

## **APPENDIX 4.14**

### **JOB DESCRIPTION – FIRST AID OFFICER**

**Responsible to:** Club Captain

#### **Responsibilities and Duties**

- Maintain a fully-stocked First Aid/Oxygen/AED Kits and First Aid Room (plus backup supplies) as per Standard Operating Procedures
- Purchase and receive delivery of supplies when needed, and as approved
- Monitor adherence to cleaning and hygiene requirements of First Aid Room
- Monitor equipment quality and expiry details of supplies (i.e. AED Pads)
- Ensure training manikins are in good working order + have suitable hygiene supplies
- Provide regular communication to Patrol Captain's
- Promote and support first aid training in consultation with Chief Training Officer
- Submit reports to the Club Executive Committee via Club Captain
- Prepare first aid equipment and room for annual gear and equipment inspection

#### **Knowledge and Skills Required**

**Nationally-recognised First Aid Certificate (current)**

**e.g. Apply First Aid**

- Patrolling experience (preferred) or experience in similar emergency care or health services environment
- Proactive communication and planning
- Aware of Work Health & Safety policy
- Maintain confidentiality on relevant matters
- Communicate effectively and possess good interpersonal skills
- Friendly, positive and enthusiastic
- Well-organised