



Job description

Job title: Phase 4 Cardiac Rehabilitation Exercise Instructor

Hourly rate: Based on experience and qualifications

Hours of Work: Fixed-Term Contract – initially 3 hrs per week (flexible to the needs of the service)

Qualification requirements: British Association for Cardiovascular Prevention and Rehabilitation (BACPR) Level 4. First Aid, DBS.

ORGANISATIONAL ARRANGEMENTS

Accountable to: The Chair of the North Gwent Cardiac Rehabilitation & Aftercare Charity (NGCRAC) and to report directly to the nominated Trustee responsible for class management.

Key Working Relationships:

- Trustees of the Charity
- Class Assistants
- Aneurin Bevan University Health Board Cardiac Rehabilitation Phase 3 nominated link person/s
- NGCRAC Fundraising Committee

PURPOSE OF POST

To be responsible for the running of Phase 4 exercise classes within the North Gwent community. The successful candidate will work autonomously in order to support and further develop the Charity's community-based service.

You will be expected to plan and design exercise programmes tailored to meet the needs of Phase 4 Class Members. They will also monitor, evaluate and record member's outcomes, offering advice and support as needed.

DUTIES AND RESPONSIBILITIES

- Ensure class activities are developed and sustained in accordance with BACPR guidelines.
- Ensure adherence to strict health and safety standards that reflect the level of assessment, monitoring and supervision required for this client group.
- Offer specialist advice and support to help members maintain lifestyle changes associated with cardiac risk factor reduction.



- Review, on a regular basis, members' progress (or regression) and alter their exercise prescription accordingly. Or, in the case of new symptoms or deterioration in functional capacity of unknown cause, advise the member to contact their GP.
- Help build members' confidence and independence, and encourage self-help and self-motivation.
- Ensure appropriate and effective communication between all parties involved in the running of the classes i.e. Exercise Instructors, Class Members, Trustee responsible for managing the classes, Class Assistants, Chair of the Trustees/ Hall Hire personnel
- Act as a member referral point for queries regarding exercise.
- Achieve strict time management in the delivery of classes and assessments.
- Act in advisory capacity for people enquiring about Phase 4.
- Keep up-to-date with other CHD projects and initiatives that aim to reduce the risks of CHD in the local population and ensure these learnings are shared with the Chair and Trustees.

EDUCATION

- Instruct/teach/supervise members undertaking Cardiac Rehab Exercise in safe exercise practice and principles.
- You may also be required to deliver education sessions on cardiac risk factor management and well-being to Class Members

ORGANISATIONAL

- Demonstrate an active interest in supporting and working in partnership with the Charity.
- Initiate, maintain and promote a link system between the classes and the Charity
- Be responsible for the maintenance, repair, and safe use and testing of equipment, along with annual stock control.
- Order equipment within a limited budget as authorised by the Trustees.
- Deal with complaints in accordance with the agreed policy, reporting and investigating them as required.

EVALUATION

- Maintain relevant databases/registers including input of relevant information for data analysis.
- Review member satisfaction with the service, assisting in the provision of reports on trends identified and subsequent actions.

COMPETENCE

- Be responsible for limiting your actions to those that you feel competent to undertake. If you have any doubts about your competence during the course of your duties, you should immediately speak to the Chair of the Trustees.



REGISTERED PROFESSIONAL

- To register and maintain accreditation with the BACPR and meet requirements of professional registration.

RECORDS MANAGEMENT

- To be legally responsible for all data that you gather, create or use as part of your work within the Charity (including members' medical, personal and administrative information), whether paper-based or on computer.
- You have a legal duty of confidence to members. You should consult the Chair of the Trustees if you have any doubts as to the correct management of this data.

HEALTH AND SAFETY REQUIREMENTS

- There is a duty of care for personal safety and that of others who may be affected by their acts or omissions.
- To immediately report any hazardous situations or defective equipment to the Chair of the Trustees.

FLEXIBILITY STATEMENT

- The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities.
- The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances following consultation with the post holder.

CONFIDENTIALITY

- There is a requirement to maintain the confidentiality of Class Members in accordance with the Charity policies. The unauthorised use or disclosure of member or other personal information is regarded as gross misconduct, and in the case of both computerised and paper-based information, could result in a prosecution for an offence or action for civil damages under the Data Protection Act 2018.

EQUALITY

- The Charity will take all practicable steps to ensure that people are recruited, managed, and rewarded on merit and that equal opportunities are given.
- Each person formally associated with the Charity is responsible for his or her own professional and personal behaviour and there is a requirement to conduct themselves in a manner that does not cause offence to another person.

Date approved.....

Approved by.....

Review date.....



PERSON SPECIFICATION

Qualifications/skills	Job Requirements
Qualifications/ Training/Education	Evidence of Diploma or Degree in Sport Science or other sport-related degree which includes anatomy and physiology subjects. Register of Exercise Professionals (REPS) Level 3 or Level 4. British Association of Cardiac Prevention and Rehabilitation (BACPR) Phase 4 training. Have been DBS checked. Basic Life Support and AED trained.
Experience	Substantial Experience of delivering Phase 4 Cardiac Rehabilitation exercise within the community. Evidence of delivering structured Phase 4 group education within the community. Experience of undertaking exercise assessments based on BACPR guidelines.
Skills/Knowledge	Excellent written and verbal communication skills. Able to speak in a clear and articulate manner, dealing with people in a courteous way. Able to produce good-quality, error-free documentation and records in a timely manner. Good time management, planning and organisational skills.
Personal Qualities	Able to work confidently and effectively individually and as a member of the Charity's team. Able to demonstrate accuracy and attention to detail.
Other job requirements	Willingness to be flexible. Car driver with access to a vehicle is essential.