

Position Description

Employment Agreement:	NZNO/DHB MECA
Position Title:	Resuscitation Officer
Service & Directorate:	Chief Nursing and midwifery officer
Location:	Dunedin
Reports to:	Practice Development Manager (Dunedin)
Number of direct reports:	
Date:	November 2021

Our Vision

Better Health, Better Lives, Whānau Ora

We work in partnership with people and communities to achieve their optimum health and wellbeing
We seek excellence through a culture of learning, enquiry, service and caring

Our Shared Values and Behaviours

Kind <i>Manaakitanga</i>	Open <i>Pono</i>	Positive <i>Whaiwhakaaro</i>	Community <i>Whanaungatanga</i>
Looking after our people: We respect and support each other. Our hospitality and kindness foster better care.	Being sincere: We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	Best action: We are thoughtful, bring a positive attitude and are always looking to do things better.	As family: We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

Our statutory purpose

To improve, promote and protect the health of our population

- Promote the integration of health services across primary and secondary care services
- Seek the optimum arrangement for the most effective and efficient delivery of health services
- Promote effective care or support for those in need of personal health or disability support services
- Promote the inclusion and participation in society and the independence of people with disabilities
- Reduce health disparities by improving health outcomes for Māori and other population groups
- Foster community participation in health improvement and in planning for the provision of and changes to the provision of services.
- Uphold the ethical and quality standards expected of use and to exhibit a sense of social and environmental responsibility.

PURPOSE OF ROLE
<p>The Resuscitation officer functions in the role of clinician, educator, consultant, coach and researcher. In collaboration with the medical, nursing/midwifery staff and allied health technical & scientific, provides clinical support and education, which positively influences staff training, service efficiency, and patient outcomes. Incorporated within each of these role functions the Resuscitation officer is a role model, change agent, leader, cost effective practitioner, mentor and resource person.</p> <ul style="list-style-type: none"> • To provide co-ordination and direction for resuscitation within services provided by the Southland District Health Board. • To ensure all resuscitation programmes meet individual, organisational and service needs to prescribed standards. • To provide leadership in resuscitation policy and practice to facilitate best practice outcomes. • To influence purchasing and distribution of resuscitation and training equipment for SDHB and Otago Clinical Skills Laboratory (OCSL) facilities.

Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

Organisational Competencies	
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
Integrity and Trust	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
Drive For Results	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
Role Specific Competencies	
Motivating Others	Creates a climate in which people are motivated and want to do their best; can motivate many team or project members; empowers others to achieve desired results; invites input from each person and shares ownership and visibility; makes each individual feel his/her work is important; is someone people like working with.
Planning	Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
Interpersonal Savvy	Relates well to all kinds of people, up, down, and sideways, inside and outside the organisation; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.
Informing	Provides the information people need to know to do their job and to feel good about being a member of the team, unit, and/or the organisation; provides individuals with information in a timely manner to make accurate decisions.

KEY RELATIONSHIPS	
Within Southern DHB	External to Southern DHB
<ul style="list-style-type: none"> • PDU Manager 	<ul style="list-style-type: none"> • National Committees
<ul style="list-style-type: none"> • Nursing/Midwifery Directors 	<ul style="list-style-type: none"> • Local, District and Regional Groups
<ul style="list-style-type: none"> • PDRP Coordinator 	<ul style="list-style-type: none"> • Professional Nursing/Midwifery Organisations
<ul style="list-style-type: none"> • NETP/NESP Coordinator 	<ul style="list-style-type: none"> • Tertiary Providers

• Service Manager	• Non-Provider Arm
• Clinical Charge Nurses/Midwives	• National Workforce Development Agencies
• Clinical Leaders	• New Zealand Resuscitation Council
• All Nursing and Midwifery Staff	
• Allied Health Staff	
• Maori Health Unit	
• Medical Staff	
• Clinical Support Staff	
• Students	
• Infection Prevention and Control	
• Occupational Health and Safety	

PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role. Position specific competencies:

	ESSENTIAL	DESIRABLE
Education and Qualifications (or equivalent level of learning)	<ul style="list-style-type: none"> • Be registered with the Nursing Council of New Zealand as a Comprehensive or Registered General Nurse <u>OR</u> • Other suitably qualified health professional • Hold an appropriate current Practising Certificate • Hold a NZRC CORE Advanced Resuscitation certificate • Have or be working towards a post-registration qualification. 	<ul style="list-style-type: none"> • Hold a qualification in Adult Teaching or demonstrate equivalence • Be a qualified CORE Advanced NZRC Instructor (or achieve within 6 months of appointment) • Be prepared to work towards a post-registration qualification relating to principles of adult teaching and learning.
Experience	<ul style="list-style-type: none"> • Previous experience in a resuscitation training role • Demonstrate a sound understanding of quality management • Understanding of current issues in clinical practice • Demonstrate conflict resolution and change management skills • Networking effectively in area of specialty/ practice - locally, regionally and nationally. • Minimum of 3 years working either within the clinical area or relevant nursing/midwifery role. • Demonstrated ability to contribute to the professional development of nursing/midwifery staff. 	<ul style="list-style-type: none"> • Have a strong knowledge of resuscitation equipment including high fidelity manikins • Be proficient in use of DHB IT processes and databases • Have demonstrated teaching ability, including lesson planning and resource development
Knowledge and Skills	<ul style="list-style-type: none"> • Principles of the Treaty of Waitangi and biculturalism. • Have excellent administrative, organisational and time management skills • Have excellent interpersonal skills and the ability to communicate across all disciplines and occupation groups • Ability to work under pressure to fulfil urgent requests within tight time-frames. • Have the vision and flexibility to anticipate and respond to change • Be adept in the use of technology (including MS Office, LMSs, eLearning Platforms) • Southern DHB current vision, goals and objectives. 	

	<ul style="list-style-type: none"> Be a professional leader and role model, with proven ability to inspire, motivate and develop others. 	
Personal Qualities	A reasonable level of fitness is required to cope with the demanding physical requirements of the job. The following denote the key physical requirements for the position: standing, walking, bending, sitting, stairs, simple grasping, fine manipulation, operating machinery / equipment, lifting, overhead reaching, carrying, pushing / pulling, twisting, climbing / balancing, crouching / squatting, manual handling of people, other reaching, and ability to participate in personal restraint if required.	

KEY RESULT AREAS:

Key Accountabilities:	Example of successful delivery of duties and responsibilities
Resuscitation Training	
<ul style="list-style-type: none"> Implement resuscitation training programmes that comply with SDHB, Resuscitation Council, Medical Council and Nursing Council policy, and other legislative requirement Collaborates with senior nursing/midwifery staff and multidisciplinary teams and supports changes to practice when indicated. Reviews programme content and delivery using appropriate measurements, methods and tools to evaluate achievement of learning goals, teaching strategies and quality assurance. Maintains records of attendance at all teaching sessions. 	<ul style="list-style-type: none"> Districtwide Liaison with Resuscitation CNS (Southland) Timely reviewing of SDHB CPR training policies and standards in line with the recommendations of the New Zealand Resuscitation Council guidelines. Revised policies to be tabled and signed off by the Chief Nursing & Midwifery Officer, Chief Medical Officer and/or Critical Care Intensivist or Southern DHB Resuscitation Committee Co-ordination and implementation of cardiopulmonary resuscitation and advanced life support training across Otago sites Ensuring CPR/resuscitation competency maintenance programmes meet the policy requirements of SDHB, NZ Resuscitation Council, NZ Medical Council, NZ Nursing Council and NZ Midwifery Council Ensuring appropriate improvement strategies are included in resuscitation training programmes to meet Quality Assurance and Accreditation needs.
Resuscitation service planning	
<ul style="list-style-type: none"> Assist in the development and management of the strategic plan for resuscitation within SDHB Supports a culture of evaluation and the ongoing quality improvement. Contributes to system change to improve health outcomes through evidence-based practice. Contributes to meetings in a collaborative, active way. 	<ul style="list-style-type: none"> Actively participate in the Resuscitation Committee to develop and update recommendations for practice and equipment on behalf of the organisation. <ul style="list-style-type: none"> Actively participate in creating and implementing a strategic plan for resuscitation training across Otago sites and consistent within SDHB, including facilitation of training programmes for medical, nursing, midwifery and allied health staff. Monitoring, and evaluating resuscitation training programmes and resources in accordance with national and organisational standards. Monitoring resuscitation undertaken by all clinical staff utilising Competency and Training Databases. Train, support and maintain competency in a core group of CPR instructors at SDHB. Developing a liaison with other health professional groups and managers to ensure co-ordinated activities within SDHB

	<ul style="list-style-type: none"> ▪ Demonstrate competent and effective teaching skills, and provide an environment conducive to adult learning ▪ Providing and making accessible information on planned resuscitation and deteriorating patient programmes to facilitate forward planning of staff rosters ▪ Providing monthly reports to PDU Manager on activities and services planned and provided
Deteriorating Patient education	
<ul style="list-style-type: none"> • To facilitate and develop advanced clinical training for medical and nursing staff to better manage the deteriorating patient and clinical crises. 	<ul style="list-style-type: none"> • Provide and develop workshops and training courses that develop the skills and knowledge required to manage the deteriorating patient and clinical crises. • Provide leadership and direction for developing and purchasing equipment and facilities to enhance clinical training. • Provide leadership in the use of simulation and skill training as a means to enhance clinical training. • Provide debriefing education for staff after cardiac arrests as required and requested.
Evidence based resuscitation service	
<ul style="list-style-type: none"> • To facilitate resuscitation and development and promote evidence-based practice • Works in partnership to develop and maintain evidence-based inquiry and resuscitation resources. • Utilises research inquiry to advance resuscitation best practice across the site, and contribute to evidence-based policy and its evaluation through the quality and audit process. 	<ul style="list-style-type: none"> • Ensuring all policy and procedure statements are based on relevant guidelines. • Work in partnership with doctors, nurses, midwives and allied health staff to enhance resuscitation and improve the skills of the staff • Completing monitoring and auditing activities relevant to training provided. • Disseminating best practice and evidence-based information relevant to resuscitation.
Quality monitoring and improvement	
<ul style="list-style-type: none"> • Audit the maintenance of resuscitation equipment and audit clinical outcomes within the hospital 	<ul style="list-style-type: none"> • Carry a cardiac arrest pager and, when available, attend cardiac arrests to monitor overall staff performance. • Undertake regular 6-monthly audits of Cardiac Arrest and Emergency trolleys within the hospital, including staff compliance with checking and maintenance. • Ensure all resuscitation equipment involved in arrests and training is reviewed and updated annually or as necessary. • Develop and maintain a strong relationship with Procurement & Clinical Engineering to ensure any equipment replacement programme is robust and sustainable • Ensuring all new equipment meets the safety standard for the hospital, and is appropriate and is consistent with accepted hospital standards. • Ensuring defective or obsolete equipment is immediately withdrawn from service and repaired/replaced promptly. • Maintain resuscitation and mandatory training equipment and oversee its use and distribution

	<ul style="list-style-type: none"> • Providing hygiene protocols and monitoring the cleaning of training equipment • Conduct monthly audits on cardiac arrests outcomes and use results to influence training, equipment, procedures and policy.
Maintains own professional development	
<ul style="list-style-type: none"> • Maintains own clinical competence and develops own portfolio demonstrating a commitment to self-development. • Networks nationally and internationally and keeps up to date on trends and developments within education. • In consultation with the Line Manager identifies educational programmes and conferences relevant to the role. 	<ul style="list-style-type: none"> • Annual PDR with development objectives identified. • Use of electronic / online resources for education and development. • Presents papers at conferences and seminars and presents papers for publishing as required.
Other Duties	
<p>Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</p> <p>Act as a role model for the Southern DHB Organisational Values.</p>	<ul style="list-style-type: none"> • You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness. • You produce work that complies with Southern DHB processes and reflects best practice. • Research undertaken is robust and well considered. • Live and support the DHB values in everything you do.
Professional Development – self	
Identifying areas for personal and professional development.	<ul style="list-style-type: none"> • Training and development goals are identified/agreed with your manager. • Performance objectives reviewed annually with your manager. • You actively seek feedback and accept constructive criticism.
Health, Safety and Wellbeing	
Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Southern DHB's Health, Safety and Wellbeing policies, procedures and systems.	<ul style="list-style-type: none"> • You understand and consistently meet your obligations under Southern DHB's Health and Safety policy/procedures. • You actively encourage and challenge your peers to work in a safe manner. • Effort is made to strive for best practice in Health and Safety at all times.
Treaty of Waitangi	
Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day to day basis.	<ul style="list-style-type: none"> • Tino rangatiratanga: You as an agent of the crown guarantee tino rangatiratanga, which provides for Māori self-determination and mana motuhake in the design, delivery, and monitoring of health and disability services that you provide. • Equity: The principle of equity, which requires the Crown to commit to achieving equitable health outcomes for Māori. You work in partnership with our treaty partners to enable our organisation to prosper. You are mindful of the varying socio-economic conditions that face our people and work hard to remove barriers of access to health and education.

	<ul style="list-style-type: none"> • Active protection: The principle of active protection, which requires the Crown to act, to the fullest extent practicable, to achieve equitable health outcomes for Māori. You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori. • Options: The principle of options, which requires the Crown to provide for and properly resource kaupapa Māori health and disability services. You ensure that all health and disability services are provided in a culturally appropriate way that recognises and supports the expression of Hauora Māori models of care. • Partnership – The principle of partnership, which requires the Crown and Māori to work in partnership in the governance, design, delivery, and monitoring of health and disability services. You interact in good faith and in a partnership. There is a sense of shared enterprise and mutual benefit where each partner takes account of the needs and interests of the other.
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Note: the above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

CHANGES TO POSITION DESCRIPTION

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This position description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date