



## JOB DESCRIPTION

<b>1. Job Details</b>	
<b>Job Title:</b>	Paramedic
<b>Pay Band:</b>	Band 6
<b>Reports to (Title):</b>	Operational Team Leader / HART Team Leader
<b>Responsible for (Title/s):</b>	
<b>2. Job Purpose</b>	
<p>Be accountable for the assessment, treatment, diagnosis, supplying and administering of medicines, managing, discharging and referring patients in a range of urgent, emergency, critical or out of hospital settings, which may include but not limited to ambulances, response vehicles, patients' homes, primary care settings, minor injury units and accident and emergency departments.</p> <p><b>Provide effective clinical leadership, development and mentorship to operational personnel, including newly qualified paramedics and students to support the delivery of a high quality patient centred service.</b></p> <p>Contribute to the development of an integrated approach to the delivery of unscheduled/out of hours care involving all relevant stakeholders including health and social care organisations.</p>	
<b>2 .Main Duties &amp; Responsibilities</b>	
<b>Clinical Responsibilities:</b>	
Undertake the full range of paramedic duties as part of an operational crew, as well as a solo responder, on a rapid response vehicle or in other appropriate areas/vehicles and/or emergency/urgent care settings, as per Trust standard operational instructions.	
Assess, treat, manage and where appropriate refer patients according to the nature and severity of their condition referring to alternative care pathways where appropriate. As appropriate, provide packages of care to patients at home.	

Carry out paramedic duties commensurate with national clinical practice guidelines & Trust specific PGD's and guidelines
Responsible as an autonomous practitioner using local care pathways associated with local initiatives promoting see and treat, where clinically safe to do so, reducing inappropriate conveyance and subsequent ED admission.
Ability to organise and manage the scene of a complex incident during initial stages until a Manager / Commander arrives. This could involve organising or managing patients, bystanders or other responding services.
Undertake duties in relation to major incidents including exercises which may require call out when off duty in accordance with the Trust's Major Incident Procedure.
Modify and adapt working practices to meet the clinical needs of the patient in an emergency and urgent care setting.
As appropriate, treat refer or discharge patients who access the health service but who do not need hospital admission where clinically safe to do so
Participate in the development of an integrated approach to the delivery of emergency and urgent care involving all relevant stakeholders including health and social care organisations.
Utilise appropriate and relevant information to assist patients, patient advocates or carers to make informed health choices in line with national guidance and the health promotion and prevention agenda.
Make reasoned decisions regarding initiating, modifying or ceasing treatment or procedures and ensuring accurate documentation of decisions. Being accountable and responsible for clinical decisions made during the course of duty, and seek senior clinical advice where appropriate.
Ensure compliance with Medicines management. Ensures drugs are stored securely and where appropriate stocked according to both national legal frameworks and local policy.
<b>Mentorship and Leadership Responsibilities</b>
Assist with the induction and mentorship of new staff and students ensuring that they are aware of all necessary procedures, policies and information in order to carry out their role effectively.
Supervise and mentor designated staff and students, taking appropriate action when performance falls below expected standards.
Use appropriate knowledge and skills when working with or mentoring students and new staff to ensure they are competent in undertaking clinical procedures and utilising appropriate equipment.

Dynamically assess scene and Identify environmental and clinical risks to patients, self and colleagues taking appropriate action to minimise them where possible and ensure safety.
Identify safeguarding concerns and ensure these are reported and documented in an appropriate manner and are escalated and followed up as appropriate.
<b>Documentation and Record Keeping</b>
Ensure the prompt, legible and accurate completion of all patient and incident records, providing a full and accurate record of decision making in accordance with the Caldicott principles, current legislation and regulatory framework.
Participate in Trust clinical audit and effectiveness processes as required including evaluation of clinical procedures, processes and instructions to ensure the highest standards of service are achieved in the interest of patient care. Where appropriate, make proposals for change to own working practices and policies within own working area.
Make appropriate use of equipment which will include various types of vehicles, diagnostic, invasive and therapeutic equipment.
Ensure the sharing of information is always done in compliance with information governance procedures.
Record details and maintain records of passengers, journeys, vehicle refuelling and duty hours in accordance with Ambulance Trust's service procedures.
Complete and submit all necessary reports and notifications as required by Trust Operational, Clinical, Health & Safety and other relevant instructions.
<b>Communication</b>
Communicate effectively demonstrating compassion, particularly when dealing with people who may have difficulty understanding, for example, but not limited to children, people with learning difficulties and people from different ethnic groups. Adapt communication style accordingly in order to overcome barriers.
Ensure that informed consent is obtained before undertaking assessment treatment or intervention.
Participate/attend coroners court as appropriate
Ensure environmental barriers are overcome as far as is reasonably practicable when working at the scene of an incident, maintaining conduct, communication and clinical care in challenging or emotive environments including public places and environments requiring police or other agency support.

Demonstrate the ability to communicate complicated information when dealing with complex patients and their subsequent care ensuring that this is appropriately passed to relevant parties.
Effectively communicate sensitive information when dealing with clinical incidents. An example of this is when handing over patients to another healthcare professional or making a safeguarding referral.
Work with other emergency services commensurate with the principles of the Joint Emergency Services Interoperability Programme (JESIP). CBRNE(Clinical Biological Radioactive Nuclear Explosives) and MTFA (Marauding Terrorist Firearms Incident).
Maintain timely communications with Control using appropriate information and communication equipment and procedures. Ensure that the Control is aware of operational status and availability at all times and provide initial assessment of specific incidents in line with Trust procedure.
Participate in the delivery of quality measures, in consultation with local management to ensure the highest standards of service are achieved.
<b>Vehicle and driving responsibilities</b>
Drive all relevant vehicle types operated by the Service in accordance with the emergency vehicle driver training standards and the Highway Code and relevant legislation
Conduct vehicle checks in line with Trust policies and procedures prior to use ensuring that it is fully equipped and that all equipment is functioning and ready for use
At the start and completion of shifts, carry out vehicle and equipment inspections, ensuring that all defects, deficiencies and accident damage are reported in accordance with the Trust's service procedures.
Maintain appropriate standards of cleanliness of vehicles and equipment and those parts of the station specified by the local management team.
<b>Personal Development/CPD</b>
To be responsible for ensuring compliance with statutory and mandatory training and undertake CPD to maintain fitness to practice and adherence to the regulatory body Health and Care Professions Council (HCPC) standards.
Identify developmental opportunities within the work context and take part in activities which lead to personal and professional development including undertaking reflective practice.

Attend supervision and appraisal sessions with line manager and appropriate others, as required.
Maintain individual scope of practice and professional registration as defined by current HCPC Standards of Proficiency - Paramedics.
At all times exhibit and comply with the standards of personal and professional conduct and performance as required by HCPC Standards of Conduct, Performance and Ethics.
Take part in activities that lead to personal and/or team growth
<b>General Responsibilities:</b>
Have due regard and where practicable maintain the security of operational bases, ambulances and equipment.
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.
Support local Manager/Team Leader in the day to day management of the Operational Base with particular responsibilities for the administrative arrangements of the Base if required.
Take responsibility for own health and wellbeing, promoting the ongoing care of physical and mental wellbeing in order to meet the requirements of the role.
Carry out shifts as agreed and detailed by the Trust.
To abide by the NHS and Trust values and the NHS Constitution, all staff must maintain the highest standards of care and service treating everyone with dignity and respect whilst promoting a non-discriminatory, inclusive culture.
Identify and take action when other people's behaviours undermine Equality and Diversity.

### **Values**

The Post holder will be required to demonstrate compassionate care in their daily work and adopt the 6 Cs - NHS values essential to compassionate care: **Care, Compassion, Competence, Communication, Courage and Commitment**. Post- holders will also be required to understand and work in accordance with the NHS constitution and put the patient at the heart of their work.

**Safeguarding Children, Young People and Adults at risk of abuse and**

**neglect**

South East Coast Ambulance NHS Trust is committed to safeguarding and promoting the welfare of children, young people and adults at risk of abuse and neglect, and expects all staff and volunteers to share this commitment. All staff are required to adhere to the trust's safeguarding policy and understand their individual safeguarding responsibilities

**Equality and Diversity/Equal Opportunities**

The Trust recognises the need for a diverse workforce and is committed to Equal Opportunities. It seeks to eliminate unlawful discrimination against colleagues, potential employees, patients or clients on the grounds of sex, marital status, disability, sexual orientation, gender identity, age, race, ethnic or national origin, religion, pregnancy/maternity, political opinion, or trade union membership and to promote equality of opportunity and good relations between staff and clients. Individuals, including volunteers, contractors and temporary workers, must at all times indicate an acceptance of these principles and fulfil their responsibilities with regard to equality legislation and the Trust's Equality Diversity and Human Rights Policy and protocols. Similarly, all individuals have a responsibility to highlight any potentially discriminatory practice to their line manager, human resources department or trade union/professional associations, ensure that they treat everyone with respect and consideration and attend relevant mandatory training.

**Corporate governance:**

High standards of governance are vital in healthcare organisations. Good governance sets the boundaries and structures in which we are able to function safely and provide the most effective care to our patients. We ask all employees to:

- Familiarise yourself with and apply Trust-wide and local policies, procedures and other formal instructions;
- Act within the scope of your authority and/or practice at all times. Limits of financial authority are set out in our Standing Financial Instructions;
- Undertake the statutory and mandatory training suitable to your role and maintain any relevant professional registration(s);
- Maintain accurate and timely records wherever required; and
- Notify the Trust if you identify any areas for improvement in any areas of corporate governance so that we can learn and improve.

**Infection Prevention and Control**

The prevention and control of infection is recognised as everyone's responsibility. All staff, bank workers, volunteers and contractors, both clinical and non-clinical are required to make every effort to maintain high standards of infection control in accordance with the Trust's Infection Prevention and Control Policy and The Health and Social Care Act 2008

**Financial Management**

Ensure that the Trust's funds are properly used, represent value for money and can withstand public scrutiny.

Where applicable, provide strong budget management for the defined area of

management responsibility and monitor expenditure against those budgets.

Act within Standing Orders and Standing Financial Instructions of the Trust.

### **Health, Safety and Security**

Meet Health and Safety legislation and move towards an environment where health and safety considerations are firmly embedded in the planning and decision making processes and the 'culture' of own area of responsibility.

Promote, monitor and maintain best practice in health, safety and security

All individuals have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees. All staff have a duty to protect their own health and safety and that of others persons who may be affected by their acts or omissions.

In addition, managers have specific responsibilities relating to health and safety activities including consenting to breaches; conniving to breach legislation or neglecting their duties under the legislation. Trust's objectives in accordance with the Trust's risk management strategy and policies.

### **Policies**

The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of the Trust, which may be amended from time to time.

Patient Safety is a key priority for the Trust. It is your responsibility to ensure that you are fully compliant with SECamb policies and procedures in respect of patient safety, for example Risk Management, Infection Prevention and Control, Safeguarding children and vulnerable adults.

### **Confidentiality / Data Protection / Freedom of Information:**

Individuals (including volunteers, contractors and temporary workers) must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act 1998. Individuals must not, without prior permission, disclose any information regarding patients or staff. If any individual has communicated any such information to an unauthorised person that individual(s) could be liable for disciplinary action which could result in dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Following the Freedom of Information Act (FOI) 2005, individuals must apply the Trust's FOI procedure.

In addition, managers have specific responsibilities to ensure that their staff maintain the confidentiality and security of all information that is dealt with in the course of performing their duties it is in accordance with the requirements

of the Data Protection Act 1998 and the principles of Caldicott. Managers should also ensure that their staff are aware of their obligations under legislation such as the Freedom of Information Act 2000; Computer Misuse Act 1990, and that staff are updated with any changes or additions relevant to legislation.

### **Review**

This document provides an outline of the main responsibilities of the post. It is not intended to be an exhaustive list of duties.

Date Reviewed:

National version 4

## **PERSON SPECIFICATION**

<b>Factors</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education &amp; Qualifications</b>	<p>Current category B driving licence held (if appropriate to the role). Valid in the UK</p> <p>Must have licence category C1. (if appropriate to the role). Valid in the UK</p> <p>Trust approved emergency driving qualification (if appropriate to the role)</p> <p>HCPC registered Paramedic.</p> <p>Educated to degree/diploma level in Paramedicine or equivalent experience</p> <p>Must have held full manual driving licence for minimum of 1 year, with no more than 3 points at the time of application</p>	<p>ALS, PHTLS, PHEC or other advanced clinical courses</p> <p>Membership of the College of Paramedics</p> <p>Mentorship qualification</p> <p>Intubation trained</p>
<b>Previous experience (Paid/ Unpaid relevant to job)</b>	<p>Experience in dealing with a diverse range of people in a customer/patient environment.</p> <p>2 years post registration</p>	<p>Healthcare experience within NHS, nursing or voluntary organisation.</p>



	<p>experience in clinical practice, or less if progressed through the national fast track programme</p> <p>Successful completion of the NQP period or equivalent previous experience which can be evidenced</p> <p>Up-to-date continuing professional development portfolio.</p> <p>Demonstrate a high level of professionalism, responsibility and accountability</p> <p>Experience of supervision, mentorship and development of a range of clinical staff in relevant practice settings</p>	
<b>Skills, knowledge, ability</b>	<p>Ability to communicate effectively verbally and in writing in complex, contentious and sensitive situations.</p> <p>Good interpersonal skills.</p> <p>Ability to develop and adapt to change.</p> <p>Problem solving ability.</p> <p>Ability to work as part of a multi-disciplinary team</p> <p>Planning and decision making skills.</p> <p>Ability to work under pressure with minimum supervision.</p> <p>Able to maintain confidentiality of information.</p> <p>IT Literacy Skills</p> <p>Able to complete clinical and other records to a high standard.</p>	

<b>Aptitude and personal characteristics</b>	<p>Ability to develop effective working relationships with colleagues and the public</p> <p>Able to use initiative/self motivated.</p> <p>Flexibility in relation to shifts and job demands.</p> <p>Act with honesty and integrity</p> <p>Quality/patient focused.</p> <p>Caring attitude and sensitivity to others.</p> <p>Confident with the ability to take a lead role.</p> <p>Ability to interact with people from varying cultural backgrounds and social environments.</p> <p>Able to promote equality and value diversity.</p> <p>Able to ensure care of own health and wellbeing to promote improvements to physical and emotional wellbeing</p> <p>Able to work within the trust's policy framework</p> <p>Demonstrates a positive and flexible approach in line with the changing nature of the trust service delivery model</p> <p>Committed to the values based principles of high quality patient care to include; compassion; care; competence; communication; courage and commitment in all aspects of service delivery</p>	
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