

SOUTH CENTRAL AMBULANCE SERVICE NHS FOUNDATION TRUST

JOB DESCRIPTION

JOB TITLE: **PARAMEDIC**

DEPARTMENT: Operations

REPORTING TO: Team Leader

AFC PAY BAND & ENHANCEMENTS: Band 6 + Unsocial Hours (USH) in line with Section 2 of Agenda for Change

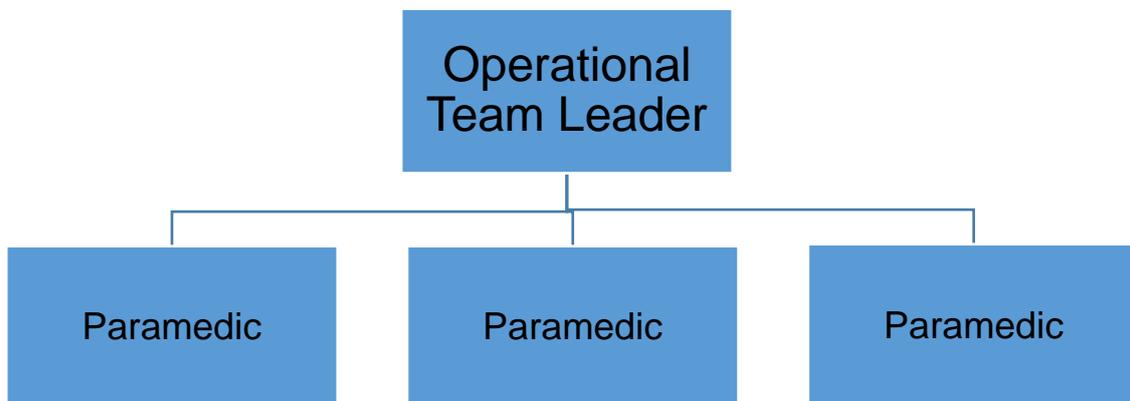
DISCLOSURE & BARRING SERVICE LEVEL: Enhanced

WORK PATTERN: Rota

AGE RELATED DRIVING RESTRICTION: Yes

KEY WORKING RELATIONSHIPS (INTERNAL/EXTERNAL): Both

ORGANISATIONAL CHART:



OVERALL PURPOSE/ROLE SUMMARY:

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.

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.

Contribute to the development of an integrated approach to the delivery of unscheduled/out of hours care involving social care organisations

MAIN DUTIES AND RESPONSIBILITIES:

Clinical Responsibilities:

1. Undertake the full range of paramedic duties in line with the Trust's operational instructions.
2. Assess, treat, manage or refer, and where appropriate, convey patients according to the nature and severity of their condition to alternative care pathways. As appropriate, provide packages of care to patients at home.
3. Carry out paramedic duties commensurate with national clinical practice guidelines and Trust specific PGD's and guidelines.
4. 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.
5. 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.
6. 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.
7. Modify and adapt working practices to meet the clinical needs of the patient in an emergency and urgent care setting.
8. 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.

9. 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.
10. 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.
11. 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.
12. Ensure compliance with medicines management. Ensures drugs are stored securely and where appropriate stocked according to both national legal frameworks and local policy.
13. Make appropriate use of equipment which you are trained on, which may include various types of vehicles, diagnostic, invasive and therapeutic equipment.

Mentorship and Leadership Responsibilities

1. 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.
2. Supervise and mentor designated staff and students as required, taking appropriate action in line with Trust policy/procedures if performance falls below expected standards.
3. 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.
4. As appropriate provide care packages to patients at home ensuring the appropriate level of clinical accountability

Documentation and Record Keeping

1. 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.
2. 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.

3. Ensure the sharing of information is always done in compliance with information governance procedures.
4. In line with the Trust's policies/procedures record information and maintain records of e.g. passengers, journeys, vehicle refuelling and duty hours.
5. Complete and submit all necessary reports and notifications as required by Trust Operational, Clinical, Health & Safety and other relevant instructions.

Communication

1. 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.
2. Ensure that informed consent is obtained before undertaking assessment treatment or intervention.
3. Participate/attend court, or other legal proceedings, as appropriate.
4. 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.
5. 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.
6. Effectively communicate sensitive information when dealing with clinical incidents. An example of this is when handing over patients to another healthcare professional and/or when making a safeguarding referral. Work with other emergency services commensurate with the principles of the Joint Emergency Services Interoperability Programme (JESIP).
7. 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 the Trust's procedure.

Vehicle and driving responsibilities

1. Drive relevant vehicle types operated by the service that you are trained on in accordance with the emergency vehicle driver training standards and the Highway Code and relevant legislation.
2. Carry out vehicle and equipment inspections in line with the Trust's policies.
3. In line with the Trust's policy maintain appropriate standards of cleanliness of vehicles, equipment and station, completing documentation as required specified by the local management team.

Personal Development/CPD

1. To be responsible for completing Trust provided 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.
2. Identify developmental opportunities within the work context and take part in activities which lead to personal and professional development including undertaking reflective practice.
3. Attend supervision and appraisal sessions with line manager and appropriate others, as required.
4. Maintain individual scope of practice and professional registration as defined by current HCPC Standards of Proficiency - Paramedics.
5. 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.

General Responsibilities:

1. 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.
2. Identify safeguarding concerns and ensure these are reported and documented in an appropriate manner.
3. Have due regard and where practicable maintain the security of operational bases, ambulances and equipment.
4. Ensure the safe transfer of patients, to and from vehicles, in line with the Trust's policy/procedures.

5. 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.
6. Carry out shifts as agreed and detailed by the Trust.
7. 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.
8. Identify and take action when other people's behaviours undermine equality, diversity and inclusion.

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 Smoke Free 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 postholder

Name of post holder *(please use capitals)*

Signature of post holder Date