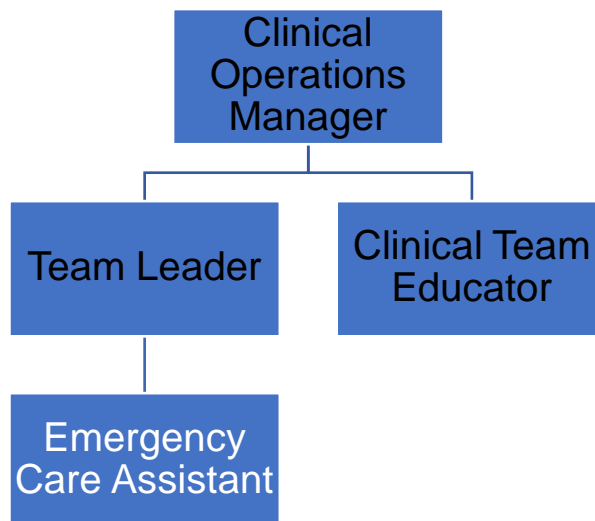


SOUTH CENTRAL AMBULANCE SERVICE NHS FOUNDATION TRUST

JOB DESCRIPTION

<u>JOB TITLE:</u>	Emergency Care Assistant
<u>DEPARTMENT:</u>	Operations
<u>REPORTING TO:</u>	Team Leader / Clinical Operations Manager
<u>AFC PAY BAND & ENHANCEMENTS:</u>	Band 4 + Unsocial Hours (USH) in line with Section 2 of Agenda for Change
<u>LINE MANAGER TO:</u>	N/A
<u>DBS DISCLOSURE LEVEL:</u>	Enhanced
<u>WORK PATTERN:</u>	Rotating shifts
<u>AGE RELATED DRIVING RESTRICTION:</u>	Yes

ORGANISATIONAL CHART



OVERALL PURPOSE/ROLE SUMMARY:

To support clinically qualified practitioners in the provision of high quality and effective pre-hospital clinical care to the community, responding, when appropriate using advanced emergency driving skills, to medical emergencies, inter-hospital transfers, urgent hospital admissions and other allocated operational duties commensurate with the role and responsibilities, supporting the provision of clinical, social and holistic care to patients in a pre-hospital environment, safely and within appropriate level of training and competency.

As part of professional development, following a minimum of 12 months experience working as an ECA and following completion of the SCAS ECA portfolio and a competency sign off by CTE, ECAs can then work as Twin ECAs (TECA) resource. Working with another TECA trained ECA to transport a range of patients to hospital, GP admissions / Inter Hospital transfers and to attend 999 calls as a first response and commence treatment / assessment of patients and in line with the current deployment guidelines.

To act in accordance with Trust policies, procedures and protocols, ECA Scope of Practice, appropriate sections of the Joint Royal Colleges Ambulance Liaison Committee (JRCALC) guidelines and current legislation at all times

MAIN DUTIES AND RESPONSIBILITIES:

1. To respond immediately to emergency calls, hospital admissions, hospital transfers and other operational transport duties, as indicated by the Clinical Coordination Centres, (CCC). This needs to be in accordance with operational requirements, clinical guidelines, local competencies, policies, protocols, scope of practice, and procedures. This needs to be commensurate with this role as part of a clinical crew or as a solo response to back up a clinician already on scene that has requested back up.
2. To respond using the Ambulatory Patient Transport Service (APTS) vehicles and deliver that service when required. Where a patient may be clinically suitable to travel with the APTS following a formal assessment, a solo Emergency Care Assistant manning a vehicle assigned to the APTS may be deployed. This will be following the guidance set in the APTS Procedure.
3. To practice in accordance with protocol and current legislation governing the use and administration of medicines and prescription only medicines, this also needs to be in relation to the storage and security of such items both while operational and in station.
4. To maintain timely communications with the CCC using any means available and appropriate.
5. To communicate and work with other emergency services, relevant authorities, healthcare professionals and the general public in an appropriate and professional manner.
6. 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.
7. 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 vehicle is roadworthy, properly kitted, cleaned (paying particular attention to infection control) and stocked, with all faults or omissions reported, and all appropriate recording procedures completed.
8. To drive Trust vehicles in accordance with the Road Traffic Law, the Highway Code and Trust policy guidelines and current legislation.
9. 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.

10. To ensure that the CCC is made aware of operational availability and respond as instructed at all times.
11. To be responsible for the security of patient's property and patient's valuables during the transportation and hand-over at their destination.
12. To ensure that all clinical waste is disposed of according to Trust policy and current legislation.
13. To provide initial scene management and support to qualified practitioners, when first on scene in the case of multiple casualties and major incidents, in accordance with Trust policy and procedure, until relieved by an appropriate officer.
14. To assist in Hospital Ambulance Liaison Officer (HALO) duties at receiving hospitals when required, having responsibility for the care of patients, in line with their scope of practice, in the department with other SCAS colleagues and working closely with hospital staff in the management of patients.
15. To undertake all mandatory training and training related to the advancement of patient care commensurate with this role, to include the ECA Portfolio within the first year of their role (as a record of knowledge and competence).
16. To undertake continuous professional training and development, maintaining a portfolio of practical and clinical evidence, in accordance with the requirements of the Trust.
17. To report any untoward incident immediately and in accordance with Trust policy. This may include participate / attend court, or other legal proceedings, as appropriate.
18. To report any incidences of risk, neglect, abuse or endangerment to vulnerable children or adults in accordance with Trust Safeguarding policy.

OTHER DUTIES

There are occasions when staff agree to take on additional roles which are not specifically part of the main job role, such as station duties which may include stores management, administration, health and safety checks etc. and to perform other tasks in keeping with the role as required by the line manager.

This job description is not comprehensive but contains the main responsibilities and functions of the post. Other reasonable duties may be required, in accordance with operational need.

TRUST ORGANISATIONAL EXPECTATIONS

- Performance – proactively and positively contributes to the successful overall performance of the Trust.
- Partnership – work with those you support to develop a collaborative working partnership which positively contributes to their overall efficiency and role performance.
- Clinical standards – aspires to achieve clinical excellence at all times.
- Communicating information – identifies and uses the most effective means of communication appropriate to the situation and the individuals involved.

- Self-management – manages own behaviour to achieve positive results.
- Teamwork – is motivated to work together with others and in a variety of different team settings.
- Staff Support – provides effective support to staff and is viewed as approachable, reliable and confidential.
- Professionalism – sets and maintains high personal and professional standards.
- Development and Training – learns from experience and strives to continually improve.
- Innovation and improvement – supports the Trust in identifying new and better ways of providing the service, to achieve organisational aims.

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