



JOB DESCRIPTION

JOB TITLE:	Paramedic
BAND:	Band 5
DIRECTORATE:	Service Delivery – Paramedic Emergency Service
REPORTS TO:	Senior Paramedic (Team Leader)
ACCOUNTABLE TO:	Sector Manger

JOB PURPOSE:

To respond to critical emergency and urgent situations, deliver high quality and effective pre-hospital clinical care and patient transportation, responding to 999 emergencies, inter-hospital transfers, urgent hospital admissions and other allocated patient interventions commensurate with the role and responsibilities.

To use advanced driving skills under blue light and normal traffic conditions to respond to and transport emergency and routine calls as required.

Working as a crew or solo, you will initiate appropriate care and effective treatment to patients in both hospital and pre-hospital environment, selecting and applying appropriate skills and equipment safely and within appropriate level of training, competency and scope of practice.

To act in accordance with Trust policies, procedures and protocols, Code of Conduct, guidelines and current legislation at all times

Duties & Responsibilities:

- The assessment of clinical and personal requirements for a wide range of medical and trauma related patient conditions, ensuring accurate recording of patient observations, interventions and therapies.

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- The care, effective treatment and safe transportation of patients between their homes / some other location and the identified treatment centres, providing the highest standards of clinical and personal care within the pre-hospital environment.
- To respond to operational requirements, in a safe, timely and efficient way, as directed by Emergency Control Centre staff, senior clinician, scene manager or other authorised manager.
- To ensure compliance with all guidelines, policies, procedures, protocols and Code of Conduct at all times, being personally accountable and responsible for clinical decisions made during the course of duty, ensuring patients receive the highest quality and standards of care.
- Move and handle patients under emergency and life threatening conditions, using appropriate equipment where necessary.
- Perform:- Basic and Advanced Life Support using resuscitation equipment and in accordance with Trust guidelines;. Administer selected drugs in accordance with the NWS formulary..
- To drive all types of approved ambulance service vehicles under normal and emergency (blue light) conditions, in accordance with the standards of the Trust and within road traffic law, taking particular care of the vehicle, its occupants and other road users.
- To ensure a continuous duty of care to patients, within the level of training, scope of practice and competency of this role, ensuring an appropriate level of monitoring and treatment is maintained and continued until the patient is either discharged or transferred to the care of another healthcare professional.
- Transfer the care of patients to appropriate health care services, ensuring all associated procedures are followed.
- To ensure the safe transfer of patients, to and from vehicles, following health and safety and other appropriate protocols and procedures, taking account of the safety of patients, self, colleagues and others, using appropriate equipment and manual handling techniques.
- Ensure the prompt, accurate and legible completion of all relevant documentation including the Patient Report Form (PRF), vehicle and equipment log sheets and where appropriate completion of the electronic PRF.
- Ensure all patient identifiable records are kept confidential and stored safely within the vehicle until such time as the records can be safely filed on station as per Trust Policy.

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- To treat all patients with dignity and respect, taking appropriate account of their cultural, communication, disability and other diverse needs, ensuring compliance with equality and diversity legislation and displaying active commitment to the need to ensure equality of care outcomes for all patients. To report incidents of discrimination, harassment, abuse victimisation and behaviour in accordance with Trust policies.
- To respond to and communicate with patients, relatives, colleagues, other health professionals, other emergency responders and members of the public in a calm, caring and professional manner, treating them with dignity and respect at all times.
- To ensure informed consent is obtained before treatment or intervention is undertaken and to ensure that the communication of information between self, the patient and colleagues is handled, sensitively, clearly, pro-actively and in a manner mindful of patient confidentiality.
- To maintain timely communications with the Emergency Control Centre, using appropriate information and communication equipment and procedures. To ensure that the Emergency Control Centre is aware of operational status and availability at all times.
- Provide the Emergency Control Centre with a “First Report” on the initial assessment of specific incidents such as Road Traffic Collisions, cardiac arrest and other potentially serious incidents and provide ongoing Situational Reports (SitRep) as necessary
- To communicate and work with other emergency services, relevant authorities, healthcare professionals and the general public in an appropriate and professional manner.
- To ensure that all information recording systems (electronic and paper-based) pertaining to this role are completed and processed promptly and accurately, in accordance with Trust policy procedure and protocols, current legislation and Caldicott guidelines.
- To undertake a dynamic risk assessment on arrival at the scene of an incident or to support colleagues in this duty, in accordance with Trust policy and professional guidelines, having due regard for the health and safety of self and others, and to request additional support appropriate to the circumstances through the Emergency Control Centre.
- To use all Trust equipment, facilities and premises in a careful, safe and appropriate manner, ensuring that safety and security is maintained at all times.
- To carry out vehicle and equipment checks at the start of duty, in accordance with Trust policy and procedures, ensuring that the vehicle is roadworthy, properly kitted, cleaned (paying particular attention to infection control) and stocked, faults or omissions reported and all appropriate recording procedures completed.

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- In accordance with Trust policies and procedures, ensure that own personal practices in infection prevention and control meet the requirements of the hygiene code and health & safety at work; this will include cleaning of ambulance vehicles and equipment, maintaining cleanliness of vehicles and equipment, own personal hygiene and promotion of good infection prevention and control standards for the protection of self, colleagues and patients from healthcare acquired infections.
- Ensure vehicles and equipment meet agreed serviceability, ensuring that they are kept in a state of cleanliness and any defects are recorded and reported for action to be taken
- To maintain competency to operate all equipment (clinical, non-clinical, and information systems) used during the course of duties, ensuring the efficient and effective operation of equipment, and the safe use of equipment at all times, reporting faults in the appropriate manner
- To ensure the efficient use of medical supplies, maintaining adequate supplies throughout the shift, ensuring single use items are used according to protocols and ensuring that all clinical waste is disposed of according to Trust policy and current legislation. To practice in accordance with protocol and current legislation governing the use of medicines and prescription only medicines, in relation to the storage and security of such items both while operational and on station.
- To report any untoward incident immediately and in accordance with Trust policy.
- To report any incidences of risk, neglect, abuse or endangerment to vulnerable children or adults in accordance with Trust policy.
- To be responsible for the security of patients property during the transportation and hand-over at their destination.
- To provide emergency clinical scene management support if crew are first on scene in the case of multiple casualties, major incidents etc, in accordance with Trust policy and procedure, until relieved by a senior clinician or manager.
- To undertake all mandatory training and training related to the advancement of patient care commensurate with this role.
- To maintain fitness to practice by ensuring that own professional and clinical development is sustained by; continuous professional development, evaluation of clinical and operational performance, annual KSF Appraisal review and maintaining a CPD portfolio.
- To provide support and assistance to colleagues as appropriate to this role

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- To undertake appropriate training, as determined by the Trust, in accordance with the requirements of Statute, the IHCD, HPC and NHS Directives etc.
- Undertake Clinical Audit and Review against national and local standards.
- To provide mentorship, support and assistance to colleagues such as EMT1 and 2, Trainee Student Paramedics and Student Paramedics.

General Duties

- Enhance own performance through continuously developing own knowledge, skills and behaviours to meet the current and future requirements of the job and respond to the learning needs of the Trust.
- Act within acceptable parameters as an employee/ Manager for the Trust, having regard to the applicable 'Code of Conduct' for your role and ensuring own practice is in accordance with Trust policies.
- Maintain own CPD and contribute to own personal development by participating in annual appraisal with line manager, developing a PDP, and actively participating in agreed learning activities and evaluating effectiveness of learning in relation to role.
- Regularly review own practices and makes changes in accordance with current and/or best practice, makes suggestions for improved practice and identifies where other activities affect own practice
- To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- To contribute positively to the effectiveness and efficiency of the teams in which he/she works.
- To contribute to a healthy, safe and secure working environment by adhering to health and safety regulations, Trust policies, procedures and guidance. Take necessary action in relation to risks in the workplace including supporting others to manage risks and reporting incidents as necessary.
- To act in ways that support equality and diversity and the rights of individuals, ensuring own practice is in accordance with Trust policies. Identify and take action when own or others' action undermines equality and diversity.
- To raise concerns around risk, malpractice or wrongdoing at work, which may affect patients, staff or the organisation, at the earliest reasonable opportunity.

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- To abide by the NHS values and the NHS Constitution, all staff must maintain the highest standards of care and service, treating every individual with compassion, dignity and respect, taking responsibility not only for the care you personally provide, but also for your wider contribution to the aims of your team and the NHS as a whole;
- The post holder will be required to adapt to and undertake different or new duties in line with professional and service developments This Job Description is intended as a general guidance to the duties and responsibilities of the post and is not, therefore, exhaustive. It will be subject to review, in light of changing circumstances and in consultation with the post-holder.

Clinical Duties

The following are for clinical roles only:

- In accordance with Trust policies and procedures, ensure that own personal practices in infection prevention and control meet the requirements of the hygiene code and health & safety at work; this will include cleaning of ambulance vehicles and equipment, maintaining cleanliness of vehicles and equipment, own personal hygiene and promotion of good infection prevention and control standards for the protection of self, colleagues and patients from healthcare acquired infections.
- Ensure vehicles and equipment meet agreed serviceability, ensuring that they are kept in a state of cleanliness and any defects are recorded and reported for action to be taken.
- Within area of responsibility, ensure the effective maintenance of infection prevention and control standards of all staff and the decontamination and cleaning of ambulance vehicles and reusable equipment. Undertake audits of vehicle, equipment and premises and ensure that there are associated cleaning schedules that are accessible for audit and public inspection.
- Ensure that infection prevention & control standards are met within team, by inspecting and auditing the cleanliness of equipment and operational vehicles and ensuring that staff are complying with Trust protocols in respect of personal hygiene and infection prevention and control.

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RISK MANAGEMENT

The postholder will have a responsibility to comply with Trust procedures relating to risk management, to report adverse incidents and near misses at the earliest opportunity, in accordance with the Trust policy and procedure, to operate safely and to be aware of local emergency arrangements.

CONFIDENTIALITY

Information relating to patients, employees and business of the Trust must be treated in the strictest confidence. Under no circumstances should such information be discussed with any unauthorized person(s) or organizations.

QUALITY OF SERVICE

The Trust is committed in its use of available resources to obtaining the best possible service for patients and staff. The post holder must share this objective and seek to maintain and improve the quality of service delivered.

EQUAL OPPORTUNITIES

The Trust is pledged to equal opportunities for all and is committed to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, marital status, age, race, colour, sexual orientation, creed, nationality, ethnic or national origin or disability. We promote flexible working opportunities wherever possible to enable staff to balance their work with their private lives.

HEALTH AND SAFETY

Maintain own awareness of, and comply with, policies and procedures relating to Health & Safety (whether statutory or Trust), and assist in ensuring the compliance of other staff.

SMOKING CONTROL POLICY

The Trust actively encourages a non-smoking working environment as part of its Health Promotion activities. As a result all departments operate a No Smoking Policy and the post holder will be expected to comply.

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Person Specification – Paramedic

Please be aware that all criteria listed below are essential to the role.

	Criteria
Qualifications	<ul style="list-style-type: none">• Registered Paramedic with the Health Professionals Council• Successfully completed an IHCD Paramedic Training Programme via the Higher Education route or another ambulance service
Knowledge / Experience/ Skills / Abilities	<ul style="list-style-type: none">• Hold a valid EU Driving License (No more than 3 endorsement points. In exceptional circumstances a maximum of 6 points may be considered)• C1 Category entitlement (although funding will be available to those who hold a provisional C1)• Good verbal, listening and written communication skills• Able to communicate across wide demographic boundaries in an appropriate manner• Displays good interpersonal skills• Demonstrate the ability and commitment to providing high quality patient care, appropriate to patient needs• Able to operate all appropriate information systems in an efficient and effective manner relevant to this post• Able to operate all equipment safely and in accordance with Trust policy, procedures and protocols• Respects and applies patient confidentiality at all times

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	<ul style="list-style-type: none"> • Displays good diplomatic skills, is tactful and discreet • Good organizational skills, is able to identify priority pathways and act effectively under pressure • Able to produce accurate records in accordance with Trust policy • Able to assimilate information and skills through training or personal development, and to apply these practically in the working environment • Able to evidence a commitment to personal quality standards
Personal Attributes	<ul style="list-style-type: none"> • Is self-motivated with ability to work within occupational guidelines • Displays excellent attention to detail • Maintains a flexible and proactive approach to work • Demonstrate a commitment to team working • Confident and assertive but approachable • Adaptability – especially in a changing environment • Professional demeanour • Sets high personal standards
Other Requirements	<ul style="list-style-type: none"> • Flexible working hours - working on a 24 roster • Physically fit – is able to undertake the manual handling of patients and equipment using appropriate equipment • Maximum weight of the postholder to be no more than 120kg as assessed by the Trust Occupational Health provider. (This limit equates to approximately 18 stone 12 lbs and reflects the manufacturer’s vehicle cab safe seat weight limit) • Good attendance record • Demonstrates a commitment to the Trusts equal opportunity and diversity policies and can demonstrate their incorporation into personal

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