



## **Job Description**

<b>Title:</b>	<b>Assistant Resuscitation Officer</b>
<b>Salary:</b>	<b>£30,000 - £38,000 (Dependant on experience)</b>
<b>Responsible to:</b>	<b>Senior Resuscitation Officer (regional lead)</b>
<b>Accountable to:</b>	<b>Head of Training &amp; Clinical Operations</b>
<b>Hours:</b>	<b>37.5 per week</b>
<b>Location:</b>	<b>London &amp; South East England</b>

## **Job Purpose**

To participate in delivering training programmes in critical care, resuscitation practice and first aid

With support and supervision undertake the role of a clinical member of the resuscitation team at contracted sites where agreed.

With support and supervision provide professional advice on resuscitation attempts, policy development, training, clinical governance issues, resuscitation techniques and equipment relating to resuscitation

To maintain and develop links internally, within clinical networks and nationally which enhance the delivery of resuscitation.

## **Key result areas**

To provide AET&S with the highest possible level of specific training and education in resuscitation as directed by AET&S.

Raise the profile of resuscitation issues amongst all clients.

## **Duties and responsibilities**

### **Clinical responsibilities**

Under supervision attend and participates in resuscitation attempts or clinical emergency situations as part of the team, when not detracting from training being delivered as part of any contracted agreement with clients.

Participate in ensuring that client's staff are fully conversant and competent in resuscitation techniques

Maintain and develop clinical skills, credibility and expertise including undertaking training programmes to increase or achieve instructor status

Be accountable for practice and take every reasonable opportunity to sustain and improve knowledge and professional competence

Deliver training in a variety of settings and to a variety of staff groups

### **Educational responsibilities**

Assist with the delivery of specific resuscitation training programmes

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Executive Chairman: Chris Kurt-Gabel, Director of Finance: Kulvinder Sangha; Non-executive Directors: Victoria King  
Registered in England, Number 05754722; VAT Reg GB882235907  
**Expert – Effective – Empathetic – Exceptional – Excellence**



Support the delivery of nationally accredited courses in resuscitation.  
Where appropriate maintain national instructor status by adherence to code of conduct and compliance with any regulations in force for specific training programmes.  
Ensure all training adheres to lesson plans or guidance given in relation to each training programme

## **Management and Leadership**

### **Self management**

Manage and prioritise workload and deliver on agreed targets and objectives.  
Act as an effective role model.  
Maintain own professional development and take every opportunity to further own clinical, educational and managerial level of competence.  
To work collaboratively with team in delivery of agreed professional development plan  
Keep accurate records of all training delivered as per the company requirements  
Have a flexible approach to working patterns and be willing to work outside normal hours

### **Human Resource management**

Safeguard the health, safety and welfare in line with local policy and statutory obligations.

Initiate preliminary corrective action in accordance where necessary to maintain safety.

Maintain and update personal HR records

### **Financial resource management**

Ensure resources are utilised effectively and efficiently.  
Exercise a cost –effective approach.  
Take necessary care of training equipment to reduce damage

### **Communication**

Maintain, build and strengthen communication between key stakeholders.  
Communicate effectively at all levels using negotiation and motivational techniques to encourage learning and education and to ensure adoption of evidence based practice and facilitate the delivery of high quality care.  
Communicate empathetically and skilfully utilising counselling skills.  
Work effectively as a team member as well as functioning autonomously.

### **Clinical Governance, audit and research**

Participate in production of reports, policies and risk assessments in resuscitation as necessary and with supervision and support.

### Other

- Be willing to work flexibly including weekends, travel in the UK.
- Be prepared to attend meetings and training outside of normal hours.
- To develop, lead, manage and deliver in specific project areas of the business as required including meeting specific delivery deadlines as agreed.
- To have responsibility for specific business areas (TMS, Website and all aspects of social media).
- To be aware of and adhere to:-
  - All company policies and procedures
  - Section 7 and 8 of the Health and Safety at Work Act
  - *GDPR (2019)*
  - Other relevant legislation and agreed practice/policy

The Company has an Equal Opportunities Policy and specific regard should be taken of its content in relation to the treatment of employees or potential employees.

## Organisational Values

The Company implemented a set of core values which reflect the ethos and mission of the organisation. All staff are expected to understand, embrace and deliver in line with the core values. The core values are: **Expert** – **Effective** – **Empathetic** – **Exceptional** – **Excellence**; these values will pervade all aspects of the organisation and form a key strategy of the continued mission. All post holders are expected to sign up to engaging fully with the spirit of the Company's values, promote them in all aspects of their work, and engagement with internal and external stakeholders.

Core Value	Definition
<b>Expert</b>	Expertise is what we are known for, this drives us to live up to our reputations. Our combined skills enable us to give our customers and each other the best possible experience. We're always listening, learning and adapting our business to meet their needs.
<b>Effective</b>	Effective - Performing in a productive and proficient manner resulting in consistently achieving expected and measurable outcomes. Being considerate to the use of resources to give the most positive outputs for the resources used.
<b>Empathetic</b>	Empathy is a universal team value that promotes high commitment and cooperation. It is the ability to understand another person's perspective or circumstance whether you agree with this or not. Empathetic people are curious and possess a desire to know and understand others.
<b>Exceptional</b>	Creative, imaginative and innovative constantly. Always seeking to be and do better than before. Listening and learning with an open mind.
<b>Excellence</b>	Excellence is what you strive for when you believe in what you are doing and that the value of what you do warrants the persistent commitment to its betterment. Going above and beyond others' and individual expectation every time. Helping and motivating peers to achieve be the best that they can be.

**Personal Specification**

**Post: Assistant Resuscitation Officer – full or part-time – Band 6 equivalent**

Requirement	Essential	Desirable	Core Value
<b>Knowledge, training and experience</b>	<ul style="list-style-type: none"> <li>• Clinical qualification and/or relevant experience in critical care/clinical emergencies</li> <li>• Recent relevant experience</li> <li>• Able to prioritise own workload</li> <li>• Able to work under own initiative and effectively in a team</li> <li>• Experience in delivering skills training</li> <li>• Evidence of ongoing recent professional development</li> <li>• Experience working as a facilitator with multi-professional groups</li> <li>• Experience teaching MDT and responding to their learning needs</li> </ul>	<ul style="list-style-type: none"> <li>• Resuscitation Council (UK) E/APLS or ALS provider course;</li> <li>• Resuscitation Council (UK)/ALSG Generic Instructor Course including ILS instructor course</li> <li>• Experience in planning and delivering care to sick adults in a variety of settings i.e. Trauma, Emergency Medicine and Critical Care</li> <li>• Relevant post qualification clinical course i.e. 100/124/254/199/N03/405, IHCD Paramedic</li> <li>• Experience of teaching on HSE First Aid Training programmes</li> </ul>	<b>Expert &amp; Exceptional</b>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Able to communicate effectively and sensitively: both verbally and in writing</li> <li>• Able to articulate reasons for desire to work in this area.</li> <li>• Able to communicate with all levels of staff</li> </ul>	<ul style="list-style-type: none"> <li>• Counselling skills used to debrief team after distressing resuscitation attempts</li> </ul>	<b>Empathetic</b>

	<ul style="list-style-type: none"> <li>• Able to work effectively and collaboratively in a team</li> </ul>		
<b>Physical skills</b>	<ul style="list-style-type: none"> <li>• Good dexterity to carry out emergency procedures such as intubation or defibrillation or cannulation</li> <li>• Computer literate e.g. MS word, Excel and Access databases</li> </ul>		<b>Exceptional</b>
<b>Physical effort</b>	<ul style="list-style-type: none"> <li>• Able to move equipment for training such as manikins</li> <li>• Flexible approach to work patterns</li> </ul>	<ul style="list-style-type: none"> <li>• Able to attend cardiac arrest calls as a member of the team</li> </ul>	<b>Exceptional</b>
<b>Managerial</b>	<ul style="list-style-type: none"> <li>• Cost effective with resources</li> </ul>		<b>Effective</b>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Enthusiastic and self motivated</li> <li>• Good role model to staff</li> <li>• Evidence of ability to undertake development pathway in education programmes</li> </ul>		<b>Excellence &amp; Exceptional</b>