

JOB DESCRIPTION

JOB TITLE: Transport Ambulance Crew

PAY BAND: Band 2

DEPARTMENT: Site Team

RESPONSIBLE TO: Discharge Lounge Coordinator

DATE: January 2024

DIMENSIONS OF JOB:



PURPOSE OF JOB:

To perform the duties of a Non-Emergency Patient Transport Person complying with protocols and local agreements with a high duty of care. The main purpose is to transport patients with varying mobilities to and from the hospital as directed by Ambulance. Provide appropriate therapy to patients requiring oxygen support.

KEY TASKS & RESPONSIBILITIES:

- Transport inpatients to an onward destination from in patient areas undertaking pre-planned and ad hoc conveyances as part of the discharge process.
- Use appropriate manual handling techniques, transfer patients with specific needs, using specialist equipment.
- Ensure patients have a safe, smooth journey, complying with all relevant traffic legislation and driving with consideration for other road users.
- Ensure safe transfer of medicines to other hospitals or patients' homes.
- Adhere to corporate Instructions and Policies, Operational Instructions, Clinical Protocols, Quality Procedures, other verbal, or written instructions promulgated by the Service currently or in the future.

- The full and accurate maintenance of all records and reports in line with Service policies and procedures, including Accident reporting, Incident Reporting, Patient Transport Records both paper and electronic.
- Ensure vehicles and equipment meet agreed serviceability and that they are kept in a state of cleanliness with daily checks recorded and any defects recorded for action to be taken.
- Undertake required training to maintain acceptable standards and quality of care.
- Maintain a current clean C1 valid driving licence.
- Ensure effective communication with the Site Managers, by telephone, and writing.
- Work within Contract Specific Quality Standards and ensure a high level of customer care.
- Be prepared to work flexibly to ensure patients are moved in a timely, safe, and dignified manner.
- Performing other tasks in keeping with the post as required by the Site Managers and Discharge Lounge.
- To be smart in appearance and dress in the uniform provided.
- To attend mandatory training and continuing education courses such as First Aid. Violence and Aggression and Patient Care.
- To demonstrate professionalism, honesty, and integrity in all matters of a confidential nature including the transfer of patients notes.
- To ensure that all statutory requirements, including those for Health and Safety are met and to advise senior staff on areas of concern.

This job description is an indication of the type and range of tasks that are expected of the post holder, and other duties may be required, in line with the role and the banding. It will be reviewed and amended from time to time in consultation with the post holder to take account of changing organisational need.

This job description should be read in conjunction with the non-supervisory JD Addendum, available at: <https://www.fhft.nhs.uk/media/2754/jd-addendum-non-supervisory.pdf>

This job description should be read in conjunction with the supervisory JD Addendum, available at: <https://www.fhft.nhs.uk/media/2753/jd-addendum-supervisory.pdf>

PERSON SPECIFICATION

JOB TITLE: Transport Crew Member/Driver

PAY BAND: Band 2

DEPARTMENT: Site Team

CRITERIA	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Willing to undergo training in advanced manual handling techniques and oxygen delivery within 3 months. Knowledge of local area and ability to read maps. Knowledge of routine vehicle checks / procedure. Experience in frontline customer service. Full clean driving licence with C1 category. Patient Care. 	<ul style="list-style-type: none"> Experience and expertise in advanced manual handling techniques and oxygen delivery Knowledge of health & safety issues LGV licence Advanced driving skills Basic First Aid knowledge 12 months experience of commercial driving Working knowledge of BHS Experience of completing journey logs
Experience	<ul style="list-style-type: none"> Understanding of Confidentiality, basic health & safety awareness. Numeracy, literacy skills. Excellent communication skills Friendly disposition. Self-motivated and able to work without close supervision. High level of concentration required for driving vehicles. Able to meet changing needs. 	<ul style="list-style-type: none"> Multi drop deliveries. Working knowledge of NHS Experience of completing journey logs
Skills & Knowledge	<ul style="list-style-type: none"> Provide input (and audit of) an electronic booking system 	
Special Requirements	<ul style="list-style-type: none"> Monday – Sunday shifts times:10.00-22.00 Flexible working (Overtime often available) 	

Values & Behaviours	<p>We will expect your values and behaviours to mirror those of the Trust, available at: https://www.fhft.nhs.uk/about-us/our-values/</p> <div> <div>Committed to excellence</div> <div>Working together</div> <div>Facing the future</div> </div>
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