

SOUTH CENTRAL AMBULANCE SERVICE NHS FOUNDATION TRUST

JOB DESCRIPTION

JOB TITLE: **AMBULANCE NURSE**

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

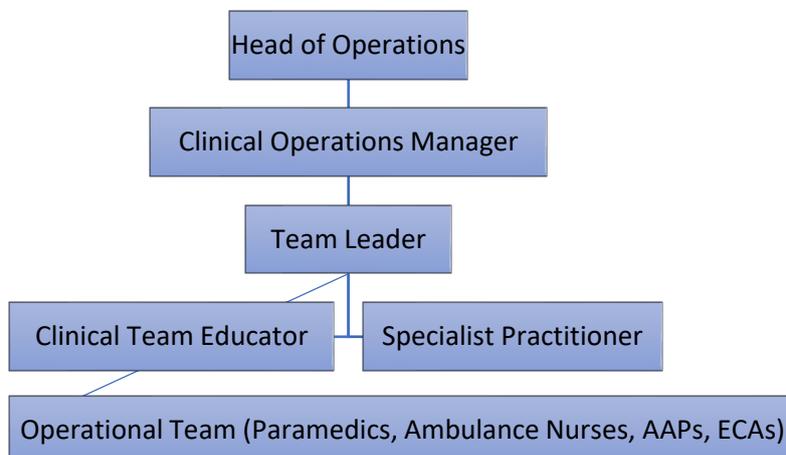
WORK PATTERN: Rota

AGE RELATED DRIVING RESTRICTION: Yes

KEY WORKING RELATIONSHIPS (INTERNAL/EXTERNAL):

1. Team Leader
2. Clinical Team Educator
3. Specialist Practitioners
4. General Practice – GPs, Practice Nurses, Advanced Nurse Practitioners, Receptionists
5. Community services - District Nurses, Physiotherapists, Occupational Therapists, Mental Health services.
6. Hospital staff – Particularly Emergency Department staff
7. Make Ready operatives
8. Control room staff
9. Frontline ambulance colleagues – Paramedics, Associate Ambulance Practitioners, Emergency Care Assistants, Ambulance Care Assistants

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 and emergency presentations in 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:

1 Clinical Responsibilities:

1. Undertake the full range of Ambulance Nurse 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 pre-hospital emergency care 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.

2 Mentorship and Leadership Responsibilities

14. 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.
15. Supervise and mentor designated staff and students as required, taking appropriate action in line with Trust policy/procedures if performance falls below expected standards.
16. 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.
17. As appropriate provide care packages to patients at home ensuring the appropriate level of clinical accountability.

3 Documentation and Record Keeping

18. 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.
19. 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.

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

4 Communication

23. 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.
24. Ensure that informed consent is obtained before undertaking assessment treatment or intervention.
25. Participate/attend court, or other legal proceedings, as appropriate.
26. 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.
27. 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.
28. 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).
29. 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.

5 Vehicle and driving responsibilities

30. 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.
31. Carry out vehicle and equipment inspections in line with the Trust's policies.
32. 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.

6 Personal Development/ CPD

33. To be responsible for completing Trust provided statutory and mandatory training and undertake CPD to maintain fitness to practice and meet the revalidation standards of the Nursing and Midwifery Council (NMC).
34. Identify developmental opportunities within the work context and take part in activities which lead to personal and professional development including undertaking reflective practice.
35. Attend supervision and appraisal sessions with line manager and appropriate others, as required.
36. Maintain individual scope of practice and professional registration as defined by the current NMC Code and Standards of proficiency for registered nurses.
37. At all times exhibit and comply with the standards of personal and professional conduct and performance as required by the current NMC Code and Standards of proficiency for registered nurses.

7 General Responsibilities:

38. 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.
39. Identify safeguarding concerns and ensure these are reported and documented in an appropriate manner.
40. Have due regard and where practicable maintain the security of operational bases, ambulances and equipment.

41. Ensure the safe transfer of patients, to and from vehicles, in line with the Trust's policy/procedures.
42. 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.
43. Carry out shifts as agreed and detailed by the Trust.
44. 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.
45. 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 '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

Safeguarding Children and Vulnerable Adults: In accordance with Section 11 of the Children Act (2004) and Department of Health guidance 'No secrets' (2000). South Central Ambulance Service is committed to safeguarding and promoting the welfare of Children, Young People and Adults. All staff working with these groups are expected to share a commitment to this. You will be expected to promptly report any concerns relating to the safeguarding of children, young people and / or adults in accordance with agreed policy and procedures. If your own conduct in relation to the safeguarding of children, young people or adults gives cause for concern the Trust's agreed Public Protection Procedures will be followed, alongside implementation of the Disciplinary Procedure where appropriate.

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.

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