



Resuscitation Officer CNM II Permanent Full time

Particulars of Office (Generic)

1. The appointment is permanent wholetime and pensionable.
2. **Salary**
Remuneration is in accordance with the salary scale approved by the Department of Health current scale for a Clinical Nurse Manager II.
3. **Superannuation**
The terms of the Voluntary Hospitals Superannuation Scheme and the Voluntary Hospitals Spouses and Children's Scheme or the Single Public Service Pension Scheme will apply to the position. Superannuation contributions at the appropriate rate will be payable in accordance with the provisions of these schemes.
4. **Duties**
The Resuscitation Officer will perform such duties as are outlined in the attached Job Description.
5. **Hours of Work**
The normal hours of work associated with the post are hours per week, usually discharged between the hours of 8AM -and 8PM on a Monday to Friday basis. The appointee may be required to attend at such other times as are required for the proper discharge of duties including attendance outside normal working hours.
6. **Probation** The successful candidate will be appointed initially for a probationary period of 6 months. During the probationary period, progress or otherwise will be monitored and at the end of the period, the service will be;
 - a) Certified as satisfactory and confirmed in writing;
 - b) In certain circumstances this period may be extended and in such case you will be advised in writing of this and the duration of the extension.
7. **Retirement**
No age restrictions shall apply to a candidate except where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). In this case the candidate must be under 70 years of age on the 1st day of the month

in which the latest date for receiving completed application forms for the office occur. Continued employment is conditional upon capacity and conduct of the employee.

8. Annual leave

Annual leave and public holidays are granted in accordance with the provision of the Organisation of Working Time Act. 1997. Your annual leave entitlement will be advised to you by the Human Resources Department in your contract of employment. Annual Leave may be based on a number of factors such as grade, years of service and whole time equivalency.

9. Sick Leave

Payment of salary during illness will be in accordance with arrangements as approved from time to time by the Department of Health.

10. Termination of office

The employment may be terminated at any time by one months notice on either side except where circumstances are dictated by the Minimum Notice and Terms of Employment Act 1973/77. The Management's right under this paragraph shall not be exercised save in circumstances where the Management is of the opinion that the holder of the office has failed to perform satisfactorily the duties of the post or has misconducted himself/herself in relation to the post or is otherwise unfit to hold the appointment.

11. Garda Vetting Checks

Arrangements have been introduced, on a national level, for the provision of Garda Vetting Checks in respect of candidates for employment in areas of the Health Service, where it is envisaged that potential employees would have substantial access to children or vulnerable adults in the course of their duties. Garda vetting is done for the protection of these groups and the National Rehabilitation Hospital reserves the right to revett employees at any future point, as deemed appropriate by Hospital Management.

12. Confidentiality

In the course of your employment you may have access to or hear information concerning the medical or personal affairs of patients and/or staff, or other health services business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised person can obtain access to them and must be kept in safe custody when no longer required.

13. Hygiene

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of the National Rehabilitation Hospital's quality system to ensure the safety and well being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

14. Policies / Legislation

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as

appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice. Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

15. Disability Census

As part of the NRH's commitment to supporting the employment of people with disabilities and to comply with the requirements of the Disability Act 2005, all staff are required to inform the Director of Human Resources Ms. Olive Keenan, of any personal disabilities. This information is only requested in the event that appropriate arrangements must be put in place during the course of one's employment and will be stored in compliance with Data Protection Legislation.

16. HR Department Privacy / GDPR Policy

In order to carry out its administrative functions the Human Resource Department in the National Rehabilitation Hospital collects and processes personal data relating to individuals, which includes the job applicants and staff of the Hospital. The Human Resources Department takes the confidentiality of all personal data seriously and consequently takes all necessary steps to comply with data protection legislation including the GDPR. The Human Resource Department collects personal data only in order to meet specific lawful purposes, and will retain that data only for so long as necessary. We also ensure that all reasonable technical and organisational security measures are in place to safeguard personal data.

Ordinarily, the Human Resource Department will not pass personal data to any third party except where required by law, or under statutory obligations, or to fulfil a contract of employment or for other legitimate purposes as balanced against the rights and interests of the Data Subject. If you have any concerns about how your personal data is processed, you may contact our Data Protection Officer (dpo@nrh.ie). Please refer to the National Rehabilitation Hospital Human Resources Privacy Policy Document for more information. The Policy Document is available on request from the Human Resources Department.



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1. Qualifications

The candidate must, on the latest date for receiving completed application forms for the office, possess:

Registration with An Bord Altranais

5 years post registration experience of which 3 must be in the area of resuscitation, ED, Cardiac unit or related area

Instructor qualification in BLS essential

Instructor qualification in ACLS, PALS or ATLS desirable

Experience in teaching and training or qualifications in same.

2. Health

Candidates or any person holding the office must be free from any medical condition which would render them unsuitable to hold the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purposes of satisfying the requirements as to health, it will be necessary for each successful candidate before he/she is appointed to undergo a medical examination by a qualified medical practitioner to be nominated by the Chief Executive or designated officer. Any irregularities reported as a result of this examination which render the incumbent unsuitable for the post must be remedied / addressed before appointment.

Health Promotion – The Hospital is committed to promoting healthy lifestyles for both patients and staff. Staff are expected to participate in initiatives to support better health and well- being in line with the Hospital objectives.

3. Character

Candidates for and any person holding the office must be of good character.



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CNM II
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Title:	Resuscitation Officer
Purpose of the Position:	To provide clinical leadership in the provision of resuscitation training services.
Accountable to:	Clinical Director/Director of Nursing
Liaison / Communication:	Heads of Department, Programme Managers



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JOB DESCRIPTION

The Resuscitation Officer will be responsible for the co-ordination and management of the Resuscitation Service in the National Rehabilitation Hospital. This will involve planning, organisation, implementation and evaluation of all Basic and Advanced life support training for appropriate personnel.

A core responsibility will be the supervision and training of staff in all levels of resuscitation training and in particular training on identification and responding to the clinically deteriorating patient to prevent cardiac arrest, and on general resuscitation issues in line with International national and local strategy and service priorities. The post holder will act as an expert in resuscitation where appropriate providing advice on an all aspects of resuscitation training, education and practice. The Resuscitation Officer will assist in promoting the importance of resuscitation throughout the hospital and supporting staff to be competent and up to date in their resuscitation skills appropriate for their level. The resuscitation officer will also co-ordinate and deliver training to staff in the management of sepsis, anaphylaxis training, Medical emergency scenario training and Irish National Early Warning Score (INEWS) training.

The post holder will work closely with:

- Director of Nursing/Assistant Directors of Nursing
- Clinical Director
- Clinical Nurse Managers
- Rehabilitation Consultants
- Programme Managers
- Quality and Risk Manager
- Nursing Education and Training Facilitators

ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES

General Accountability

- Ensure that a safe environment is maintained for staff and visitors in compliance with Health and Safety requirements and best practice.
- Being responsible for the day to day security of the work area to which assigned, with particular awareness of fire regulations and security arrangements.
- Keeping up to date with all relevant mandatory training for the department.

Specific Accountability

- The Resuscitation Officer will report to the Clinical Director of the National Rehabilitation Hospital.

Outline of Duties and Responsibilities

- Provide clinical leadership in the provision of resuscitation training services.
- Develop, administer and evaluate resuscitation training.
- Review current practice and procedures for resuscitation, in order that resuscitation takes place when appropriate.
- Organisation and delivery of all BLS and heart saver AED training for all NRH Interdisciplinary team staff members.
- Organisation of Paediatric BLS and Advanced Cardiac Life Support (ACLS) courses.
- Co-ordination and delivery of Sepsis Training .
- Co-ordination and delivery of Anaphylaxis Training .
- Co-ordination and delivery of Medical emergency scenario training.
- Co-ordination and delivery of Resuscitation Orientation training.
- Co-ordination and delivery of Irish National Early Warning Score (INEWS) training.
- Completion of regular emergency equipment audits.
- Completion of regular checks to ensure that there are systems in place for maintaining resuscitation equipment in good working order.
- Monitor compliance of emergency trolley checks including three month familiarisation requirements.
- Completion of emergency trolley audits.
- Prepare and update policies, procedures and guidelines and ensure emergency care is in line with national and international evidence .
- Facilitate educational lectures and talks, e.g. lunch and learn sessions.

- Evaluate all resuscitation procedures, techniques and equipment in conjunction with the Resuscitation Committee and others as appropriate.
- Actively participate in research, evaluations of procedures, protocols or equipment as opportunities present.
- When on duty, carry the cardiac arrest bleep and be part of the arrest team in the capacity of observer.
- Completion of reviews/audits of cardiac arrests post all emergency events and develop quality improvement plans.
- Co-ordinate debriefs with staff following a cardiac arrest or critical incident.
- Attend and participate in medical peer review steering group.
- Assist in observing and ensuring implementation and adherence to established policies and procedures e.g. health and safety, infection control, storage and use of controlled drugs etc.
- Ensure completion of incident / near miss forms / clinical risk reporting as per NRH Incident Management Policy.
- Adhere to department policies in relation to the care and safety of any equipment supplied for the fulfilment of duty.
- Liaise with other relevant staff e.g. CNS infection control practice nurse, clinical engineering, re appropriateness for procurement.
- Support staff in the management of deteriorating patients .
- Attend Quality, Safety and risk committee meetings.
- Assists ward managers in initiation of resuscitation changes at clinical level.
- Provides supervision of cardiac arrests where possible.
- Advises on the use and ordering of resuscitation equipment and encourages regular checking of cardiac arrest equipment.
- Work as a member of the Inter-disciplinary team .
- Chair the CPR committee and report to QSR.
- Work collaboratively with the nursing department, risk management, medical and therapy departments.
- All other duties, as designated by Clinical Director.

Patient Safety & Quality

The NRH prioritises the delivery of quality and safe patient care under HIQA and other quality standards. It is the responsibility of all staff at all levels to ensure that the highest level of quality services required for each patient is maintained. If you have a concern regarding any issue of patient safety and well-being please bring this to the immediate attention of your manager.

Quality and Patient Safety supports the Health Service to deliver high quality and safe services to patients and service users. The post-holder is responsible and accountable to deliver a quality service that ensures patient safety. The post holder will work within a risk management framework that complies with the Health Information and Quality Authority (HIQA) National Standards and other quality standards as appropriate.

Quality, Patient Safety & Risk Management

The NRH is committed to supporting a culture of continuous quality improvement through effective governance, clinical effectiveness and outcome measurement.

Quality and Patient Safety supports the Health Service to deliver high quality and safe services to patients and service users. This involves developing appropriate standards of practice that can be measured from the clinician and service user perspective and requires that the Manager is:

- Responsible to ensure compliance with Health Information and Quality Authority (HIQA) National Standards, Health Service Executive (HSE) , CARF/adopted Accreditation Standards, National and Local policies, procedures, guidelines, best practice standards, relevant government legislation and regulations.
- Participate in various standards, NRH accreditation and quality control groups to support the overall achievement and maintenance of the designated NRH quality and accreditation standards.
- To promote and effect a Continuous Quality Improvement (CQI) environment for services at NRH in line with existing and future regulatory requirements.
- To work closely with the Risk Management Department, clinical programmes and services in order to organise and assure implementation of all hospital and external quality, safety and risk management policies, procedures and requirements pertinent to services at the Hospital.

The extent of speed and change in the delivery of health care is such that adaptability is essential for all staff. The post-holder will be required to maintain, develop and enhance the necessary professional knowledge, skills and aptitudes required to respond to a changing situation.

This job description does not contain an exhaustive list of duties, and the post holder may be required to undertake additional responsibilities. It will be reviewed from time to time in order to adapt and develop the role, according to service needs and Hospital policies.

I agree that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that these represent the minimum requirements to perform the duties at the current level.

To be signed by the post holder

Employee Name: _____

Line Manager Name: _____

Employee Signature: _____

Manager's Signature: _____

Date: _____

Date: _____