

SOUTH CENTRAL AMBULANCE SERVICE NHS FOUNDATION TRUST

JOB DESCRIPTION

JOB TITLE: **TRAINEE PARAMEDIC**

DEPARTMENT: Operations Directorate

REPORTING TO: Team Leader / Clinical Team Educator

AFC PAY BAND & ENHANCEMENTS: Band 4 + Unsocial Hours (USH) in line with Section 2 of Agenda for Change. (Indicative banding)

LINE MANAGER TO: Team Leader / Clinical Team Educator

DISCLOSURE & BARRING SERVICE LEVEL: Enhanced.

WORK PATTERN: 24hr Rota.

AGE RELATED DRIVING RESTRICTION: Yes – there is a requirement for you to have full C1 category on your driving licence for which you must be at a minimum age of 18.

KEY WORKING RELATIONSHIPS (INTERNAL/EXTERNAL):

- Patients
- Clinical Staff and Other Healthcare Professionals
- EOC Staff
- Trust Managers
- Team Leaders and Clinical Team Educators
- Education Team
- University Programme Tutor
- Scheduling Teams
- Support service staff
- Functional department staff i.e. HR, Finance
- Other Emergency Service Personnel
- Other Emergency Service Personnel

OVERALL PURPOSE/ROLE SUMMARY:

Undertake a fixed term training and education programme, obtaining a degree in Paramedicine and become an HCPC registered paramedic.

The post holder will provide, urgent, emergency and social care to patients in a pre-hospital environment in accordance with the role of Apprentice Student Paramedic.

They will ensure that they deliver the service in accordance with their apprenticeship training, scope of practice and guidance under structured supervision. They will act in accordance with Trust policies, procedures and protocols, Apprentice Student Paramedic's scope of practice, appropriate sections of the Joint Royal Colleges Ambulance Liaison Committee (JRCALC) guidelines and current legislation at all times.

The post holder will be responsible for providing (under supervision) care, assessment, diagnosis, treatment and movement of patients in and out of hospital in emergency and non-emergency situation across a wide range of patient groups, in a wide range of settings.

Once all aspects of the Apprenticeship programme have been successfully completed AND obtained HCPC registration, the post holder will become a Newly Qualified Paramedic.

MAIN DUTIES AND RESPONSIBILITIES:

Stage 1 of the pathway (completing the Associate Ambulance Practitioner apprenticeship)

1. The post holder will respond to incidents of an urgent, emergency or social care nature in a professional and responsible manner ensuring that the patient is treated and cared for appropriately in line with trust policies and procedures and in accordance with the training programme/JRCALC Guidelines/Trust policies and Procedures and in line with the requirements of the Associate Ambulance Practitioner apprenticeship programme.
2. The post holder will maintain delivery to patients in accordance with both local and national performance standards. They will be responsible for their own performance in meeting trust standards of delivery and will be required to monitor and record data as required within the role of an Apprentice Student Paramedic.
3. The post holder will provide support in delivering advanced resuscitative treatment procedures when required and appropriate in accordance with the educational programme, JRCALC Guidelines, Trust policies and procedures, and the Level 4 Apprentice Associate Ambulance Practitioner standard.
4. The post holder will, with support/supervision, utilise appropriate onward referral pathways for service users in line with Trust policies and procedures.

5. The post holder will undertake the driving of all Trust vehicle types relevant to their area of work and operated by the Trust through their driver training and in accordance with the educational programme. They will be required to drive appropriate vehicles under emergency conditions when appropriate and within their scope of practice and in line with Driving Standards Guidance/Policy.
6. The post holder will ensure that the ambulance vehicle allocated by shift is appropriately stocked either through confirmation of the Make Ready process, or through full vehicle checks as per Trust policies and procedures.
7. The post holder will ensure that all equipment is functioning and ready for use at the commencement of each shift in accordance with Trust policies and procedures. Equally, all vehicle inspections are undertaken ensuring that all defects, deficiencies and accident damage is reported in accordance with Daily Working Practices Policy.
8. The post holder will complete all documentation required by the role with regards to patients and service requirements. These documents are to be completed and maintained in accordance with national, legislative, Trust procedures and Data Protection Act.
9. The post holder will complete all documentation required by the apprenticeship standard and in line with the programme requirements.
10. The post holder will undertake some mandatory duties in relation to major incidents. These may include exercises requiring call out when off duty in accordance with the Trust Major Incident Procedure.
11. The post holder will be required to securely manage, administer and document all non-prescription and prescription only medicines in accordance with JRCALC guidelines, Trust Pharmacy, local clinical committee guidelines and their scope of practice.
12. The post holder will be required to train and be proficient in the use and operation of the Trust's communication equipment and deliver in accordance with Service Procedures.
13. The post holder will use extra clinical skills within the scope of practice legislated and licensed by SCAS such as 12 lead ECG, Advanced Airway Management, Intra- muscular injections, manual de-fibrillation etc.
14. The post holder will adhere to Trust policies and procedures and the Code of Conduct in performance of all duties.
15. The post holder will be required to professionally liaise, communicate and co-operate with patients, relatives and members of the public to ensure the

delivery of patient care at the highest level. The post holder will communicate with all service colleagues, health care/medical professionals and other emergency services to facilitate the delivery of a quality service.

16. The post holder will be required to respond to any reasonable request as detailed by any authorised representative of the Chief Executive in accordance with Trust policies and procedures.
17. The post holder will be required to adhere to all Trust policies and procedures in relation to infection control measures paying particular attention to the adherence to personal hygiene within both the operational and local environment.
18. The post holder will be responsible for maintaining the cleanliness and functionality of all equipment in their area of work. They will be required to report/remedy any defects without avoidable delay.
19. To undertake continuous professional training and development, maintaining a portfolio of practical and clinical evidence, in accordance with the requirements of their training programme, apprenticeship standard and scope of practice in accordance with the Trust's requirements, policies and procedures.
20. The post holder will be responsible for reporting any untoward incident or accident immediately utilising the Trust's DATIX system and in accordance with Trust policies and procedures.
21. The post holder will also be required to report any safeguarding concern, including any incidences of risk, neglect, abuse or endangerment to minors or vulnerable adults in accordance with local, national and Trust policy.
22. The post holder will be responsible for ensuring that they are familiar with and updated on their working patterns and that these are in accordance with the Trust's policies and procedures and scheduling processes.
23. The post holder will be required to work effectively and supportively within their role, supporting their peers.
24. The post holder will be responsible for maintaining and updating of their personal data through the relevant departments and systems utilised by the Trust.
25. The post holder will be required to successfully complete all of the apprenticeship programme elements prior to succession and completion of state1 of this programme. These elements include (not exclusively) attending tripartite reviews, working alongside their designated mentor, completing academic assignments, practical assessments, and passing

the End Point Assessment. This is expected to be completed within an agreed time period.

26. The post holder will be expected to show a significant commitment towards their learner journey in their own time, being it to complete the portfolio or any other work related to their apprenticeship and practice.

Stage 2 of the pathway (Apprentice Paramedic programme in collaboration with an external university)

In addition to points covered in stage 1, the postholder will now:

1. Attend the planned placement and programme of education with an associated Higher Education Institution (HEI) at a designated SCAS education centre or HEI location.
2. Complete all the necessary educational elements required by the apprenticeship programme including the End Point Assessment (EPA).
3. Ensure the appropriate Education Manager and Programme Tutor is informed of all education and progression issues in a timely manner.
4. Undertake the full range of student paramedic duties in line with their scope of practice and Trust's operational instructions.
5. Communicate effectively demonstrating care and 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.
6. Maintain the highest standards of care and service treating everyone with dignity and respect whilst promoting a non-discriminatory, inclusive culture.
7. To be of a smart appearance at all times following the Trust Uniform Policy.
8. Keep up to date and adhere to the Code of Conduct, Trust policies, operational instructions, safeguarding and quality procedures.
9. Maintain factual and accurate records, under supervision by an appropriate Mentor/Registrant, as required by the Trust.
10. Conduct a dynamic risk assessment when responding to incidents for the protection of themselves, their crewmate(s) and the

patient as physical and/or verbal abuse may be present on occasions.

11. Complying with the Trust's Health and Safety policy at all times in the support of the organisation to act safely and responsibly in relation to staff, patients and the communities in which they work.
12. When appropriate, liaise with members of the other emergency services as directed by their Mentor/Supervising Registrant.
13. To give evidence to His Majesty's Coroner or Crown Court, if required.
14. To participate in any audits/evaluations as required.
15. In addition to the Trust's policies and procedures, the post holder will also be expected to fully adhere to the Health and Care Professions Council's Student Code of Conduct.

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. The post holder 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