

Job Description

Job title:	Resuscitation Practitioner
Directorate:	Clinical and Service Development
Reporting to:	Clinical Lead
Direct Reports:	None
Salary:	£49,387-£56,000 (pro rata), dependent on experience
Hours:	37.5 per week
Location:	Resuscitation Council UK, 60-62 Margaret Street, London W1W 8TF (hybrid)
Contract Type:	6-month fixed-term contract. Full-time position; however, applications will be considered from individuals who wish to work part-time or on a job share basis.

Main purpose of the role

RCUK has a team of expert clinical professionals to underpin the aims and objectives of the organisation, led and supported by the Director of Clinical and Service Development. The Clinical and Service Development (CSD) team provides clinical and operational support for RCUK's internationally recognised life support courses, course regulations, clinical enquiries, related educational activity and clinical workstreams, e.g. ReSPECT and support after cardiac arrest.

The Resuscitation Practitioner will provide clinical and operational support to the Clinical and Service Development Directorate. The postholder will support course centres, candidates, instructors, course directors and medical directors with day-to-day course and clinical enquiries, contribute to defined course development and service improvement projects, and assist with the first-line review of complaints where required.

The postholder will use their expert clinical, resuscitation and course knowledge to provide general guidance and signposting in line with RCUK guidance, course regulations and approved organisational positions.

Duties and responsibilities

1. Team support and professional practice

- Support the Clinical Leads, Director of Clinical and Service Development and wider CSD team in delivering the priorities of the directorate.
- Work within agreed RCUK policies, procedures, governance arrangements and organisational positions.
- Contribute to a culture that values respect, teamwork, equality, diversity, inclusivity and excellence.

2. Course and clinical enquiries

- Use expert clinical, resuscitation and course knowledge to provide day-to-day support with course and clinical enquiries received by RCUK.
- Support course centres, candidates, instructors, course directors and medical directors with enquiries relating to RCUK courses, course regulations and agreed processes.
- Respond to enquiries in line with RCUK guidance, course regulations, agreed processes and approved organisational positions.
- Assist with identifying recurring enquiry themes to help inform service improvement.

3. Course development and service improvement support

- Support defined course development and service improvement projects.
- Assist with reviewing course-related materials where requested, within the scope of the role.
- Support the progression of project actions in a timely and organised way.
- Contribute practical clinical, educational and operational insight to defined pieces of work.

4. Governance and assurance support

- Support course governance and assurance processes.
- Assist with reviewing information relating to course delivery, course enquiries and feedback.
- Identify potential areas of concern from relevant work and raise these appropriately.
- Work within agreed RCUK governance arrangements and escalation routes.

5. Communication and engagement

- Communicate clearly, professionally and sensitively with course centres, instructors, course directors, medical directors, candidates, healthcare professionals, members of the public and internal colleagues.
- Build and maintain effective working relationships with internal and external stakeholders.
- Use appropriate judgement when responding to enquiries, recognising when to seek advice or support.
- Ensure written communication is accurate, clear and aligned with RCUK's agreed position.
- Represent the CSD team appropriately in internal discussions where requested, within the scope of the role.

6. Audit and service evaluation support

- Support the Clinical Leads with the coordination, collation and basic analysis of audit, feedback, survey or service evaluation information.
- Assist with identifying themes from enquiries and feedback.
- Support the use of insight from feedback and evaluation to inform service improvement.
- Ensure information is handled accurately, confidentially and in line with organisational requirements.

7. Information management

- Support the ongoing management of documentation and records in line with RCUK processes.
- Handle information appropriately and in accordance with data protection, confidentiality and organisational requirements.
- Support the RCUK team with relevant processes linked to ISO9001:2015 where required.

8. Education and training

- Assist the Clinical Leads and Lead Educators with course-related educational work where requested.
- Use evidence-informed educational practice to support learners and course delivery.
- Contribute to the review of course materials or resources within the scope of the role.
- Maintain active participation in personal continuing professional development.

9. General

- The post holder has a general duty of care for their own health, safety and well-being and that of work colleagues and visitors, in addition to any specific risk management or clinical governance accountabilities associated with this post.
- To observe the rules, policies, procedures and standards of Resuscitation Council UK together with all relevant statutory and professional obligations.
- To be responsible, with management support, for their own personal development and to actively contribute to the development of colleagues.
- This job description is intended as a guide to the general scope of duties and is not intended to be definitive or restrictive. It is expected that some of the duties will change over time, and this description will be subject to review in consultation with the post holder.

10. Other

- In addition to the duties outlined above, the role may also include any other duties reasonably requested by their line manager.
- It is a requirement of all RCUK staff to take an active participative interest in their own continuing professional development.
- This role may occasionally involve working outside standard hours and involve occasional weeknight/weekend work. This may include national and international conferences or meetings.

This job description sets out the duties of the post at the time when it was drawn up and will be reviewed from time to time. Duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Person Specification

RCUK is committed to developing its staff and nurturing talent. The successful candidate would be expected to meet most of the following criteria. However, candidates are encouraged to recognise and address areas where they feel they need further development within their application.

The person specification is a picture of skills, knowledge and experience required to carry out the job.

E = Essential and D = Desirable

KNOWLEDGE AND QUALIFICATIONS	
Registered healthcare professional, for example, GDC, GMC, HCPC, NMC equivalent	E
Degree or equivalent experience in healthcare sciences or a relevant clinical field	E
RCUK Instructor for one or more courses	E
Knowledge of RCUK resuscitation guidelines, course regulations and course processes	E
Experience of involvement in project work and delivery within agreed timelines	D
EXPERIENCE	
Broad clinical expertise and credibility in resuscitation, acute care, education or deteriorating patients	E
Experience of supporting course development, education delivery or educational resource review	D
TECHNICAL SKILLS	
Good IT skills, including Microsoft Office applications	E
Able to manage multiple pieces of work	E
Able to review information, identify key issues and escalate appropriately	E
Experience of working collaboratively with a wide cross-section of professionals and providers	D
GENERAL SKILLS AND ATTRIBUTES	
Good analytical and problem-solving skills	D
Excellent interpersonal and communication skills, both written and oral	E
Good IT skills with a knowledge of Microsoft Office suite applications	E
Able to communicate effectively and sensitively: both verbally and in writing	E
Team working, including collaboration and delegation	E
Attention to detail	E
Ability to think outside the box	E
Able to work independently and autonomously	E
Excellent presentation skills	D