

SOUTH CENTRAL AMBULANCE SERVICE NHS FOUNDATION TRUST

JOB DESCRIPTION

JOB TITLE: **NEWLY QUALIFIED PARAMEDIC (NQP)**

DEPARTMENT: Operations

REPORTING TO: Team Leader

AFC PAY BAND & ENHANCEMENTS: Band 5 + Unsocial Hours (USH) in line with
Section 2 of Agenda for Change

LINE MANAGER TO: N/A

DISCLOSURE & BARRING SERVICE LEVEL: Enhanced

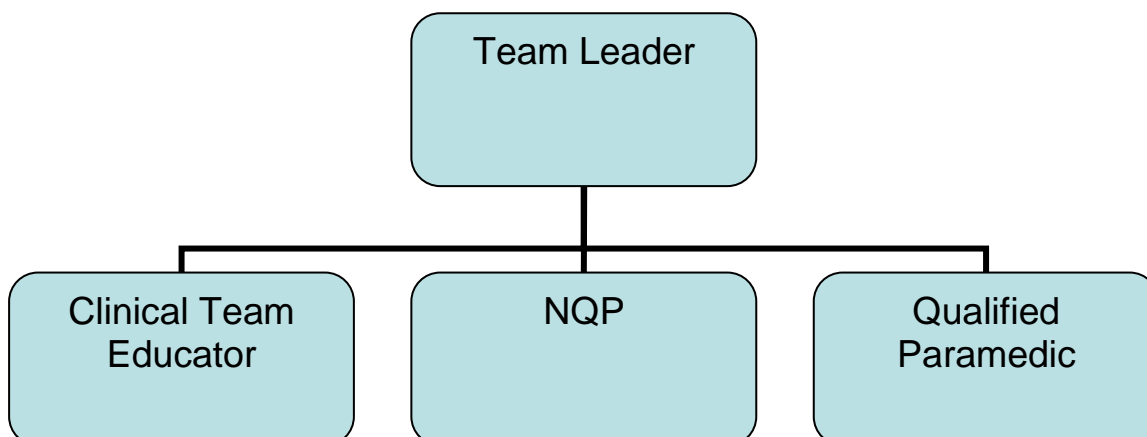
WORK PATTERN: Rota

AGE RELATED DRIVING RESTRICTION: Yes

KEY WORKING RELATIONSHIPS (INTERNAL/EXTERNAL):

- All SCAS staff and managers
- External healthcare professionals
- Patients; their relatives; carers and friends
- Other emergency services and public sector agencies
- Members of the public

ORGANISATIONAL CHART:



OVERALL PURPOSE/ROLE SUMMARY:

To participate in a structured programme to properly integrate and support newly qualified paramedics into the ambulance service workplace, enabling time to consistently apply academic knowledge, skills and placement experience into confident practice, the newly-qualified paramedic (NQP) will be expected to undertake a two-year consolidation of learning. This will include reflective practice and feedback, where through direct and indirect clinical supervision they will learn to apply their knowledge.

The NQP will be expected to operate within Trust clinical policies, JRCALC guidelines, protocols, procedures and SOPs and seek advice or refer to a more senior clinical colleague when a decision to deviate is needed, for example a clinical support desk/hub or other Health Care Professional.

The NQP will always have access to clinical advice and/or support but **MUST** take clinical advice as dictated by Trust protocol and/or support from an identified source e.g. clinical support desk/hub or other Health Care Professional, whenever they consider it may be necessary to deviate from protocols, procedures, SOPs and clinical guidelines.

Responds to emergency and urgent calls, delivering high quality and effective pre-hospital care (within the scope of practice and competence of the individual) and transportation. This may (but not exclusively) include 999 emergencies, inter-hospital transfers, urgent hospital admissions and other allocated responses commensurate with the role.

Carry out assessment, care, treatment and transportation of patients as an operational practitioner, working in a variety of locations.

Post-holders will initiate appropriate care and effective treatment to patients in pre-hospital environment, selecting and applying appropriate skills and equipment safely and within appropriate level of education, competence and scope of practice.

While the NQP programme is ordinarily over a maximum period of 24 months, NQPs may complete the programme in a shorter timescale, for example if they already have previous relevant experience. All NQPs will need to demonstrate that they meet the standards required by the consolidation of learning period.

MAIN DUTIES AND RESPONSIBILITIES:

1. Carry out paramedic duties as part of an operational crew, working within scope of practice and adhering to protocols, procedures, SOPs and clinical guidelines, seeking appropriate clinical advice and/or support* as required.
***(A person undertaking this role will always have access to clinical advice and support but MUST take clinical advice as dictated by SCAS protocol and/or support from an identified source such as a clinical support desk/hub or other Health Care Professional, whenever they consider it may be necessary to deviate from protocols, procedures, SOPs and clinical guidelines).**
2. Work within scope of practice and limits of professional competence referring to clinical advice and/or support as required (defined in 1.1).

Follows established care packages.

3. Reduce inappropriate demand for emergency services by referring patients to appropriate health and social care agencies in response to emergency/urgent calls not requiring hospital attendance, seeking appropriate clinical advice and /or support as required (defined in 1).
4. Assist in delivering a flexible ambulance service response crossing professional boundaries as necessary and strengthening the delivery of unscheduled care seeking clinical advice and/or support as required (defined in 1).
5. Ensures a continuous duty of care to patients to the required HCPC Standards of Proficiency and within the scope of practice and competency of this role, ensuring an appropriate level of monitoring and treatment is maintained until the patient is either discharged, referred or transferred on the advice of an experienced paramedic or handed over to the care of another healthcare professional and agency.
6. Make appropriate use of clinical decision support software where available.
7. Follow and adhere to SCAS clinical policies, protocols, procedures and SOPs Treat and Release, or refer patients who access the health service through the 999 system, but who do not need hospital admission seeking appropriate clinical advice and/or support as required (defined in 1.1).
8. Attend patients in a variety of clinical and non-clinical settings. If arriving first on scene to critical emergency situations, undertake initial care and treatment of patients using SCAS clinical policies, protocols, procedures and SOPs; promptly handing over responsibility to a more experienced paramedic/clinician when one is available on scene and seeking appropriate clinical advice and/or support as required (defined in 1.1).
9. Following SCAS clinical policies, protocols, procedures and SOPs, undertake physical patient examinations and accurately triaging and prioritising patients by completing holistic patient assessments.
10. Following SCAS clinical policies, protocols, procedures and SOPs administer drugs in accordance with national and local guidelines and relevant Patient Group Directives issued by the SCAS and seeking appropriate clinical advice and/or support as required (defined in 1.1).
11. Record observations and findings appropriately including adverse incidents and Safeguarding issues, ensuring all records are kept confidential and stored safely in accordance with SCAS information governance arrangements.
12. Work as an effective member of a multi-professional team, giving support to non-registered staff as required. Provide guidance and support, as required, to non-registered staff without assuming supervision, education or line management role.
13. Maintain an up-to-date knowledge of ambulance service practices, ensuring that these are reflected in compliance with SCAS procedures and operations.

14. Communicate effectively with staff and managers on a regular basis.
15. Communicate with patients, relatives, colleagues and other health professionals and stakeholders in a calm, caring and professional manner, treating them with dignity and respect at all times.
16. Communicate condition related information to patients and their relatives requiring empathy and reassurance skills.
17. Provide verbal and written clinical input and feedback on matters of health and safety, risk assessments, accident reporting and investigations.
18. Promote Equality & Diversity and a non-discriminatory culture.
19. Identify and take action when other people's behaviour undermines Equality and Diversity.
20. Adhere to clinical governance policy requirements within the SCAS.
21. Adhere to protocols controlling drug and clinical supplies.
22. Complete documentation (including electronic patient records where used) as per SCAS guidelines and Information Governance requirements, e.g. Data Protection.
23. Carry out any other duties commensurate with the post/role.
24. Exhibit standards of personal and professional conduct and performance required by the Health Care Professions Council (HCPC) or successor body. Maintain professional registration through the HCPC or successor body.
25. Demonstrate awareness and application of HCPC principles contained within the Standards of Proficiency and Standards of Performance Conduct and Ethics.
26. Take part in activities that lead to personal and/or team growth. Be open to constructive feedback and take steps to develop practice in response to feedback.
27. Maintain effective relationships with clinical supervisor and others engaged in their learning. Attend performance review, and plan activities with CTE/line manager.
28. Take a lead in identifying own development needs.
29. Reflect on clinical practice and behaviours and develop a portfolio of practice in line with HCPC guidance to demonstrate competence against the NQP framework.
30. Attend training and development programmes identified as individually appropriate.

31. Behave as an ambassador for the SCAS by displaying SCAS values and professionalism in all engagements.

32. Engage with CPD opportunities.

Note on clinical supervision:

Clinical supervision means ‘a formal process of professional support and learning which enables individual practitioners to develop knowledge and competence, assume responsibility for their own practice and enhance consumer protection and safety of care in complex clinical situations’ (DH 1993).

Under clinical supervision, a newly qualified Paramedic will be able to refer to a more experienced practitioner at all times.

Definition of advice and/or support:

A person undertaking this role will always have access to clinical advice and support but MUST take clinical advice as dictated by SCAS protocol and/or support from an identified source such as a clinical support desk/hub or other Health Care Professional, whenever they consider it may be necessary to deviate from protocols, procedures, SOPs and clinical guidelines.

GENERAL INFORMATION:

Changes to this job description:

This is an outline of the job description and may be subject to change according to service needs and developments, which will take place in consultation with the post holder as appropriate.

SCAS Core Values: Teamwork, Innovation, Professionalism, Caring.

Smoking:

South Central Ambulance Service operates a ‘No Smoking’ policy.

Equality and Diversity:

South Central Ambulance Service is committed to the fair treatment of all people, regardless of their gender, race, colour, ethnicity, ethnic or national origin, citizenship, religion, disability, mental health needs, age, domestic circumstances, social class, sexuality, beliefs, political allegiance or trades union membership.

Health and Safety:

It is the general duty of every employee to take reasonable care for the Health and Safety of themselves and others including the use of necessary safety devices and protective clothing and co-operation with the Trust in meeting its responsibilities under the Health and Safety at Work legislation. The post holder must be aware of individual responsibilities under the Health and Safety at Work Act and identify and

report, as necessary, any untoward accident, incident or potentially hazardous environment.

It is the Trust's responsibility to ensure that staff are able to work in a safe and conducive working environment and that responsibilities regarding Health and Safety and staff welfare legislation and best practice are fulfilled throughout their area of responsibility, this will also include undertaking Risk Assessments as and when required.

Infection Control

Infection Prevention and Control: South Central Ambulance Service is committed to reducing the risk of healthcare associated infections. All employees involved directly or indirectly in the provision of healthcare have a duty to cooperate with the Trust's Infection Prevention and Control associated Policies and Procedures to reduce the risk of healthcare associated infections for patient's staff and the public. You will be expected to cooperate with colleagues, contractors and other healthcare providers also involved in patient care directly or indirectly so far as is necessary to enable the Trust to meet its obligations under the Health and Social Care Act 2008.

Safeguarding Children and Vulnerable Adults

SCAS has a statutory duty to safeguard and promote the welfare of children and young people (Children Act 2004), to protect adults at risk of abuse (Care Act 2014, Mental Capacity Act 2005 et al), and to support the Home Office Counter Terrorism strategy CONTEST, which includes a specific focus on PREVENT.

Safeguarding is everybody's business and any concern should be promptly reported in accordance with South Central Ambulance Service's safeguarding policy and associated guidance found within South Central Ambulance Service allegations and other associated policies. Support, advice and guidance may be sought from the safeguarding team however this should not be in place of a referral ensuring the principle of "No delay."

Confidentiality:

The post holder must ensure that personal information for patients, members of staff and all other individuals is kept secure and confidential at all times in compliance with the Data Protection Legislation.

Development:

The post holder will be required to participate in relevant development activities and development reviews.

Freedom to Speak up (FTSU):

All staff have a responsibility for creating a safe culture and an environment in which we are all able to highlight when things go wrong, might go wrong, or when things are good, but could be even better.

FTSU is a fundamental part of this and is a core element of the Trust's values and behaviours, we need to be mindful how our behaviour may inhibit or encourage someone speaking, listening or following up. Further eLearning is available on ESR.

The job description is not exhaustive and is subject to review in the light of the changing needs of the organisation. Any review of this job description will be undertaken in consultation with the post holder

Name of post holder (please use capitals)

Signature of post holder Date