

St. John Cymru- Wales

Volunteer role description

Position Title: County Nursing Officer
Directly Accountable to: Commissioner
Professionally Accountable to: National Nursing Advisor
Uniform / rank:

Purpose / Summary of the category

To assist and advise on matters relevant to advancing the work of the nursing profession within St John Cymru Wales.

Description of tasks:

- To assist the Commissioner and NHQ Nursing Advisor in the provision of support and advice on all matters relating to the nursing profession.
- To promote professional nursing aspects of St John Wales within the region as well as within the profession.
- Act as a contact point for nursing/care information within the region and offer support for both qualified and Student Nurses.
- Be aware of any changes in nursing regulations relevant to the work of St. John Cymru-Wales through liaison with the NHQ Directorates and Nursing and Medical Advisors.
- Implement and monitor policies, guidance and circulars from the Commissioner and NHQ.
- Maintain records of all qualified Nurses within the Region and ensure tri-annual checks of the Nursing & Midwifery Council (NMC) register are carried out with an annual report forwarded to the NHQ Volunteer Manager and Nursing Advisor (or immediately if a problem is found with an individual's registration status).
- Submit an annual report of nursing/care activities within the County to the NHQ Volunteer Manager and Nursing Advisor by 28th February each year.
- Maintain standards of medical care within the County and contribute to clinical auditing of Healthcare Professionals and members.
- Counsel Nurses within the County, as required.

- Initiate, monitor and maintain a training programme to ensure new and current St. John Nurses remain updated with the regulations, training requirements and present courses – in addition to offering Continuous Professional Development (CPD).
- Organise regular meetings for qualified Nurses within the County.
- Assist the County Training Officer in the planning and delivery of training sessions to County or Divisions, as appropriate, ensuring inclusion of nursing/care subjects.
- Support all County Staff Officers in the maintenance and implementation of standards and offer advice and guidance, where required.
- Visit Divisions as necessary and assist the Commissioner with annual Divisional Inspections.
- Liaise with local Statutory Bodies.
- Attend meetings as requested by the Commissioner.
- Undertake any other duties as requested by the Commissioner.

Approximate time commitment

- This role has no obligation but would generally take around 12 hours a month
- Liaison with the County Management Team, Divisional Members and external agencies
- Attendance at regular meetings and public duties

This is a voluntary position and therefore no contract of employment exists. Whilst therefore there is no obligation, a typical volunteer would commit to 12 hours per month depending on the role chosen within this category.

Essential	Desirable
QUALIFICATIONS	
<ul style="list-style-type: none"> • Professional Nursing Qualifications • Current NMC Registration 	<ul style="list-style-type: none"> • Recognised Training Qualification • Personal Development Programme
EXPERIENCE	
<ul style="list-style-type: none"> • Minimum of 4 years as a qualified Nurse. • Held a Divisional Nursing Officer post. 	<ul style="list-style-type: none"> • Teaching of First Aid / Care Courses • Mentorship Experience
SKILLS	
<ul style="list-style-type: none"> • Excellent all round Nursing/care skills. • Effective leadership skills. • Good communication skills. • Exceptional level of interpersonal skills. • Organisational/administrative skills. 	<ul style="list-style-type: none"> • Training Skills • Public Speaking • Counselling Skills
KNOWLEDGE	
<ul style="list-style-type: none"> • Extensive knowledge and experience of nursing practice • Clinical governance 	<ul style="list-style-type: none"> • Familiarity with St. John Cymru Wales, the local members and community
PERSONAL ATTRIBUTES	
<ul style="list-style-type: none"> • Willingness to commit the time to the role. • Ability to relate to the volunteers as well as professionals • Considerable energy, commitment and enthusiasm for St John Wales' charitable mission. • Approachable charismatic personality • Proactive rather than reactive 	<ul style="list-style-type: none"> • Confident. • Self-disciplined. • Reliable. • Presentable.

This is a voluntary role and is non contractual or legally binding