

## JOB DESCRIPTION

### Oxford Health NHS FT

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| Job Title:       | Resuscitation Officer  |
| Band:            | 6  |
| Responsible to:  | Senior Resuscitation Officer   |
| Responsible for: | Resuscitation Service  |
| Accountable to:  | Director of Clinical Education & Learning, Learning and Development  |
| Place of work:   | The Farmhouse, Warneford Hospital, Roosevelt Drive, Oxford.<br>OX3 7JX, & flexible across the training sites within the organisation |
| Hours:           | 37.5 hours per week<br>Normally Monday- Friday flexibly between hours 07.30-19.00<br>(may be needed outside these hours on occasion) |
| Author:          | T. Courtneil, Updated G. Jones   |
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## **JOB PURPOSE**

- On behalf of the Senior Resuscitation Officer (SRO) participate in the continued development of recognition of the deteriorating patient and resuscitation management.
- With the support of SRO, work in partnership with senior clinicians and managers to ensure an optimal resuscitation service for patients and staff.
- In conjunction with SRO and the Learning & Development Department, plan, organise and provide training to meet the needs of Trust staff.
- Will provide clinical support and expertise during attendance at cardiopulmonary arrests and clinical emergencies.
- To have an awareness of the wider issues involved in resuscitation.
- To help develop and support other resuscitation officers.

## **DUTIES AND RESPONSIBILITIES**

### **Teaching and Training**

- Deliver OHFT resuscitation training, to include teaching and assessing small groups using current recognised resuscitation teaching methods during training sessions.
- With the support of the Senior Resuscitation Officer, participate in the provision of accredited Resuscitation Council (UK) (RCUK) courses in the Trust. In particular RCUK Immediate Life Support (ILS).
- Provide guidance to Trust staff on the level of training required and work with colleagues to ensure these needs are met.
- With the support of the Senior Resuscitation Officer work with managers and clinicians to optimise the uptake of resuscitation training for all staff groups, in line with Trust policy and to comply with National Guidelines.
- Participate in the planning, development and evaluation of educational strategies for resuscitation, to include the development of training for all disciplines within the Trust.
- Maintain accurate records of all training provided.

### **Management**

- Be actively involved in policy development and implementation both at a local level and Trust wide, presenting to the appropriate clinical governance committees on behalf of Senior Resuscitation Officer. Will respond to changes in national guidelines and implement change within the Trust with the support of the Senior Resuscitation Officer and Learning and Development Department.
- To support senior colleagues in the management of serious incident/event relating to resuscitation.
- Manage own workload when required and participate in workload planning for the resuscitation service.
- Actively participate in matters relating to standards unannounced drills, audit and debriefing following incidents
- On behalf of the Resuscitation Service/Trust take responsibility for designated projects and be the link person/expert resource for the service on that issue
- Contribute to the development of Resuscitation Trainers/Link people working within the Trust as required.

### **Leadership**

- The RO will act as a role model for staff.
- The RO will champion the needs of the resuscitation service with organisations or groups within the Trust.
- Provide leadership at clinical emergencies.

- Be readily available to provide expertise, advice, and support to site staff.

### Clinical

- Attend emergency calls to provide clinical expertise, support, and leadership and to review the care given.
- Use expert knowledge to identify, and if necessary, fulfil, any role at a clinical emergency.
- Keep abreast of clinical developments that will have an impact on resuscitation services.
- Maintain awareness of current patient care as necessary by observation and supervised practice of key skills in appropriate clinical areas when appropriate.

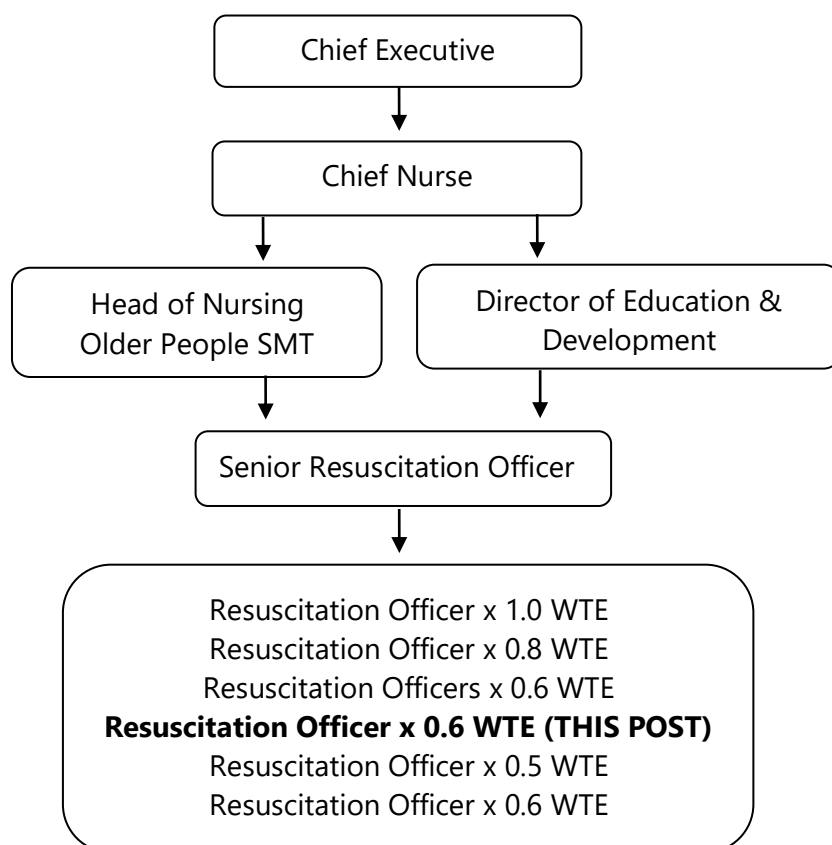
### Research and Audit

- Participate in research projects that contribute to the body of evidence on resuscitation.
- Contribute to audit of appropriate resuscitation issues, equipment and DNACPR documentation and work with teams and departments to influence change as appropriate.

### Communication

- Keep records and present ideas/short reports and information to individuals and small groups at local level.
- Use judgement and expertise during resuscitation events/emergency situations to advise/counsel/intervene on matters of poor practice, to ensure patient and staff safety.

### STRUCTURE CHART



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## **CODE OF CONDUCT**

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).

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.

In addition to undertaking the duties as outlined above, the post-holder will be expected to fully adhere to the following:

### **Personal Development**

- To actively participate in an annual performance review (appraisal) and the development and implementation of a personal development plan.
- To take responsibility for their own professional development ensuring professional standards are maintained and statutory and mandatory training is in date.
- To attend any training as requested.

### **Code of Conduct**

- To adhere to the Professional Code of Conduct relating to your profession (if applicable).
- To uphold the principles and values set out in the NHS Code of Conduct for Managers.
- To support the organisation in developing an effective work/life balance for employees that meets the needs of the organisation.
- To ensure that the health and wellbeing of patients is at the centre of all activities and that all staff engage and communicate with patients as appropriate.
- To always promote quality and safety of patients, visitors and staff thus enabling the Trust to meet its regulation requirements (Care Quality Commission Registration – Regulations and Outcomes) that relate most directly to patients and also strive for continuous quality improvement.

### **Equal Opportunities/Diversity**

- To observe Oxford Health NHS Foundation Trust's Equal Opportunities Policy providing equality of treatment and opportunity to employees, service users and service providers irrespective of sex, sexuality, age, marital status, ethnic origin or disability.

### **Health & Safety**

- To take responsibility for the health & safety of themselves and other persons who may be affected by their omissions or actions at work.
- To promote the Trust's Health and Safety Policy and ensure matters are managed in accordance with it.
- To co-operate with the Trust to ensure that statutory and departmental regulations are adhered to.
- Report accidents, incidents and near misses, implementing corrective action where necessary.

### **Infection Control**

- To comply with Trust policies for infection control and hand hygiene such as hand hygiene, decontamination Policy, uniform and workwear code and standard precautions Policy to reduce the spread of healthcare-associated infections (HCAIs).
- Employees with clinical responsibilities must incorporate into their clinical activities up to date evidence that supports safe infection control practices and procedures, such as the use of aseptic techniques and the safe disposal of sharps.

### **Confidentiality and Data Security**

- To comply fully with the duties and responsibilities outlined the Trust's Information Governance Policy.
- To comply with the Data Protection Act 1998, NHS Confidentiality guidelines (e.g. Caldicott, GMC) and any code of practice on Confidentiality and Data Protection as accepted by the Trust. Departmental codes of practice and procedures for confidentiality are available from the head of department.
- To ensure that all information collected, stored and used is done so in compliance with the above Act and any relevant Trust Policy.
- To preserve the confidentiality of any information regarding patients, staff records in your area (in connection with their employment) and the Trust business. This obligation shall continue in perpetuity.
- To raise any matters of concern with your Manager/Director

### **Safeguarding**

- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.
- To support the organisation in ensuring service users are protected from abuse or the risk of abuse and their human rights are respected and upheld.
- To ensure concerns are responded to appropriately in line with the Trust's Safeguarding Adults Policy and the Child Protection Policy and interagency safeguarding procedures.
- To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Criminal Records Bureau.

### **Other**

- To be aware of and work in line with all Trust policies and procedures.
- To carry out any other tasks as reasonably directed.

## PERSON SPECIFICATION

| Resuscitation Officer Band 6                        |  |   |
|---|--|---|
| Criteria for Selection                              | Essential Requirements   | Desirable Requirements  |
| Knowledge Requirements                              | Current Resuscitation Council (UK) guidelines 2021   | Covid-19 guidance in relation to Resuscitation                        |
|   | Good written and verbal communication skills including the ability to communicate difficult news   | Experience with debriefing post resuscitation events                  |
|   | Able to present complex information to individuals or small groups   | Evidence of written or verbal formal presentations                    |
|   | Ability to use computer skills showing a familiarity with outlook, Word, PowerPoint & Excel.   |   |
|   | Ability to prioritise and organise own workload.   |   |
| Qualifications – Academic / Skills / Professional   | Current NMC, ODP or Paramedic registration, or equivalent professional qualification   | Degree level education or working towards higher-level qualification. |
|   | ILS provider/ Instructor Potential/ Instructor   | Current ALS or EPLS/APLS Provider certification                       |
|   | Evidence of ongoing personal and professional development.   |   |
| Further Training or Job Related Aptitude and Skills | Evidence of experience in teaching & assessing resuscitation for Adults and Paediatrics  | Teaching qualification e.g. City and Guilds qualification             |
|   | Ongoing involvement in resuscitation training & assessment without supervision   |   |
| Experience  | Clinical experience in inpatient & community areas for mental & non-mental health  | Able to manage unannounced drills and audit                           |
|   | Experience in a supervisory role   |   |
|   | Ongoing involvement in resuscitation training & assessment without supervision   | Involved with training & development of resuscitation trainers        |
|   | Handling emotive and/or stressful situations, either in the clinical or teaching setting   |   |
| Personal Qualities                                  | A positive approach to work  |   |
|   | Strength and physical dexterity to enable moving & handling of resuscitation equipment and the performance of resuscitation skills, including repetitive demonstration |   |
| Contractual Requirements                            | Ability to travel for early start/late finish, between sites and to regional meetings  | Car owner/ access to a car<br>Current driving licence                 |
|   | To work flexibly & occasional long shifts.   |   |