

**SOUTH CENTRAL AMBULANCE SERVICE NHS FOUNDATION TRUST**

**JOB DESCRIPTION**

---

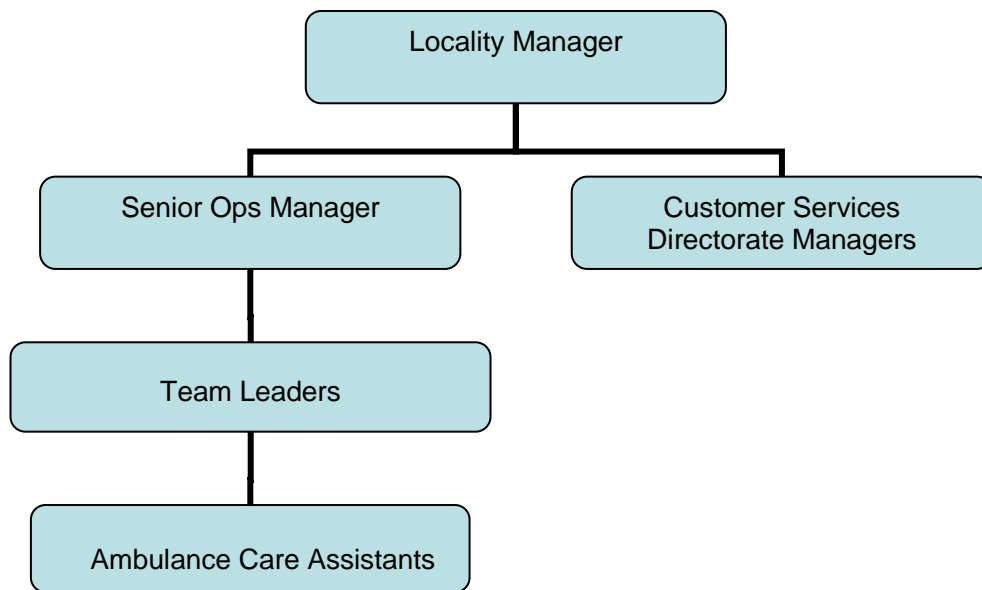
<b><u>JOB TITLE:</u></b>	<b>AMBULANCE CARE ASSISTANT Band 2 (ACA 2)</b>
<b><u>DEPARTMENT:</u></b>	NON-EMERGENCY PATIENT TRANSPORT (NEPTS)
<b><u>REPORTING TO:</u></b>	TEAM LEADER (NEPTS)
<b><u>AFC PAY BAND &amp; ENHANCEMENTS</u></b>	Band 2 Unsocial Hours and High Cost Area where applicable
<b><u>LINE MANAGER TO:</u></b>	N/A
<b><u>D&amp;BS LEVEL:</u></b>	Enhanced
<b><u>WORK PATTERN:</u></b>	Rotating Shifts (Operational 365 days, 24 hours a day)
<b><u>AGE RELATED DRIVING RESTRICTION:</u></b>	TBC due to Licence Categories

**KEY WORKING RELATIONSHIPS (INTERNAL/EXTERNAL):**

These are not exhaustive lists and are given as examples

- **Internal:** Senior Ops Managers, Team Leaders, NEPTS Contact Centre, Ambulance Care Assistants, Commercial Service Directorate Managers. Colleagues within other areas of the Trust
- **External:** Patients, Carers, Relatives, Healthcare Colleagues

## ORGANISATIONAL CHART:



## OVERALL PURPOSE/ROLE SUMMARY:

The post holder will be required to transport patients to and from treatment centres in a professional, caring, comfortable, compassionate, empathic, reassuring and timely manner to defined standards.

The Ambulance Care Assistant will be required to effectively communicate with patients, carers, relatives and healthcare colleagues.

The Ambulance Care Assistant will provide a quality service to the patient. Their relatives and carers ensuring their safety and wellbeing whilst in the care of South Central Ambulance Service NHS Foundation Trust.

To act in accordance with Trust Policies, Procedures and protocols, Ambulance Care Assistant scope of practice.

### 1. MAIN DUTIES AND RESPONSIBILITIES:

- 1.1 To undertake driving duties of relevant type of Ambulance vehicle to the required standard subject to appropriate training, driving vehicles carefully with every consideration being given to the passenger, any equipment, the vehicle itself, other road users and comply with the Highway Code and Trust Policy guidelines and current Legislation.

- 1.2 The Ambulance Care Assistant will be expected to plan their journeys, taking into account patient appointment timings along with the routes that they should take to ensure an efficient and effective service.
- 1.3 The Ambulance Care Assistant is required to undertake daily vehicle checks to ensure that the ambulance vehicle is roadworthy these checks shall include for example. Oil, Water, Fuel, Tyre Pressure and Tyre Tread condition, Lights, Warning Devices etc. any defect to be reported using “vehicle defect book” and record on any computerised system as required in accordance with Policies and Procedures.
- 1.4 To carry out vehicle equipment checks and restock as required at the start of duty in accordance with Trust Policy and Procedures, ensuring that the ambulance vehicle is properly kitted, cleaned (paying particular attention to infection control) and stocked, faults and omissions reported and all appropriate recording procedures completed.
- 1.5 To operate any communication system supplied/fitted/ operated by the Trust in accordance with its Policies and Procedures.
- 1.6 To administer “ambulance nursing” to an appropriate skill level in accordance with training received. This will **not** include the administration of Oxygen or related therapies outside of the skill set for this role.
- 1.7 To use the “Moving Patient” equipment provided: this will include the use of all types of carrying equipment such as chairs, stretcher, lifting aids etc. This will require the post holder to risk assess the best way to undertake the moving of patients taking into consideration their needs, both medical and cultural and to follow Health and Safety and other appropriate protocols and procedures.
- 1.8 To manoeuvre patients into ambulance vehicles using either the patient’s wheelchair or ambulance vehicle equipment and safely secure the patient and their equipment within the vehicle for the duration of the journey to and from treatment centres.
- 1.9 To transport patients using such assistance as may be required to and from treatment centres as required/specified according to pre-determined schedules working to such contractual standards that may be in place. This will include “End of Life” patients.
- 1.10 To promote and maintain good internal and external communications links with patients, colleagues and associated services and health service colleagues to provide and support a positive patient experience.
- 1.11 To report any untoward incident immediately in accordance with Trust Policy.
- 1.12 To report any incidences of risk, neglect, abuse or endangerment to vulnerable children or adults in accordance with Trust Safeguarding policy/procedure.

- 1.13 To ensure that all clinical waste is disposed of according to Trust policy and current legislation.
- 1.14 To undertake all statutory and mandatory training commensurate with the role of an Ambulance Care Assistant.
- 1.15 To use all Trust equipment, facilities and premises in a careful, proper and mindful manner paying due regard to safety and security at all times.
- 1.16 To be responsible for the security of patient's property and patient's valuables during the transportation and hand-over at their destination.
- 1.17 To maintain competency to operate all equipment 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.
- 1.18 To wear Personal Protective Equipment (PPE) both uniform and additional kit supplied by the Trust as required to support Infection Prevention and Control during normal duties in their role. The equipment should be kept clean and tidy and worn to the required standard in accordance with the Trust's Policies and Procedures.
- 1.19 To participate in the Trust's response to major incidents and pandemics and any such duties as directed.
- 1.20 To accurately complete and administer information and documentation as necessary and in accordance with current General Data Protection Regulations (GDPR) requirements.
- 1.21 To comply with all the Trust's Policies and Procedures, including participation in the Trust appraisal scheme.

**SCAS Value Based Behaviours for our Front-Line patient facing team members**

Caring	for our patients the right care is our single greatest priority We look after each other as well as our patients
Professionalism	Setting high standards and delivering what we promise
Innovation	Continuous improvement through empowerment of our people
Team Work	Delivering high performance through inclusive and collaborative approach which values diversity

## 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 .....