

Job description

Job title:	Emergency Planning Officer	
Clinical Service Unit:	Operations	
Division:	Corporate	
Corporate Area:	Emergency Preparedness	
Salary band:	8A	
Responsible to:	Head of Clinical Services	
Accountable to:	Director of Operations	
Hours per week	37.5	
Location:	MKUH	
Manages:	Direct reports:	
	Indirect reports:	

Milton Keynes Hospital Standards, Commitments and Behaviours

By living up to our values of We Care, We Communicate, We Collaborate and We Contribute we deliver more than just a quality patient experience because we:

- We deliver safe effective and high quality care for every patient. We treat everyone who uses our services with dignity, respect and compassion and we treat each other as we would wish to be treated ourselves.
- We say #hellomynameis, we keep patients informed, involved and engaged in their treatment and care; and each other about what's happening in our hospital. We know we can speak up to make sure our hospital is safe and our patients are well cared for.
- We are #teamMKUH. We work together and with GP's, primary care, community care, social care and mental health providers and other hospitals to deliver great care and services for people in Milton Keynes, Buckinghamshire and beyond.
- We develop goals and objectives in support of the hospital's vision and strategy. We are willing to join and play our part to make our hospital the best it can be. We acknowledge and share best practice so that others can learn what works well and we learn from others so that we keep improving the services we provide.

Aim of the role

To lead Emergency Preparedness and Business Continuity for the Trust, to ensure that the Trust is adequately prepared in these areas and complies with the requirements under the Civil Contingencies Act (2004), Health and Social Care Act 2012, and NHS England Core Standards.

Key working relationships

Internally

- Director of Operations (Accountable Emergency Officer)
- Executive Directors
- Head of Clinical Services
- Divisional Directors
- Associate Directors of Operations
- CSU Leads
- Heads of Nursing and Senior Matrons
- Divisional / service area Emergency Preparedness Leads
- Divisional / service area Business Continuity Leads
- Head of Communications and Engagement

Externally

- MKCCG (Including Systems Resilience and Business Continuity lead)
- Central and North West London NHS Foundation Trust
- Thames Valley Local Resilience Forum
- Thames Valley Local Health Resilience Partnership
- NHS England and NHS Improvement regional offices
- Public Health England (Thames Valley Health Protection team and East of England Health Protection Team)
- Thames Valley Police
- Buckinghamshire Fire & Rescue Service
- South Central Ambulance Service
- University of Buckingham Medical School
- HM Prison Services

Key result areas

To be able to deliver the requirements of this role, through detailed understanding and application of the following principles:

- Integrated Emergency planning and the NHS England Business Continuity Management Framework (service resilience) (2013).
 - Risk Assessment and Risk Mitigation
 - Command, Control and Coordination - familiar with Command and Control Framework for the NHS during significant incidents and emergencies. NHS England Concept of Operations for the Management of Mass Casualties (2017) and NHS England Emergency Preparedness Framework (2015).
 - The Roles & Responsibilities of Partner Organisations Involved in Response & Recovery
 - Recording, analysis and dissemination of information, appropriate to the purposes for which it may be used at operational / incident level.
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Main duties and responsibilities

On behalf of the Trust's Accountable Emergency Officer¹, the Emergency Planning Officer (EPO) will:

- Ensure that the Trust meets its statutory obligations under the CCA (2004) and complies with all relevant Emergency Preparedness, Response and Recovery (EPRR) guidance for the NHS, including non-statutory guidance that accompanies the CCA (2004) and also for business continuity and resilience preparedness.
- Apply the principles required by the CCA for information sharing and to advise the organisation of the appropriate arrangements where necessary.
- Maintain up to date and accessible records and information that may be required by the Trust including that required by Managers and Executives On-Call in the event of a significant incident or emergency.
- Prepares the Trust as an organisation for all matters relating to Emergency Preparedness and Business Continuity. Writing and updating major incident plans, and policies relating to business continuity and ensuring individual departments are aware of their responsibilities – monitoring and reporting up to Director of Clinical Services when required.
- Develop and deliver the Trust's emergency preparedness and resilience function, improve standards of such preparedness across the Trust and provide leadership on specialist emergency preparedness and resilience issues.
- Ensure that EPRR corporate responsibilities are met and provide assurance to the Trust Board that it complies with relevant legislation and guidance (as summarised by the NHS England Core Standards for EPRR).
- Develop and contribute to professional relationships within the Trust, with other commissioners and NHS funded organisations and multi-agency partners that facilitate the continual development of EPRR arrangements.
- Lead the development and implementation of EPRR delivery plans.
- Ensure appropriate representation at local health resilience partnerships (LHRPs), local resilience fora (LRFs) and their associated sub-groups and work streams.
- The EPO needs to know and fully understand the roles and responsibilities of ALL responding organisations in the event of a significant incident or emergency.
- Be aware of relevant incident response plans and arrangements including predetermined procedures for involvement of other organisations, and that these plans are coordinated and agreed by individual organisations through local health economy planning.
- Ensure that the identification of risk and the planning for subsequent mitigation is not conducted in isolation but is undertaken in partnership with other local responders and commissioners.
- Co-ordinate emergency preparedness and training exercises for the Trust and with resilience partners.
- Have knowledge of the assets of each of the partner organisations, ideally including the financial arrangements for each organisation, to be able to commit resources from their

¹ [NHS England - Role of the Accountable Emergency Officer \(2013\) \[with local additions\]](#)

own organisation that need to be in place for responding to significant incidents and emergencies.

- Interpret and assess the availability of resources available in an incident within the Trust and those of partner organisations and agencies including mutual aid agreements that may be required. These resources will include appropriately skilled and trained staff and the necessary equipment.
- Advise on the legal requirements to ensure the health, safety and welfare of personnel deployed for a significant incident or emergency.
- Work with communications staff to ensure an appropriate communications and media response by the Trust to significant events and emergencies.
- Delivers yearly training for staff at ALL levels around major incident, emergency preparedness and business continuity
- Work with the local Clinical Commissioning Group on the annual NHS England and NHS Improvement Core Standards assurance audit process and all local EPRR and Business Continuity matters as required
- Chair the Trust's Emergency Preparedness, Response and Recovery Board meetings when the Director of Operations is unavailable.
- Liaise with all other NHS Organisations on site and the University of Buckingham Medical School in relation to all matters relating to emergency preparedness and business continuity management.
- Apply the principles of a risk based approach to resilience preparedness, and the application of dynamic risk assessment and the use of Decision Making Models in supporting these processes.
- Apply the principles of the national arrangements for command, control and coordination during emergencies - the Gold (strategic), Silver (tactical) and Bronze (operational) tiered command structure.
- Support senior management, including providing a tactical response, during significant incidents and emergencies during working hours and work flexibly in the event of an out of hours incident.
- Understand and interpret the local arrangements for obtaining scientific and technical advice.
- Understand and interpret the local arrangements for the discharge of responsibilities of relevant clinical networks e.g. trauma; critical care; burn care.
- The EPO needs to understand, interpret and ensure that local arrangements are in place for the recording of auditable records (contemporaneous, personal, decision, and others) during a significant incident or emergency in compliance with legal best practice.
- Advise as to the potential operational implications of significant incidents and emergencies e.g. long-term recovery or wide-area issue.
- Advise as to the potential impact of significant incidents and emergencies (including business continuity incidents and Internal Emergency Incidents) on the environment.
- Assess the short and long term human impact of the significant incidents or emergency and identify the most vulnerable groups.
- Ensure provision of continued support for individuals affected by major incidents, significant incidents, Internal Emergency Incidents or business continuity incidents.

Key Performance Indicators

In addition to statutory, national and regional obligations, the post holder will work to Key Performance Indicators for the Department for the purpose of quality and performance monitoring against organisational objectives.

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.

Effort, skills and working conditions

Physical skills	Advanced keyboard skills required
Physical effort	Combination of sitting, standing, walking
Mental effort	Moderate concentration for dealing with complex operational issues, writing reports/returns, frequent interruption due to the operational nature of the role.
Emotional effort	Deals with highly complex, sensitive, emotive and distressing operational issues, exposure to conflict and verbal aggression
Working conditions	Frequent VDU use Office conditions at base; some working will be required in operational areas across the hospital setting.

Performance management and appraisal

All staff are expected to participate in individual performance management process and reviews.

Personal development and training

MKUH actively encourages development within the workforce and employees are required to comply with trust mandatory training. MKUH aims to support high quality training to NHS staff through various services. The trust is committed to offering learning and development opportunities for all full-time and part-time employees.

General

All staff are required to comply at all times with any regulations issued by the Trust, especially those governing Health and Safety at Work and Infection Prevention and Control and to ensure that any defects which may affect safety at work are brought to the attention of the appropriate manager. All staff are required to work in a way that promotes the safety of our patients, staff and public by proactively preventing and managing patient safety incidences.

Reducing risk is everyone's responsibility. All staff must attend training identified by their manager, or stated by the Trust to be mandatory. The Trust uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for patients and staff. All staff are expected to become familiar with these systems and use them

The prevention and control of infection is a core element in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:-

- i) Follow consistently high standards of infection control practice, especially with reference to hand hygiene and aseptic techniques,
- ii) Be aware of all Trust infection control guidelines and procedures relevant to their work.

All staff are required to respect confidentiality of all matters that they may learn relating to their employment, other members of staff and to the general public. All staff are expected to respect the requirements under the Data Protection Act 2018.

All staff have a responsibility for safeguarding children, young people and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

The Trust values equality and diversity in employment and in the services we provide. All staff are responsible for ensuring that the Trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

Staff are responsible for ensuring that they do not abuse their official position for personal gain or to benefit their family or friends. The Trust's standing orders require any officer to declare any interest, direct or indirect with contracts involving the trust. Staff are not allowed to further their private interests in the course of their NHS duties.

If you have responsibility for a budget you are expected to operate within this and under the trust's standing financial instructions (available in the intranet's policies section) at all times.

This job description reflects the present requirements and objectives of the post; it does not form part of your contract of employment. As the duties of the post change and develop the job description will be reviewed and will be subject to amendment, in consultation with the post holder.

“All staff are required to maintain professional standards such that they can pass all NHS Employer's standard pre-employment checks, including Fit & Proper Person Regulation tests for VSM roles, throughout the lifetime of their employment at the Trust.”