

LONDON HYPERBARIC AND WOUND HEALING CENTRES LTD.

JOB DESCRIPTION

TRAINING OFFICER

Title Training Officer

**Managerially.
Accountable to** Managing Director

**Professionally
Accountable to** Managing Director / Medical Director

Essential Qualifications

- Basic Life Support (BLS); First Aid course
- Successful completion of a recognised course in Hyperbaric Medicine, for example BHA Core Curriculum.
- CHT qualification

Desirable Qualifications

- Successful completion of a course in Technical Aspects of Hyperbaric Safety.
- Successful completion of a Hyperbaric Chamber Fire Safety course.
- DMT and or LST qualifications
- Sports or professional diving experience.

Essential Experience

- To have a thorough current working knowledge of hyperbaric theoretical, technical and operational procedures including decompression tables.
- To have recent experience of developing, organizing and running training courses related to Diving and Hyperbaric medicine.
- To have experience in marketing and developing Diving and Hyperbaric medicine related courses, both nationally and internationally.
- To have an awareness of market forces and potential areas of development for the LHM course program.
- To have experience as Chamber Operator and Chamber Attendant for both routine and emergency HBOT treatments.
- To have extensive experience in the supervision of HBOT chamber operations.

- To have demonstrated leadership, good communication, dealing with conflicts, and leadership in emergency and stress situations, including symptom recognition, preventive measures and courses of action.
- To have management skills and the ability to maintain accurate and legible records.

Job Summary

- Reviewing and managing the development of existing LHM-run courses and manuals in cooperation with the LHM Team.
- Development of a comprehensive program of LHM courses covering appropriate aspects of Diving and Hyperbaric medicine, Diving technology, First Aid, and other courses for a wide range of clients in the Professional Diving, Sports Diving and Hyperbaric medicine and Healthcare industries.
- Development and the running of tailor-made courses for international clients abroad.
- Undertaking a market orientated review of existing nationally and internationally run courses and identifying market opportunities.
- Development and implementation of a comprehensive marketing strategy for LHM courses.
- Preparing, monitoring and reporting on budgets/costs for individual courses and for the complete LHM course program.
- Correspondence with national and international training establishments re course accreditation.
- Coordination of lecturers, the use of training facilities and aids with the LHM management, the LHM Office Administrator, the WX-Medical Education department, the James Paget Uni Hospital (JPUH) Medical Education Centre and other associated parties.
- Cooperation with other LHM establishments and persons in the planning and coordination of training events and courses at LHM facilities.
- To participate regularly in the routine and emergency rota for Chamber operator, chamber attendant and supervisor duties as per the LHM rota.
- Organisation of LHM Study days, training courses and promotional events for the LHM course program.
- To have a knowledge of the LHM SOPs, EPs, policies and other procedures.

- To promote the professional image of London Hyperbaric Medicine and Wound Healing centres Ltd., both nationally and internationally, and to represent the Hyperbaric Facility when attending relevant meetings and conferences.
- To ensure good relationships, communication and team work within the Hyperbaric Facility, and with other departments of Whipps Cross University Hospital.
- Regular attendance at staff meetings, where appropriate.

Working Relationships

- The Managing Director.
- The Lead Clinician at LHM and JPUH
- Hyperbaric nursing staff at LHM and JPUH
- Hyperbaric technical staff at LHM and JPUH
- Secretarial and ancillary staff at WX and JPUH
- Human Resources Dept. Whipps Cross University Hospital.

This job description is not an exhaustive statement of the scope of the job, and the post holder may be required to undertake other duties commensurate with the Grade.

October 2009