



Job Description

New job	N/A
Significantly amended job	N/A
Minor amendments from previous	N/A

Job title	Qualified Paramedic	
Reports to	Operations Officer	
Pay band	6	
Directorate	Operations	
Banding status (please tick one)	Indicative	A4C confirmed
		X

Job summary
 (overview of role/remit)

Be responsible for the assessment, care, treatment and transportation of patients as an operational practitioner, working in a variety of locations such as ambulances, response vehicles, patients' homes, primary care settings, minor injury units and accident and emergency departments.

Provide effective clinical leadership, development and mentorship to operational personnel, including newly qualified paramedics, to support the delivery of a high quality patient centred service.

Assist in 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, particularly within the primary care field.

Main duties and responsibilities
 (bullet points providing detail of responsibilities)





- Carry out the full range of paramedic duties as part of an operational crew, on a rapid response vehicle or in other appropriate areas/vehicles.
- Carry out paramedic duties commensurate with JRCALC & Trust specific PGD's and guidelines. Responsible as an autonomous practitioner using local care pathways associated with the Trust's Right Care programme promoting see and treat reducing conveyance and subsequent ED admission.
- To support Right Care formulate and organise care plans commensurate with care pathway. Also need 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.
- Manage the unscheduled care of the patient within the primary health care setting by referral to alternative agencies thereby providing a wider range of care options at the point of patient contact and reducing inappropriate admissions.
- As appropriate, treat and release, refer or discharge patients who access the health service but who do not need hospital admission.
- Assist in the development of an integrated approach to the delivery of emergency care involving all relevant stakeholders including health and social care organisations, particularly within the primary care field.
- Produce accurate and complete clinical records for all incidents and patients attended.
- 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.
- Make appropriate use of equipment which will include various types of vehicles, diagnostic, invasive and therapeutic equipment and support the integration of the electronic patient care record.
- Communicate effectively demonstrating compassion when dealing with people who have difficulty understanding, for example, children, people with learning difficulty and people from different ethnic groups. Adapt communication style accordingly and ensure environmental barriers are overcome when working at the scene of an incident.
- Communicate complicated and complex information when dealing with complex patients and their subsequent care. It is a requirement to pass complicated





information internally and externally in a clear and simple standard format commensurate with principles JESIP.

- Effectively communicate sensitive information when dealing with clinical incidents. An example of this is when handing over patients to another healthcare professional or making a safeguarding referral.
- Ensure the sharing of information is always done in compliance with information governance.
- Support Operations Officer (OO) in the day to day management of the Operational Base with particular responsibilities for the administrative arrangements of the Base.
- Assist with the induction and mentorship of new staff, ensuring that they are aware of all necessary procedures, policies and information in order to carry out their role effectively.
- Supervise and mentor designated staff and take appropriate action when performance falls below expected standards.
- Participate in the delivery of quality measures, in consultation with the OO and OM to ensure the highest standards of service are achieved.
- Make appropriate use of ECPR and contribute towards the ongoing development of clinical decision support software when available.
- Participate where available in health improvement programmes through community education initiatives.
- Work with other emergency services commensurate with the principles of the Joint Emergency Services Interoperability Programme (JESIP). CBRNE (Clinical Biological Radioactive Nuclear Explosives) and MTFA (Marauding Terrorist Firearms Incident).
- Maintain regular communication with Clinical Hubs to register clinical and other updates.
- Drive all relevant vehicle types operated by the Service in accordance with the emergency vehicle driver training standards and the Highway Code.
- Check any vehicle prior to use ensuring that it is fully equipped and that all equipment is functioning and ready for use in accordance with SWASFT service procedures.





- At the start and completion of shifts, carry out vehicle and equipment inspections, ensuring that all defects, deficiencies and accident damage are reported in accordance with SWASFT service procedures.
- Compile accurate clinical records as well as reports on vehicle serviceability and equipment requirements.
- Record details and maintain records of passengers, journeys, vehicle refuelling and duty hours in accordance with Department of Health and SWASFT service procedures.
- Complete and submit all necessary reports and notifications as required by Trust Operational, Clinical, Health & Safety and other relevant instructions.
- Carry out shifts as agreed and detailed by the Clinical Support Officer/Operational Locality Manager.
- Attend and engage with courses or other training opportunities to maintain your professional and clinical skill and support your CPD.
- Identify developmental opportunities within the work context and take part in activities which lead to personal and professional development.
- Attend supervision and appraisal sessions with line manager, as required.
- Take a lead in identifying own development needs.
- Accept responsibility for the security of stations, ambulances and equipment, where appropriate.
- When working with or mentoring students and new staff, use knowledge and skills to ensure they are competent in the use of the equipment and HCPC requirement to share knowledge and skills.
- Maintain appropriate standards of cleanliness of vehicles and equipment and those parts of the station specified by the Operational Locality Manager/Clinical Support Officer/Lead Paramedic.
- 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.
- Maintain professional registration as a Paramedic through the Health and Care Professions Council (HCPC) (and any succeeding body).





- Maintain individual scope of practice as defined by the HCPC Standards of proficiency (HCPC 2014) and Standards of Continuing Professional Development.
- At all times exhibit and comply with the standards of personal and professional conduct and performance as required by HCPC Standards of Performance, Conduct and Ethics.
- Because of the nature of the work, this post is exempt from the provision (42) of the rehabilitation of offenders act 1974 (Exemptions) order 1975.
- Take part in activities that lead to personal and/or team growth (public engagement and health promotion as examples).
- To treat everyone with whom you come into contact, with dignity and respect.
- Promote Equality & Diversity and a non-discriminatory culture.
- Identify and take action when other people's behaviours undermine Equality and Diversity.

Standard Role Requirements

Health and Safety

To take reasonable care for own health and safety and that of others who may be affected by the postholder's actions at work.

No smoking policy

The buildings, grounds and car parks owned or managed by the Trust are smoke-free zones and smoking is not permitted whilst on NHS/Trust premises; attending external meetings on behalf of the Trust; wearing NHS/Trust-identifiable clothing or other markings, or whilst in NHS/Trust vehicles.

Risk

To develop and implement robust systems for risk management across the areas of responsibility of the post. To be responsible and accountable for risk in these areas.

To be personally responsible for not undertaking any task or action which would knowingly cause risk to self, others, or to the Trust.





As far as is reasonably practicable, to prevent other people from undertaking tasks or actions which would knowingly cause risks to themselves, others, or to the Trust.

To identify and report actual or potential hazards/risks in the work environment in accordance with Trust policies.

To participate in briefing/training sessions and carry out any agreed control measures and duties as instructed.

Take immediate action to minimise risks where it is reasonably practicable to do so.

Records management, confidentiality and security of information

To adhere to Trust policies and procedures as directed in training and guidelines and as advised by relevant colleagues (including designated Local Records Manager) in relation to creating records and handling information. Undertake action as required to implement and comply with these policies and procedures. To report any non-compliance.

To maintain confidentiality in relation to personal data held for colleagues and patients, ensuring it is processed lawfully; for no purpose other than for which it was obtained; is relevant to that purpose; is retained for no longer than is necessary; is processed in accordance with the rights of the subject to access and accuracy; and is protected from accidental loss or damage in accordance with the requirements of the Data Protection Act 1998, and records management guidance.

To maintain confidentiality of patient-identifiable personal data using a non-identifiable alternative, where practicable, and limiting access on a strictly need to know basis in accordance with the responsibilities of the Trust's Caldicott Guardian.

Infection control

Responsible for ensuring the effective implementation and monitoring of infection prevention and control in all areas within his/her area of responsibility to ensure continued compliance of the Trust with the Health Act 2006, Health and Social Care Act 2008 and any future Acts of Parliament regarding infection prevention and control. Adhere to the Infection Prevention and Control policy at all times, providing clear leadership and promotion of responsible attitudes towards infection prevention and control

Responsible for infection prevention and control within his/her area of responsibility, ensuring the effective implementation and monitoring of infection prevention and control under his/her control. Ensure infection prevention and control audits are undertaken in their area of responsibility, as requested by the Director with responsibility for infection prevention and control.

To ensure that relevant staff, contractors and other persons, whose normal duties are directly or indirectly concerned with patient care, receive suitable and sufficient training, information and supervision on the measures required to prevent and control risks of infection, so far as reasonably practicable.





Alcohol handrub must be carried at all times whilst in uniform; good hand hygiene must be maintained.

Responsible for including infection prevention and control within the managerial job descriptions and appraisals of all managers under his/her control.

Patient and public involvement

To be aware of responsibilities under sections 7 and 11 of the Health and Social Care Act 2001 to involve patients and the public in the ongoing planning, development and delivery of health services, and to involve patients in their own care, as far as is reasonably practicable.

Green Plan

Sustainability is integral to the Trust achieving the NHS Net Zero target. All staff are therefore actively encouraged and supported to implement new ways of working within their field of expertise. Training courses are available through ESR to increase knowledge and understanding.

Person Specification

	Essential	Desirable
Education and qualifications	<p>Able to meet the requirements of the Knowledge and Skills Framework for their role.</p> <p>Category B driving licence held for at least 1 year.</p> <p>No more than 6 penalty points for certain offences.</p> <p>Driving licence must contain C1 category (driving vehicle over 3500kg), valid for manual vehicles</p> <p><i>In addition:</i></p>	<p>Possession of a D1.</p> <p>ALS, PHTLS, PHEC or other advanced clinical courses</p> <p>Membership of the College of Paramedics</p> <p>Candidates must be intubation trained.</p>





	<p><i>Applicants must hold a Category C1 (Vocational) Driving Licence. If you passed your Category B (car) driving test prior to the 1st January 1997 you must also meet DVLA Group 2 medical standards to drive large goods vehicles (information can be found on this link (link 2 DVLA guidance)). Applicants who have undertaken a vocational test to acquire category C1 would have had their medical fitness assessed during their licence application process by the DVLA</i></p> <p>Current IHCD or equivalent D1 & D2 driving qualification/Current advanced driving qualification.</p> <p>HCPC registered Paramedic.</p> <p>BSc in Emergency and Urgent Care practice or equivalent experience</p>	
<p>Previous experience (Paid/ Unpaid relevant to job)</p>	<p>Experience in dealing with a diverse range of people in a customer/patient environment.</p>	<p>No more than two avoidable vehicle accidents in previous five years.</p>





	<p>2 years post registration experience</p> <p>Up-to-date continuing professional development portfolio.</p> <p>No more than one avoidable vehicle accident in last 12 months.</p>	<p>Healthcare experience within NHS, nursing or voluntary organisation</p>
<p>Skills, knowledge, ability</p>	<p>Ability to communicate effectively verbally and in writing.</p> <p>Minimum 12 months actual recent driving experience.</p> <p>Good interpersonal skills.</p> <p>Ability to develop and adapt to change.</p> <p>Problem solving ability.</p> <p>Planning and decision making skills.</p> <p>Ability to work under pressure with minimum supervision.</p> <p>Able to maintain confidentiality of information.</p> <p>IT Literacy Skills</p>	<p>Computer literate.</p>





	<p>Able to undertake intensive training programme.</p> <p>Able to complete clinical and other records to a high standard.</p> <p>Understanding of the goals and objectives within the NHS structure (e.g. Clinical Governance, Reforming Emergency Care).</p>	
<p>Aptitude and personal characteristics</p>	<p>Ability to develop effective working relationships with colleagues and the public</p> <p>Able to use initiative/self-motivated.</p> <p>Flexibility in relation to shifts and job demands.</p> <p>Quality/patient focused.</p> <p>Caring attitude and sensitivity to others.</p> <p>Has the potential to participate in clinical audit to evaluate clinical practice.</p>	





	<p>Confident with the ability to take a lead role.</p> <p>Ability to interact with people from varying cultural backgrounds and social environments.</p> <p>Ability to develop effective working relationships with colleagues and the public.</p> <p>Able to promote equality and value diversity.</p> <p>Reliable and good attitude to attendance and punctuality.</p> <p>Demonstrate a commitment and recognition to the core values and beliefs of an employee of the NHS</p> <p>Able to deliver on the NHS constitutional patient pledges and rights</p> <p>Committed to high quality patient care and patient experience</p> <p>Respectful to and able to promote equality in opportunity, employment and</p>	
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	<p>service delivery</p> <p>Committed to continuous professional development and personal growth</p> <p>Able to ensure care of own health and wellbeing to promote improvements to physical and emotional wellbeing</p> <p>Able to work within the trust's attendance targets</p> <p>Ability to perform the requirements of the post to an acceptable standard</p> <p>Demonstrates a positive and flexible approach in line with the changing nature of the trust service delivery model</p> <p>Committed to the values based principles of high quality patient care to include; compassion; care; competence; communication; courage and commitment in all aspects of service delivery</p>	
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