Paediatric Life Support instructor status.

## **People management**

Ensure that normal administrative duties are carried out, including the maintenance of resuscitation records and relevant documentation.

Work at the Royal Brompton site and work flexibly to cover the team's workload (including working cross site when necessary).

Ensure that procedures carried out are within Resuscitation Council (UK) guidelines.

Deputise for the lead resuscitation officer and attend meetings and participate in any committee work related to the wider aspects of resuscitation, clinical risk and clinical governance.

Actively manage own annual leave in line with trust and local policy and procedure and as delegated help others to do the same.

Participate in the trust appraisal and personal development plan schemes by meeting with their manager as set out by the current organisation guidelines.

### **Information management**

Identify areas where local audit is needed, conduct the audit and analyse the data with support.

Assist with maintaining the cardiac arrest audit database, linking with the clinical audit department and administrator.

Collect and analyse audit and research data as required.

Disseminate audit results through presentation and publication.

To have an active hospital email account and use this as one of the methods of disseminating information to trust staff.

Use the hospital internet to enhance care for professional development.

Undertake relevant training for electronic information systems in place and under development.

### **Research and development**

Maintain professional knowledge and skills through direct clinical involvement and updated in line with current practice and research.

Participate in research and audit in relation to resuscitation for the development of the service and to measure compliance against local, national and international standards.

### **Further sections**

To abide by the trust's core behaviours for staff and all other trust policies, codes and practices including standing financial instructions, research governance, clinical governance, patient and public involvement, codes and practices, and health and safety.

Accountable for own professional actions, not directly supervised.

To provide a safe and attractive working environment for team members within available resources.

Abide by the NMC /HCPC code of conduct

Promote nursing within the hospitals, wider trust and beyond.

To represent the organisation at regional and national conferences and on working groups as appropriate.

To ensure all team members have a real voice in the development of the clinical service to patients/customers.

## **Other duties**

To undertake any other duties commensurate with the grade as requested.

**This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.**

## **ADDITIONAL INFORMATION**

### **Vision**

To be the UK's leading specialist centre for heart and lung disease, developing services through research and clinical practice to improve the health of people across the world.

We will achieve this by:

- improving patient safety and satisfaction
- providing specialist treatments that others cannot offer
- bringing innovation to clinical practice through our research partnerships
- attracting, developing and retaining world-class clinical leaders
- investing in services, technologies and facilities to support new service models at both sites

## **Confidentiality**

During your employment you may have access to, see or hear information of a confidential nature and you are required not to disclose such information, particularly that relating to patients and staff.

To comply with the Data Protection Act 1998, you must not at any time use personal data held by the Trust for any unauthorised purpose or disclose such as data to a third party.

You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of the organisation unless expressly authorised to do so.

## **Health & Safety**

### **Smoking**

It is the policy of Royal Brompton & Harefield Hospitals Group that all people who work for the organisation or wider Trust, while on its premises, to obtain treatment or visit the Trust in any capacity, do so without exposure to tobacco smoke, and so smoking of cigarettes and E-cigarettes is not allowed anywhere on any Trust premises.

The Trust aims to provide appropriate support, in partnership with local Occupational Health and Community Services, to ensure that Trust staff and patients can access practical help and support in their attempts to stop smoking.

This policy is based on clear evidence that, in addition to the health risks taken by smokers themselves, others who breathe in exhaled tobacco smoke (passive smokers) have increased risk of disease.

NHS Estates have notified all NHS agencies that E-Cigarettes and the charging there of are not permitted within any Trust property (including accommodation).

## **Diversity**

You are always required to carry out your responsibilities with due regard to the Trust's Diversity policy and to ensure that colleagues or staff that you manage receive equal treatment throughout their employment with the Trust.

## **Risk management**

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

## **Conflict of interests**

You may not without the consent of the Trust engage in any outside employment. In accordance with the Trust's Conflict of Interest policy, you must declare to your manager all private interests which could potentially result in personal gain because of your employment in the Trust. Interests that might appear to be in conflict should also be declared to your manager.

In addition, the NHS Code of Conduct and Standards of Business Conduct for NHS Staff (HSG 93/5) requires you to declare all situations where you or a close relative or associate has a controlling interest in a business (such as a private company, public organisation or other NHS voluntary organisation) or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently whenever such interests are gained. You should not engage in such interests without the written consent of the Trust, which will not be unreasonably withheld. It is your responsibility to ensure that you are not placed in a position that may give rise to a conflict between your private interest and your NHS duties.

### **CODE OF CONDUCT FOR PROFESSIONALLY QUALIFIED STAFF GROUPS**

All staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, GMC, DoH Code of Conduct for Senior Managers).

### **Disclosure & Barring Service checks (where relevant)**

If the post has been identified as being an 'eligible position' under the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975* or, in some cases, the *Police Act 1997*, it meets the eligibility criteria for a disclosure to be requested through the Disclosure and Barring Service (DBS). Where a DBS check is indicated above applicants who receive a conditional offer of employment will need to complete a satisfactory DBS check prior to the appointment being confirmed.

With the exception of Basic disclosure certificates which only contain information about unspent convictions, all other DBS level checks will disclose both spent and unspent convictions, cautions (including reprimands and final warnings) which are not 'protected' as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975 (as amended)*. Enhanced disclosures may also include other relevant police information where this is deemed relevant to the position you are applying for.

A criminal record will not necessarily bar you from appointment - that will depend on the nature of the position for which you are applying and the particular circumstances of the incident(s).

You are obliged to inform the Trust if at any time in the course of your employment you are the subject of a police investigation or are convicted of a criminal offence.

You must also inform the Trust immediately if at any time during your employment you are the subject of an investigation by the Independent Safeguarding Authority or are Barred from either its Children's Barred List or Adults' Barred List. Failure to comply with these requirements may result in disciplinary action. You will be committing a criminal offence if you seek to undertake or undertake any Regulated activity while



Barred by the Independent Safeguarding Authority from either its Children's Barred List or Adults' Barred List.

### **Core behaviours for all Trust staff**

All staff will:

- Act with honesty and integrity at all times
- Demonstrate respect for others and value diversity
- Focus on the patient and internal and external customer at all times
- Make an active contribution to developing the service
- Learn from and share experience and knowledge
- Keep others informed of issues of importance and relevance
- Consciously review mistakes and successes to improve performance
- Act as ambassadors for their directorate and the Trust
- Be aware of the impact of their own behaviour on others
- Be discreet and aware of issues requiring confidentiality

In addition, all managers and supervisors will:

- Value and recognise the ideas and contributions of all team members
- Coach individuals and teams to perform to the best of their ability
- Delegate work to develop individuals in their roles and realise their potential
- Give ongoing feedback on performance, and effectively manage poor performance
- Provide support and guidance to all team members
- Encourage their team to achieve work/personal life balance
- Actively listen to comments/challenges and respond constructively
- Lead by example, setting high standards
- Ensure that there are sufficient resources for their team and rebalance priorities accordingly
- Provide a safe working environment

### **Infection and Prevention Control**

All Trust staff will:

- Act as a role model and champion for the highest standards of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust policies and guidelines.
- Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene
- Value and recognise the ideas and contributions in their endeavours to reduce the incidence of healthcare associated infections.

**Confirmed as accurate by post holder:.....**

**Date:.....**

**Confirmed as accurate by manager:.....**

**Date:.....**



