

Job Description

Title:	Senior Resuscitation Officer (Regional Lead)
Salary:	circa £45,000 - £50,500 (pro rata for part time posts) Band 8a (Dependant on experience)
Responsible to:	Head of Training & Clinical Operations
Accountable to:	Chief Executive Officer
Hours:	37.5hrs per week (1.0 WTE)
Location:	Region: Midlands

Job Purpose

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

To be the main client contact for AtoET&S contracts within the designated geographical region

Where appropriate be a clinical member of the resuscitation team at contracted sites where agreed, and provide expertise to, the team and where necessary lead the team to ensure the best evidenced based care and outcome.

Provide professional expert 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.

Undertake and support the programme of in-situ simulations across various client sites

Support the development of other staff members.

Lead on projects and/or research activities undertaken by the company

Undertake resuscitation officer roles and leads for client sites

To manage a team of resuscitation officers and non-substantive instructors within a team including providing guidance, support and developmental feedback.

o lead, manage and deliver specific business areas and projects within the Company

To actively promote AET&S across the UK and specifically grow market penetration in designated regional location

To manage and maintain a programme of quality control for clients and amongst team members within an allocated geographical region

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Email: admin@a-ets.com; Website: www.a-ets.com

Executive Chairman: Chris Kurt-Gabel, Director of Finance: Kulvinder Sangha; Non-executive Directors: Victoria King

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To participate in the company growth and development with full participation in the senior management team.

To manage specific HR functions for team members including approval of annual leave, professional development pathway agreement, disciplinary action, rota planning

To deputise for the Head of Training and Clinical Operations where required

To cover for other regional leads as required by the Head of Training and Clinical Operations or Head of Operations

To develop and lead on marketing activities within a region in conjunction with the Business Development Manager

To ensure that KPIs for clients within a region are met

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 regionally and amongst clients both within and outside the allocated region

Lead the delivery of support to client sites with resuscitation governance, SoP development, risk assessment and expert advice

Lead and develop specific projects in relation to resuscitation practice, course development or company result areas

To assist with increasing market share and penetration within a specific region

To lead on one national course for the company including ensuring that all relevant admin functions and processes are documented and implemented, that relevant equipment list are current and that all supporting information is current and available when required.

To ensure that financial KPIs are met and that equipment is used correctly with a view to minimising damage and down time

Duties and responsibilities

Clinical responsibilities

Attend and participate 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.

Provide clinical expertise and support to the clinical emergency team and where necessary lead the team to ensure best evidenced based practice and outcome for the patient.

Participate in debriefing of staff and relatives as required following clinical emergencies.

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.

Educational responsibilities

Lead the development and delivery of specific resuscitation training programmes

Deliver training in a variety of settings as contracted by AET&S.

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

Assist with the planning, co-ordination and delivery of nationally accredited courses in resuscitation, including undertaking course director roles.

Maintain national instructor status by adherence to code of conduct and compliance with any regulations in force for specific training programmes.

Develop and maintain lesson plans and guidance for allocated training programmes

Participate in the updating and implementing of AET&S training programmes as allocated

Management and Leadership

Self management

Manage and prioritise own workload and that of others and deliver on agreed targets and objectives.

Act as an effective role model at all times.

Maintain own professional development and take every opportunity to further own clinical, educational and managerial level of competence.

To represent AET&S locally, nationally and internationally as required.

To work collaboratively with team to deliver 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 with policy where necessary to maintain safety.

Support and supervise more junior staff members or non-substantive instructors within a team

Maintain and update personal HR records

Maintain and update HR records of team members

Ensure annual appraisals are undertaken of all team members including addressing any deficiencies

Manage all aspects for staff management within a team including disciplinary and grievance procedures

Ensure that team communication is managed effectively both to team members and upwards through the management structure

Financial resource management

Ensure resources are utilised effectively and efficiently.

Exercise a cost –effective approach.

To undertake business development activities to grow revenue including meeting individual and Company business objectives as agreed quarterly

To undertake and participate in the financial reporting processes of the Company as required

Ensuring that all team members adhere to financial instructions and policy

Support the Head of Operations in ensuring that regional delivery is within budgetary confines as set by the Board of Directors

Participate in the regional financial planning in conjunction with the Head of Operations

Communication

Maintain, build and strengthen communication between key stakeholders across a designated region and outside.

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.

Produce reports on regional activity as required

Clinical Governance, audit and research

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

Manage sites and delegated leads autonomously

Run in-situ simulation exercises with minimal support and prepare appropriate reports based on those simulations

Other

Be willing to work flexibly including weekends.

Be prepared to attend meetings and training outside of normal hours.

Be prepared to travel in undertaking role

To deputise as required for the Head of Training & Clinical Operations from time to time as required

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

To have a portfolio of clients to support, develop and manage in terms of business relationships

To lead and manage complaints, disciplinary or grievances as required

To undertake specific marketing projects as required

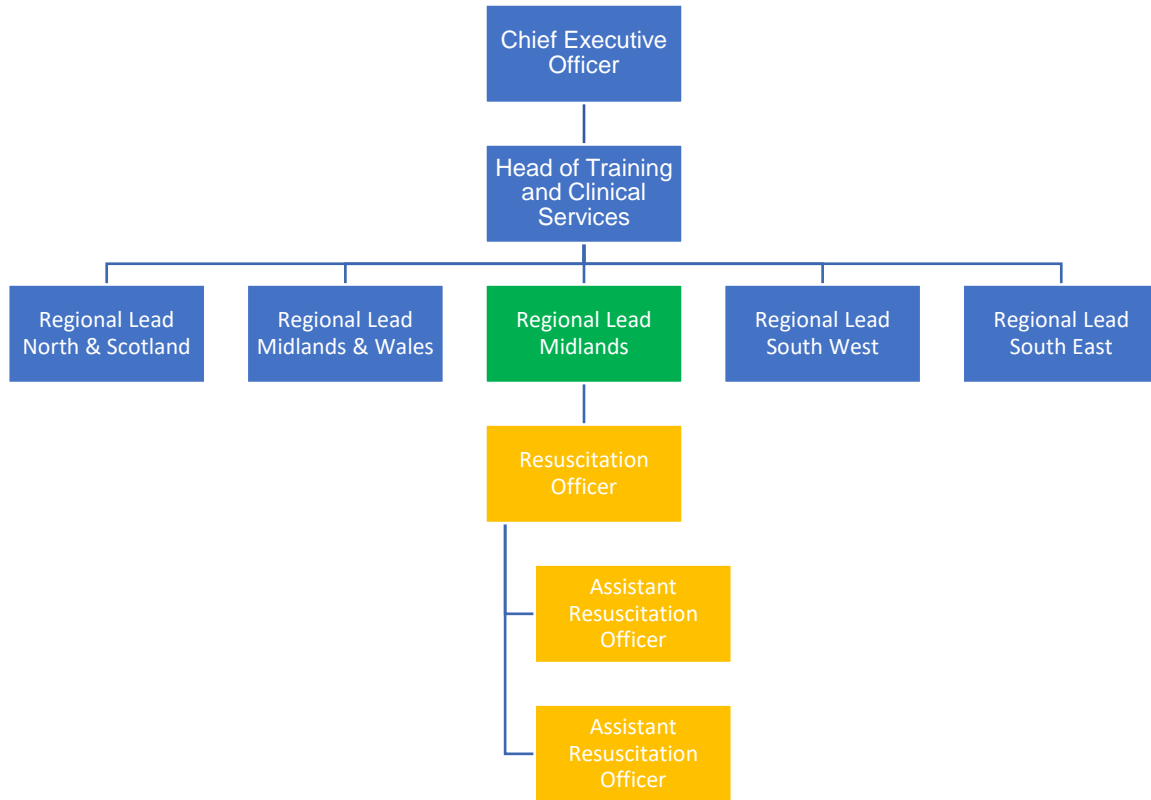
To be aware of and adhere to:- *AET&S policies and procedures*
Section 7 and 8 of the Health and Safety at Work Act
GDPR
Other relevant legislation and agreed practice/policy

AET&S has adopted an Equal Opportunities Policy and specific regard should be taken of its content in relation to the treatment of employees or potential employees.

This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in light of changing circumstances.

AET&S are committed to supporting clinical credibility and professional development by allocated clinical time and developmental programmes for all levels of staff as identified and agreed through individual professional development pathways.

Organisational Structure



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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
Expert	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.
Effective	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.
Empathetic	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.
Exceptional	Creative, imaginative and innovative constantly. Always seeking to be and do better than before. Listening and learning with an open mind.
Excellence	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: Senior Resuscitation Officer (Regional Lead) – 8a equivalent

Requirement	Essential	Desirable	Core Value
Knowledge, training and experience	<ul style="list-style-type: none"> Clinical qualification and/or extensive relevant experience in critical care/clinical emergencies Recent relevant experience as a resuscitation officer at Band 7 or above Instructor Status in more than one RCUK/ALSG/ERC National Course discipline NLS, EPALS, and or APLS RCUK ALS/EPALS course director Able to demonstrate ability to prioritise own workload and that of others Able to work under own initiative and effectively in a team Able to plan, co-ordinate and deliver training to different professional groups Experience in delivering evidence based practice Experience of delivering care to sick adults 	<ul style="list-style-type: none"> Experience in income-generating activities Experience of marketing and business development Evidence of involvement in research activity Experience of teaching on HSE First Aid Training programmes Masters level education Relevant post qualification clinical course i.e. 100/124/254/199/N03/405,IHCD Paramedic 	Expert & Exceptional

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	<ul style="list-style-type: none"> • Evidence of ongoing recent professional development • Experience working as a facilitator with multi-professional groups • Experience teaching MDT and responding to their learning needs • Experience in setting and monitoring standards in resuscitation training • Evidence of ongoing recent professional development • Experience working as a facilitator with multi-professional groups • Experience teaching MDT and responding to their learning needs • Experience in committee work related to resuscitation issues 		
Communication	<ul style="list-style-type: none"> • Able to communicate effectively and sensitively: both verbally and in writing • Able to articulate reasons for desire to work in this area. 	<ul style="list-style-type: none"> • Counselling skills used to debrief team after clinical emergencies 	Empathetic

	<ul style="list-style-type: none"> • Able to communicate with all levels of staff • Able to work effectively and collaboratively in a team 		
Physical skills	<ul style="list-style-type: none"> • Good dexterity to carry out emergency procedures • Computer literate e.g. MS word , Excel and Access databases 		Exceptional
Physical effort	<ul style="list-style-type: none"> • Able to attend cardiac arrest calls as a member of the team • Able to move equipment for training such as manikins • Flexible approach to work patterns 		Exceptional
Managerial	<ul style="list-style-type: none"> • Understanding of governance issues related to resuscitation practices • Can translate national / local policies relating to health care delivery in to resuscitation practice • Cost effective with resources • Able to undertake risk assessments and develop strategy • Able to project manage • Efficiently manage multiple tasks and deadlines 		Effective

	<ul style="list-style-type: none"> • Experience of managing teams • Experience of budgetary management • Experience in management and delivery of projects • Experience of auditing resuscitation practices • Evidence of guideline / policy development in resuscitation 		
Other	<ul style="list-style-type: none"> • Enthusiastic and self-motivated • Good role model to staff • Evidence of ability to undertake development pathway in education programmes 		Excellence & Exceptional

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