THE OFFICE OF THE COMMITTEE FOR HEALTH AND SOCIAL CARE

COMMUNITY RESUSCITATION DEVELOPMENT OFFICER

BAND 6

JOB DESCRIPTION

JOB SUMMARY:

- Develop a strategy to improve the rate of bystander CPR and the use of automated external defibrillators (AEDs).
- Identify simple consistent messages for the public, and achieve greater public awareness of what to do when faced with an out-of-hospital cardiac arrest.
- Provide automated external defibrillator and CPR awareness and familiarisation training.
- To develop and maintain an environment which supports innovation and research leading to improved outcomes in out of hospital cardiac arrest (OHCA).
- To guide, advise and direct the public in community resuscitation and use of automated defibrillators (AED’s).
- To initiate risk assessment processes to determine risks to the health and wellbeing of the public, taking relevant action to minimise these risks.
- Ensure that all activities are evidence based, utilise information and data from a range of sources to identify community resuscitation problems and guide decision-making processes within field of expertise and UK resuscitation council guidelines.
- To promote community involvement in the planning, delivery and education of Resuscitation equipment
- To independently liaise and communicate effectively with all members of multidisciplinary teams and other agencies involved in resuscitation care.
- Assist in the de-briefing of members of the community who have witnessed or been involved with an out of hospital cardiac arrest in a public place within 24 to 48 hours.
- Work closely with the Cardiac Action Group to ensure that the CRDO activities promote the aims and objectives of the Cardiac Action Group.

RELATIONSHIPS:

REPORTS TO: Resuscitation Officer

RESPONSIBLE TO: Head of Governance HSC

ACCOUNTABLE TO: Head of Governance HSC
MAIN DUTIES AND RESPONSIBILITIES:

1. To prepare and provide Public Accessible Defibrillators (PAD) site familiarisation training.

2. Nominate, supervise and train local guardians to undertake maintenance checks on PAD sites, and formulate a database for audit.

3. Attend Cardiac Action Group meetings minimum four times a year

4. Establish public access defibrillator sites in government and health care facilities embedding PAD sites or AED’s into employment practices of publicly funded organisations.

5. To take a community lead in the promotion of resuscitation.

6. To act as a mentor to PAD site guardians, students and other learners.

7. To promote an environment that is conducive to quality learning and assessment.

8. Develop programmes of learning to meet the educational needs of the public.

9. Maintain own continuing professional development needs.

10. Develop where required, and maintain competence in the additional skills related to resuscitation in adults, children and infants.

11. To undertake in-house annual mandatory training in Manual Handling, Basic Life Support, Fire Safety and AED training.

12. To participate in the Healthy Hearts Day event and other activities promoted by the Cardiac Action Group.

LEADERSHIP / MANAGERIAL:

1. To use clear systems of communication within the community, ensuring that systems are developed and any work-related issues raised by the community are addressed.

2. Support the public with performance issues developing action plans to address developmental needs.

3. To act as a professional role model for the public, promoting high standards of practice and strong professional values.

COMMUNICATION:

1. To communicate effectively with the public, professional colleagues and significant others, taking into account their cultural background and cognitive functioning.

2. To communicate clearly with multidisciplinary teams, demonstrating sensitivity to cultural and language differences.

3. To manage conflict between individuals, including staff, public, professional colleagues and significant others.

4. To act as an advocate for the community, professional colleagues and significant others.
5. To ensure written communication complies with organisational and professional standards.

PERSONAL AND PEOPLE DEVELOPMENT:
1. To support service managers to utilise information and data from a range of sources to identify problems and guide decision-making processes.
2. To be a key player in the dissemination of processes and governance activities in relation to resuscitation across the organisation and the community.
3. To support the promotion of an organisational culture that fosters active learning through effective commitment to service user safety.
4. To communicate and share any learning identified through reported incidents, investigations or inspections.
5. To maintain own continuing professional development needs and prepare appropriately for your annual performance and development review (PDR).

HEALTH, SAFETY AND SECURITY:
1. To support the development of an environment where the culture of service quality and safety improvement is present.
2. To be aware of and able to access legal documents that relate to safe working within a healthcare environment.
3. To have an in depth understanding of the Health and Safety at Work Act. 1974 the Health and Safety at Work (General) (Guernsey) Ordinance, 1987, Resuscitation Council UK standards for Resuscitation and be able to support compliance with its requirements.
4. To have a thorough knowledge of the Incident reporting system within the HSC and its functions.
5. To be able to identify training gaps within services and the community in areas of resuscitation.

AUDIT/INFORMATION TECHNOLOGY/RESEARCH ACTIVITY:
1. Complete and submit a monthly pro-forma to HSC Resuscitation Officer & Cardiac Action Group.
2. Using audit data to monitor outcomes of out of hospital cardiac arrest to achieve better CPR care and outcomes for the community.
3. Produce quarterly report and presentation for the Cardiac Action Group and HSC Resuscitation Officer.
4. Provide data to assist in the annual resuscitation audit reports.
5. In conjunction with the audit department, initiate and undertake clinical audits to monitor and maintain standards of practice.
6. To utilise the critical incident reporting system to document actual or potential community risks impacting on resuscitation standards.
7. To actively promote evidence based practice.
8. Ensure that new initiatives are incorporated within the community.
9. With training, access organisational electronic information systems relevant to the role.
This post holder will work across all areas of HSC & the community supporting managers, nursing, social work, residential and all health care professional areas across the Bailiwick of Guernsey.

This post holder will work with HSC staff & the community and also staff contracted to supply services within the HSC.

This post holder will be expected to develop a high level of expertise across all the aspects of resuscitation, particularly community resuscitation initiatives.

This post holder will be expected to develop the ability to challenge and support activities, which will affect the level of quality relating to resuscitation.

**REVALIDATION:**

- In accordance with States of Guernsey legislation and the HSC procedure the Registration of Health and Social Care Professionals (COR001), all nurses and midwives who are States of Guernsey employees, contractors, agency workers or in any other capacity are practising as a nurse or midwife are required to have effective registration with the (UK) Nursing & Midwifery Council (NMC).
- In order to maintain effective registration with the NMC you must adhere to the Council's requirements for Revalidation.
- You must proactively manage all aspects of your Revalidation requirements including keeping an up to date portfolio and proactively seeking out opportunities for reflection, continuing education and professional growth. You must be proactive and cooperative in the appraisal and confirmer processes
- You must assist colleagues with relevant aspects of their Revalidation. This includes but is not limited to teaching, providing support and opportunities for Facilitated Reflective Practice, participating in professional discussions and providing constructive feedback. Depending on your level of experience and seniority the organisation may also require you to act as a Confirmer.
- If you are unable to meet any aspect of the Revalidation requirements or this element of your Job Description or you require additional support it is your responsibility to escalate this immediately to an appropriate senior nurse or midwife.

**KEY CRITERIA:**

**MINIMUM QUALIFICATIONS**

- Registered Nurse or Registered Health Care Professional
- Resuscitation Council approved provider’s course (ILS, ALS, PILS or EPLS)
- Teaching qualification / evidence of previous training and / or education activities

**FULL QUALIFICATIONS:**

- Diploma in a related field
- Resuscitation Council approved generic instructor’s certificate
PERSON SPECIFICATION:

SKILLS, KNOWLEDGE AND APTITUDE:

- Excellent written, oral and electronic communication skills
- Ability to manage own work and achieve deadlines
- Knowledge of risk, governance and quality issues within HSC
- Good IT skills including word, excel and power point
- Previous project management skills
- Good presentation skills
- Evidence of self and professional development and a portfolio of evidence to meet KSF criteria for the post
- The ability to manage challenging situations
- The ability to work with all levels of staff across the HSC
- Professional approach to work with high standards
- Professional approach to Caldicott, data protection and confidentiality principles

PERSONAL QUALITIES:

- Excellent communication skills
- Intrinsically motivated and proven ability to motivate others
- Professional at all times
- Effective multi-professional working
- Calm and objective
- Positive attitude and enthusiastic attitude to work ethic
- Approachable, supportive
- Flexibility, prepared to work lunchtimes or weekends as directed by the HSC resuscitation officer
- Able to deal with difficult and sensitive situations

OTHER FACTORS:

- Flexible
- Ability to multi-task
- Ability to learn and interpret best practice guidelines.
- Willingness and ability to present information to a large range of professionals and accept challenge on the information presented.