



## Role description

**Title:** BACPR Specialist Exercise Instructor

**Hourly rate:** Based on experience and qualifications, c.£25-£30

**Hours of work:** Fixed-Term Contract – flexible to the needs of the service. We are currently seeking someone to take on our weekly classes in Abertillery, Blaenavon, Tredegar, Nantyglo, Ebbw Vale and Usk. Each class lasts for one hour. Additional administration time of 30 mins is allocated to each class, making it a total of 9 hours/week. Please note, there is scope to expand the role.

**Qualification requirements:** British Association for Cardiovascular Prevention and Rehabilitation (BACPR) Specialist Exercise Instructor qualification. 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
- Phase 4 Specialist Exercise Instructors

### PURPOSE OF POST

To be responsible for the running of Phase 4 Cardiac Rehab 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.

Within BACPR guidelines you will be expected to plan and design exercise programmes tailored to meet the needs of Phase 4 Class Members.

### DUTIES AND RESPONSIBILITIES

On receipt of a Medical Referral Form from

1. Phase 3 (via the Chair)
2. GP Practices

Or via our Self-Referral Form from people who either (i) completed Phase 3 over 6 months ago, (ii) wish to accompany a partner or friend with heart problems, or (iii) are at risk of developing heart disease.



You will review the information on the form and, during weekdays, contact the named person within 24hrs to assess their suitability to attend the class of their choosing.

You will also:

- 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 Coronary Heart Disease (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 safe use and regular testing of equipment, managing maintenance and repairs and conducting an annual stock audit.
- Order new/replacement equipment within a limited budget as authorised by the Trustees.
- Deal with any 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 Role Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities.
- The Role 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	Role requirements
Qualifications/ Training/Education	Evidence of Diploma or Degree in Sport Science or other sport-related degree that includes anatomy and physiology subjects.  Register of Exercise Professionals (REPS) Level 3 or Level 4 or CIMSPA equivalent.  British Association for Cardiovascular Prevention and Rehabilitation (BACPR) Specialist Exercise Instructor qualification.  DBS checked.  First Aid including Basic Life Support and Automated External Defibrillator training.
Experience	Substantial Experience of delivering Phase 3/4 Cardiac Rehabilitation exercise within the community.  Evidence of delivering structured Phase 3/4 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.



	<p>Able to produce good-quality, error-free documentation and records in a timely manner.</p> <p>Good time management, planning and organisational skills.</p>
Personal Qualities	<p>Able to work confidently and effectively individually and as a member of the Charity's team.</p> <p>Able to demonstrate accuracy and attention to detail.</p>
Other role requirements	<p>Willingness to be flexible.</p> <p>Full UK driving licence and access to reliable personal transport is essential.</p>