



## SECTION 1 - JOB DESCRIPTION

*Posts which involve regular contact with vulnerable adults and/or children are exempt from the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act (Exemption Order) 1975. Appointment to this role will be subject to a DBS check through the Disclosure and Barring Service, at the appropriate level, which is deemed satisfactory to the Trust. The Trust will ask the successful applicant to provide the Disclosure and Barring Service certificate prior to commencement in post. Failure to do so may lead to the conditional offer of employment being withdrawn.*

### JOB DETAILS

<b>Job Title</b>	Pre-hospital Practitioner	<b>Band</b>	Indicative band 6
<b>Hours of Work</b>	37.5	<b>Base</b>	Trust Wide
<b>Department</b>	Emergency Operations	<b>Directorate</b>	Service Delivery

### PART A: JOB 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 centered service.

Contribute to the development of an integrated approach to the delivery of unscheduled/out of hours care involving all relevant stakeholders including health and social care organisations.

The post holder may be required to undertake some or all of the activities within the job description, this will be dependent on their individual contract of employment.

### PART B: ROLE DUTIES, RESPONSIBILITY, AND ACCOUNTABILITY

#### 1. Clinical Responsibilities:

- 1.1 Undertake the full range of frontline duties in line with the Trust's operational instructions.
- 1.2 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.
- 1.3 Carry out clinical practitioner duties commensurate with national clinical practice guidelines and Trust specific PGD's and guidelines.



- 1.4 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.
- 1.5 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.
- 1.6 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.
- 1.7 Modify and adapt working practices to meet the clinical needs of the patient in an emergency and urgent care setting.
- 1.8 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.
- 1.9 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.
- 1.10 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.
- 1.11 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 seeking senior clinical advice where appropriate.
- 1.12 Ensure compliance with medicines management. Ensures drugs are stored securely and where appropriate stocked according to both national legal frameworks and local policy.
- 1.13 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:**

- 2.1 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.
- 2.2 Supervise and mentor designated staff and students as required, taking appropriate action in line with Trust policy/procedures if performance falls below expected standards.
- 2.3 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.
- 2.4 As appropriate provide care packages to patients at home ensuring the appropriate level of clinical accountability.

## **3. Documentation and Record Keeping:**

- 3.1 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.



- 3.2 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 changes to your own working practices and policies within own working area.
- 3.3 Ensure the sharing of information is always done in compliance with information governance procedures.
- 3.4 In line with the Trust's policies/procedures record information and maintain records of e.g., passengers, journeys, vehicle refueling and duty hours.
- 3.5 Complete and submit all necessary reports and notifications as required by Trust Operational, Clinical, Health & Safety and other relevant instructions.

#### **4. Communication:**

- 4.1 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.
- 4.2 Ensure that informed consent is obtained before undertaking assessment treatment or intervention.
- 4.3 Participate/attend court, or other legal proceedings, as appropriate.
- 4.4 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.
- 4.5 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.
- 4.6 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.
- 4.7 Work with other emergency services commensurate with the principles of the Joint Emergency Services Interoperability Programme (JESIP).
- 4.8 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:**

- 5.1 Drive relevant vehicle types operated by the service that you are trained in in accordance with the emergency vehicle driver training standards and the Highway Code and relevant legislation.
- 5.2 Carry out vehicle and equipment inspections in line with the Trust's policies.



5.3 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.

5.4 To maintain a current valid driving licence with appropriate category and maintain ongoing competency in line with Section 19 High Speed Driving Legislation.

## **6. Personal Development/CPD:**

6.1 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 Nursing and Midwifery Council (NMC) & with reference to the Health and Care Professions Council (HCPC).

6.2 Identify developmental opportunities within the work context and take part in activities which lead to personal and professional development including undertaking reflective practice.

6.3 Attend supervision and appraisal sessions with line manager and appropriate others, as required.

6.4 Maintain individual scope of practice and professional registration as defined by current NMC Standards.

6.5 At all times exhibit and comply with the standards of personal and professional conduct and performance as required by NMC Standards of Conduct, Performance and Ethics.

## **7. General Responsibilities:**

7.1 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.

7.2 Identify safeguarding concerns and ensure these are reported and documented in an appropriate manner.

7.3 Have due regard and where practicable maintain the security of operational bases, ambulances and equipment.

7.4 Ensure the safe transfer of patients, to and from vehicles, in line with the Trust's policy/procedures.

7.5 Take responsibility for your own health and wellbeing, promoting the ongoing care of physical and mental wellbeing in order to meet the requirements of the role.

7.6 Carry out shifts as agreed and detailed by the Trust.

7.7 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.

7.8 Identify and take action when other people's behaviors undermine equality, diversity and inclusion.



## PART C: STRUCTURE CHART

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## PART D: KEY STAKEHOLDERS

### Internal

- Other departments within EEAST

### External

- Patients, relatives of patients, general public, allied health professionals, other emergency services, Healthcare professionals,



## PART E: TRUST GENERAL STANDARDS

**DBS Checks and the Rehabilitation of Offenders Act:** Posts which involve regular contact with vulnerable adults and/or children are exempt from the **Rehabilitation of Offenders Act 1974**, by virtue of the **Rehabilitation of Offenders Act (Exemption Order) 1975**. Appointment to this role will be subject to a DBS check through the Disclosure and Barring Service, at the appropriate level, which is deemed satisfactory to the Trust. The Trust will ask the successful applicant to provide the Disclosure and Barring Service certificate prior to commencement in post. Failure to do so may lead to the conditional offer of employment being withdrawn.

**Posts that are Exempt from the Rehabilitation of Offenders Act 1974:** Failure to inform the Trust of any convictions, cautions, reprimands, or warnings, during the course of your employment, may lead to disciplinary action under the Trust's Disciplinary Policy. Such action may include dismissal.

**Flexibility:** The post holder may be required to work at any of the Trust's sites in line with service needs.

**Infection Prevention and Control:** All Trust employees have duties under the Health and Safety at Work, etc, Act 1974 which have a bearing on the prevention and control of infection in particular. Staff are expected to understand their responsibilities as outlined in the infection prevention and control policy and related guidelines, comply with all stated systems, and maintain their knowledge of infection prevention and control relative to their role.

**Confidentiality, Data Protection, Freedom of Information, and Computer Misuse:** The information being handled by employees of EEAST is strictly confidential. Failure to respect the confidential nature of this information will render the employee subject to disciplinary action, including possible dismissal. This could also constitute a criminal offence. It is the duty of all employees to uphold the principles of the Data Protection Act 2018, the NHS Confidentiality Code of Conduct, Caldicott Principles, and the terms of the employment contract. All staff must safeguard the handling of information held in both computerised and manual filing systems and it is the employees' responsibility to ensure all records are accurate and up to date and that errors are corrected or notified, as appropriate.

All staff must be aware of their responsibilities under the Freedom of Information Act 2000 and must comply with, and keep up to date with, Trust policies and legislation on confidentiality, data protection, freedom of information and computer misuse.

**Communication:** All staff should be able to communicate effectively with people who use services, and other staff, to ensure that the care, treatment, and support of people who use services is not compromised.

**Health, Safety, Security and Risk Management:** All staff are required to adhere to, and act consistently with, all relevant health and safety legislation and Trust policies and procedures in order to ensure that the health, safety, and security of others, and their own, is maintained. This will include identifying and reporting all risks to health and safety, security of equipment and property, use of necessary safety devices and protective clothing and the achievement of the Trust's objectives, in accordance with the Trust's risk management strategy and policies.

**Major Incident:** In the event of a major incident, civil unrest, or other potential large-scale service disruptions (eg Pandemic) all East of England Ambulance Service NHS Trust employees will be expected to report for duty on notification. All employees are also expected to play an active part in preparation for a major incident, civil unrest, or other potential large-scale service disruptions (eg Pandemic) and to undertake training as necessary.

**Business Continuity:** All AfC Band 7 post holders and above are required to ensure that the business continuity management system requirements under their area of responsibility are fully embedded into day-to-day business processes and that the necessary resources are available. Post holders should promote continual improvement of the Trust's business continuity management system. This includes communicating the importance of effective business management to their team(s) and direct and support others to contribute to the effectiveness of business continuity. Promote continual improvement of the Trust's business continuity management system.

**Equality and Diversity:** Actively promote the Trust's commitment to equality and diversity by treating all patients, colleagues and visitors with dignity and respect and comply with related policies including Equal Opportunities Policy, Dignity at Work Policy, Recruitment and Selection Policy, etc.

**Mandatory, Job-Related Training and CPD:** Take a proactive approach to own personal development in order to ensure that skills set is aligned to the demands of the role as it evolves and develops to meet the organisation's changing needs. This will include full participation in a compassionate conversation and identifying any reasonable adjustments you may need for learning at the earliest opportunity.

**Safeguarding Children and Vulnerable Adults:** All employees have a responsibility for protecting, safeguarding, and promoting the welfare of children and vulnerable adults. Further information about the Trust commitment to this, and your responsibilities, can be sought from the Trust's Child Protection Leads.



**No Smoking Policy:** East of England Ambulance Service NHS Trust is a No Smoking Trust and all staff must comply with the Trust's No Smoking Policy.

**Data Quality:** It is the responsibility of all employees to ensure data is of a high-quality standard, in order to support the Trust in providing a quality service. Data must be accurate, valid, reliable, timely, relevant, and complete. For further information on the Trust's commitment to this, please refer to the Trust's Data Quality Policy.

**Standards of Business Conduct:** It is the responsibility of all employees to conduct all business in an honest and ethical manner. The Trust is committed to acting with integrity in all its dealings and relationships and to implementing effective systems to prevent bribery. The Trust will uphold all laws relevant to countering bribery and corruption, including the Bribery Act 2010, in every aspect of its conduct including its dealings with public and private sector organisations and the delivery of treatment and care to patients.

Following the implementation of the Bribery Act 2010, all employees should be aware that if they accept or offer any financial or other advantage, with the intention or knowledge that this is received in order to induce or reward the improper performance of their duties or offered to induce or reward the performance of another person's duties, they may be guilty of an offence under the Bribery Act 2010. For further information on the Trust's commitment to this, please refer to the Trust's Anti-Bribery Policy.

**Sustainable Development:** EEASt is committed to delivering its services in a more sustainable way, encouraging staff and patients to make sustainable lifestyle choices through awareness campaigns and working with local communities. All employees have a responsibility to ensure the Trust achieves its high standard of sustainable development, and have positive impacts on health, expenditure, efficiency, and equality across the six counties of the Eastern region in which it operates.

## PART F: DBS REQUIREMENT

Does this post require a DBS check to be undertaken?		Yes	No
If yes, please indicate what level of check is required:			
Basic	<input type="checkbox"/>	Enhanced	<input type="checkbox"/>
Standard	<input type="checkbox"/>	Enhanced with Child & Adult Barred list	<input type="checkbox"/>
Rationale: (please see example below)			
Patient facing role.			
For support and guidance on which roles require/eligible for a DBS check please go to: <a href="https://www.nhsemployers.org/case-studies-and-resources/2018/08/dbs-eligibility-tool">https://www.nhsemployers.org/case-studies-and-resources/2018/08/dbs-eligibility-tool</a> or <a href="https://www.gov.uk/government/collections/dbs-eligibility-guidance">https://www.gov.uk/government/collections/dbs-eligibility-guidance</a>			
Has the DBS level been approved by EVC Panel:		Yes	No
Date DBS level approved:			

## PART G: JOB DESCRIPTION (AUTHORISATION)

This Job Description reflects the current main organisation priorities for the post. In the context of rapid change taking place within the NHS/Trust, these priorities will develop and change in consultation with the post holder in line with service needs and priorities.

Line Manager's Name/Signature:

Dated:



Job Evaluation (Indicative/Provisional Band) Approved:	Dated:
Job Evaluation (AfC Band) Approved:	