

POSITION DESCRIPTION
First Aid & Healthcare Instructor

1. POSITION IDENTIFICATION

Position Title: First Aid & Healthcare Instructor / Examiner

Division: Training Administrative Logistics

Employment Arrangement: Full Time Part Time Casual

2. PRIMARY OBJECTIVES

Instructors: Utilising the manual provided and your own professional knowledge, teach the appropriate first aid / healthcare course to a high standard;

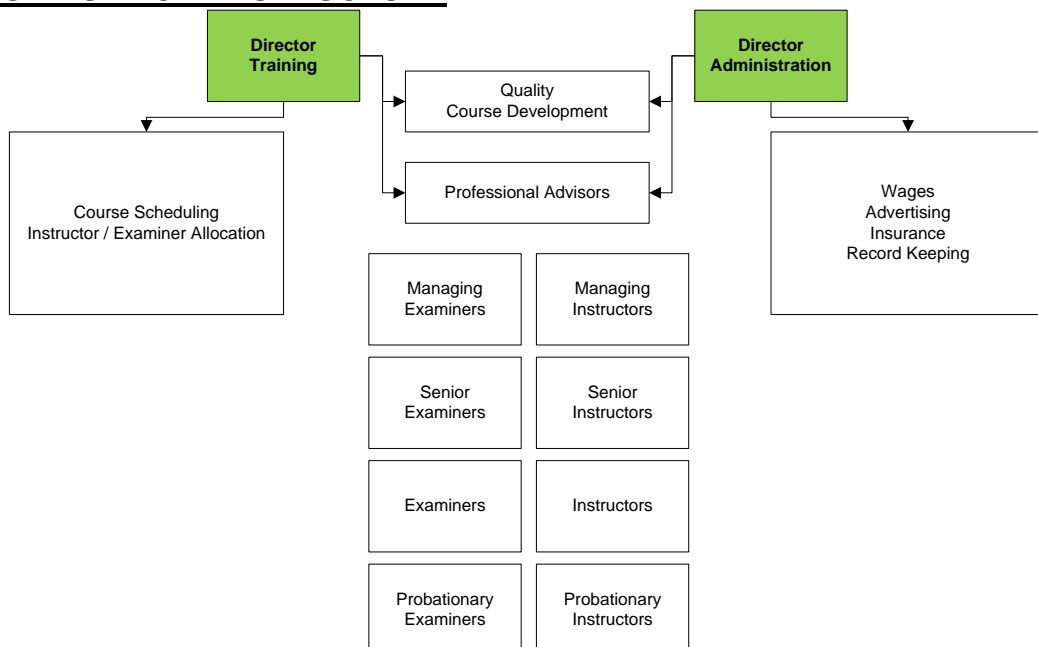
Examiners: Examine students to the agreed standard in line with the approved examination material.

3. DIMENSIONS

Position Reports to: Directors

Direct Staff: Nil

4. ORGANISATIONAL STRUCTURE



5. KEY ACCOUNTABILITIES & RESPONSIBILITIES

- Administers the instruction and/or examination of temporary medical assistance to injured persons
- Maintains logbooks and records of examination
- Maintains inventories of duty-related supplies and forms
- May assist in coordinating emergency response during classes
- Assess the health and safety of each class facility
- Participate in staff training as required
- Maintain own record of continuous professional development

6. INCUMBANT SPECIFICATIONS

Educational Requirements:

- First Aid Qualification or relevant healthcare qualification
- Additional qualifications relevant to the courses being taught
- At least a methods of instruction course or relevant documented experience necessary to register with EMAS

Skills & Experience:

- Instructing/Examining experience with a range of clients/groups with confidence
- First aid instructors/examiners need to know about first aid and resuscitation techniques, and the anatomy and physiology of the human body
- Should know about different teaching methods, how to use first aid equipment and how to operate equipment such as video recorders, overhead projectors and digital projectors.

Health & Safety Factors

- Some lifting of first aid equipment required
- Out of hours work required to meet client needs
- Must be able to speak clearly
- Must be fit and healthy, and able to lift and carry teaching equipment such as televisions and manikins
- Must be prepared to work alone and unsupervised

Personal Attributes / Presentation

- Superior presentation skills
- Neat and tidy
- Customer focused
- Committed to quality and internal audits
- Good organisational ability
- Patient, understanding, well organised and self-motivated
- Have an awareness and understanding of different cultures and should be able to get along well with people from a wide range of backgrounds.

Other

- Access to own transportation
- Ability to maintain own business insurance for vehicle

Job Outlook

The outlook for first aid instructors is good and the number of people employed in this occupation is expected to remain stable or increase moderately over the next two to three years.

There has been steady demand for first aid instructors as there is now a legal requirement for businesses and employers to be responsible for the health and safety of their employees. As a result, an increasing number of private businesses are offering first aid instruction. There is also a growing awareness of safety in the home, and people are enrolling in courses independently, to learn how to react in an emergency or other medical situation with appropriate medical care.

This has meant that the industry is becoming more competitive and courses are increasingly being targeted to schools and businesses. It has also increased the need for first aid instructors to continue their own education, in order to provide appropriate training.

First aid instructors are now using more electronic equipment to teach first aid skills such as television screens and video recorders. Many businesses that offer first aid instruction use computer databases to store client information. This means first aid instructors can monitor when client's first aid certificates are due to expire and contact them for further instruction courses. First aid instructors are also using teaching resources such as resuscitation masks and defibrillators so need to keep up to date with changes in technology.

Turnover among first aid instructors is moderate, mostly due to the part-time hours of the occupation, and many people may move on to work in management positions, or other occupations within the health industry.