



JOB DESCRIPTION

GENERAL INFORMATION

Title: Resuscitation Officer

Band: 7

Job Base: Royal Brompton Hospital

Responsible to: Lead Resuscitation Officer (Resuscitation Team, Nursing Development and Education)

Accountable to Head of Clinical Education and Training (Nursing Development and Education)

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"/>

Job summary:

To support the Lead Resuscitation Officer in the design and delivery of a programme of resuscitation training in order 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:

- **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, 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.

- **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 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 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).

- **Policy development**

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

Lead on delegated projects relating to resuscitation policies and training.

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

- **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 at least annually.

- **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 trust and participate in resuscitation related audits in order 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 trust following consultation with the resuscitation committee and liaising with senior managers and modern matrons.

Examine existing practices in the trust 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 trust's 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.

- **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.

- **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 trust email account and use this as one of the methods of disseminating information to trust staff.

Use the trust internet to enhance care for professional development.

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

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.
- Promote nursing within the trust and beyond.
- Encourage staff to recognise the need for nursing research.

- To present the trust 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

Trust mission

To be the leading national and international centre for the diagnosis, treatment and care of patients with heart and lung disease, creating and disseminating knowledge through research and education

Confidentiality

During the course of 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.

In order 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 Trust, unless expressly authorised to do so by the Trust.

Health & Safety

Smoking

It is the policy of Royal Brompton & Harefield NHS Foundation Trust that all people who work for the Trust or, while on its premises, 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 at all times 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 as a consequence 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 spent 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 of colleagues in their endeavours to reduce the incidence of healthcare associated infection.

The Royal Brompton & Harefield NHS Foundation Trust is a non-smoking Trust.

Nurses working within the Royal Brompton & Harefield NHS Foundation Trust are expected to abide by the essentials of nursing care (6 C's)

- Competence: to continually develop nursing knowledge and skills
- Care: to always provide the highest quality care to all patients
- Compassion: to treat people with kindness and respect at all times
- Commitment: to always strive to do the best for patients
- Communication: to be open and transparent with patients and colleagues at all times
- Courage: to always speak out if it is in the patients best interest

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

Date:.....

Confirmed as accurate by manager:.....

Date:.....

