Role description

Role title: County Medical Officer Priory of England St John Ambulance
Grade/salary band: Senior Volunteer
Hours: Equivalent to one day a week (this would include reading, correspondence, Visits, etc. and County Management team once a month
Accountable to: County Commander managerially / Professional link with Chief Medical Officer

Role summary

1. The County Medical Officer is responsible for all matters relating to medical matters within the County working, within National St John Policies and Protocols where applicable.

2. As a Corporate Member of the County Management Team, contributes to the formulation of the County Strategy, Business Plan and Budgets reflecting the medical requirements to maintain standards of training and practice within the County.

3. Responsible for monitoring standards, protocols and AED equipment.

4. Promotes the professional aspects of St John Ambulance in the County.

5. Represents St John Ambulance as requested by the County Commander

Main duties and responsibilities

1. As a Member of the County Management Team ensures that professional medical advice is taken account of in formulating the County Strategy, Business Plan within professional and National St John guidelines.

2. Ensure that all protocols meet professional medical standards and ensuring that doctors are professional accountable on a public duty for the delivery of First Aid practice.

3. Assisting the Commander and Commissioners by exercising responsibility and accountability for all matters relating to medicine (First Aid, etc) within the Priory of England.

4. Monitoring effectiveness of delivery of First Aid and medical care through agreed protocols with national guidelines.

5. Recruiting and deployment of doctors within the County in consultation with the County Commander and Commissioners.

6. Assisting in the development of commercial as well as charitable First Aid training practice within the County.
General Duties

1. Recruiting doctors, checking registration with GMC, providing an induction programme and job descriptions.

2. To participate within the County in submitting names for Honours and Admissions to the Order of St John.

3. Oversees the First Aid Competitions within the County and as required Regional Competitions. Training judges.

4. Visits Divisions as frequently as possible.

5. Attends as many public duties as possible.

6. Attends national meetings of doctors.

Age

1. Not exceeding 65 on last appointment.

Role Specification

2. The County Medical Officer must be a registered Medical Practitioner with the GMC.

3. Knowledge of St John Ambulance and practice of First Aid, if possible.


5. A keenness to promote St John Ambulance as an organisation with a leading edge in First Aid and Practice.

6. A team worker with good interpersonal skills and sense of humour.

7. Personal Attributes

8. Good level of achievement.

9. Leadership skills.

10. Proactive rather than reactive.

11. Willing as a volunteer to take a role which involves no salary but where expenses will be paid.

12. Willing to wear uniform.
General information for all St John Ambulance employees/volunteer officers

Probationary period

This post is subject to the requirements of a six-month probationary scheme (twelve months in the case of volunteer youth related positions) for new employees/volunteer officers only.

Confidentiality

All information concerning volunteers, employees, patients must be treated as strictly confidential at all times.

Equal opportunities

It is the aim of St John Ambulance to ensure that no job/role applicant or employee receives less favourable treatment on the grounds of age, sex, race, colour, religion, marital status, sexuality or disability or is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. Each employee/volunteer must adhere to the equal opportunities policy and ensure that diversity is valued in the workplace.

Health and safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974, and to ensure that agreed safety procedures are carried out and to maintain a safe environment for volunteers, employees and visitors.

Data protection

If you have contact with computerised data systems you are required to obtain, process and/or use information held on a computer or word processor in a fair and lawful way. To hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

Review of this description

This job/role description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of St John Ambulance. This job/role description is to be reviewed in conjunction with the post holder on an annual basis as part of the appraisal process. It is expected that the post holder will be as positive and flexible as possible using this document as a framework.

Initials and date of preparation

RW March 2009