

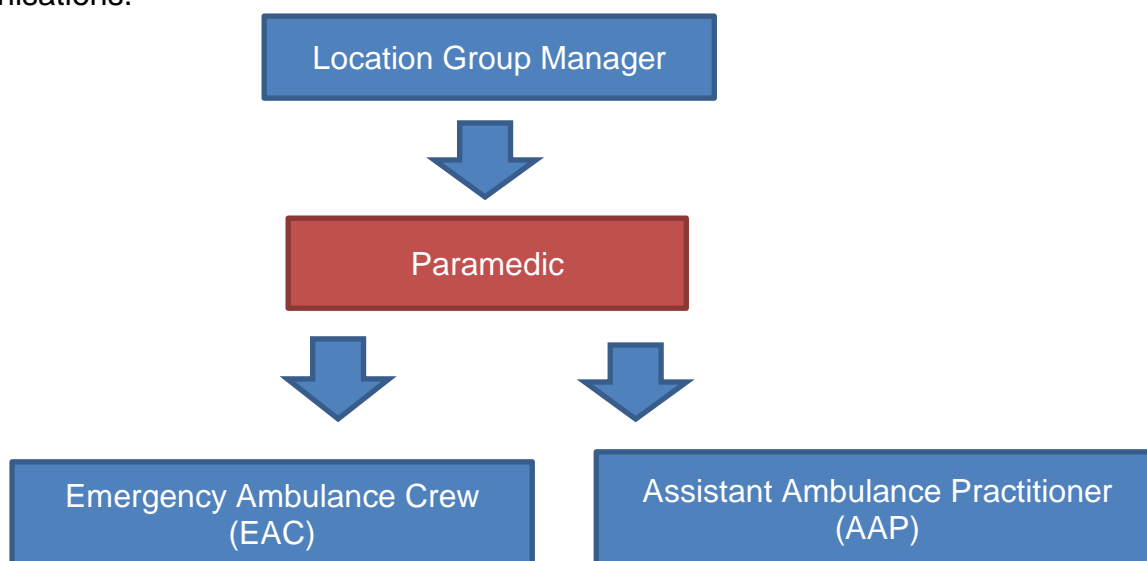


Job Description

Job Title	Paramedic
Band	AfC Band 6
Department/Directorate	Operations
Location	Various
Reporting to	Location Group Manager

Job Purpose

- 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 centred 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.



Key Result Areas & Performance Indicators

Clinical Responsibilities:

- Undertake the full range of paramedic duties in line with the Trust's operational instructions.
- 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.
- Carry out paramedic duties commensurate with national clinical practice guidelines and Trust specific PGD's and guidelines.
- 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.
- 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.
- 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.
- Modify and adapt working practices to meet the clinical needs of the patient in an emergency and urgent care setting.
- 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
- 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.
- 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.
- 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.
- Ensure compliance with medicines management. Ensures drugs are stored securely and where appropriate stocked according to both national legal frameworks and local policy.
- Make appropriate use of equipment which you are trained on, which may include various types of vehicles, diagnostic, invasive and therapeutic equipment.

Key Relationships & Stakeholders

Internal relationships:

- EOC staff, NETS Staff, EMT/ EACs, TEAC, Student Paramedics, Paramedics, Senior Paramedics, Practice Educators, Clinical Team Leaders, Group Station Managers, Practice Education Facilitators, Clinical Tutors, QGAMs, SEMs and SDMs, Advanced Paramedic Practitioners, Incident Response Officers, Practice Learning Managers, Consultant Paramedics, and Medical Directorate staff, including CARU.

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External relationships:

- Patients and service users, the general public, other Emergency Services , all grades of Doctors, Nurses, Pharmacists and other Allied Health Professionals, Mental Health Professionals, Social Care professionals and Higher Education providers.

Key Responsibilities**Mentorship and Leadership**

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

Documentation and Record Keeping

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

Communication

- 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.

- Ensure that informed consent is obtained before undertaking assessment treatment or intervention.
- Participate/attend court, or other legal proceedings, as appropriate.
- 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.
- 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.
- 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).
- 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.

Vehicle and driving responsibilities

- 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.
- Carry out vehicle and equipment inspections in line with the Trust's policies.
- 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.

Personal Development/CPD

- 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 Health and Care Professions Council (HCPC) standards.
- Identify developmental opportunities within the work context and take part in activities which lead to personal and professional development including undertaking reflective practice.
- Attend supervision and appraisal sessions with line manager and appropriate others, as required.
- Maintain individual scope of practice and professional registration as defined by current HCPC Standards of Proficiency - Paramedics.
- At all times exhibit and comply with the standards of personal and professional conduct and performance as required by HCPC Standards of Conduct, Performance and Ethics.

People Management

- 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.
- Identify safeguarding concerns and ensure these are reported and documented in an appropriate manner.
- Have due regard and where practicable maintain the security of operational bases, ambulances and equipment.
- Ensure the safe transfer of patients, to and from vehicles, in line with the Trust's policy/procedures.
- 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.
- Carry out shifts as agreed and detailed by the Trust.
- 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.
- Identify and take action when other people's behaviours undermine equality, diversity and inclusion.

Infection Prevention & Control

All Trust employees, whether involved directly or indirectly in the provision of healthcare, have a duty to co-operate with and implement Trust policies and procedures in preventing and controlling infection. This includes co-operation with colleagues and contractors also involved in the provision of healthcare so far as is necessary to enable the Trust to meet its obligations under the Health and Social Care Act 2008.

Safeguarding

The London Ambulance Service NHS Trust is committed to safeguarding and promoting the welfare of children and young people and adults at risk and expects all staff and volunteers to share this commitment and ensure they work in accordance with the LAS Safeguarding Child and Adult at Risks Policies and Procedures.

Staff should ensure that they remain up to date with safeguarding training requirements and know how to report safeguarding concerns or allegations against staff and should follow safeguarding policy and procedures and the allegations against staff policy.

Confidentiality

Maintain confidentiality in relation to personal data held for colleagues and patients, ensuring that it is processed lawfully; for no purpose other than that 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 (as amended), and records management guidance.

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.

Risk

Accept personal responsibility for contributing to the Trust's management of risk, including the reasonable avoidance of any action which would knowingly cause unacceptable risk to self, others, or to the Trust.

As far as is reasonably practicable attempt to prevent other people from undertaking tasks or actions which would knowingly cause risks to self, others, or to the Trust, in accordance with Trust policy and training.

Identify and report actual or potential hazards/ risks in the work environment in accordance with Trust policies, and take immediate action to minimise risks where it is reasonably practicable to do so.

Identify and report to the appropriate authority incidents of risk, neglect, abuse or endangerment to vulnerable adults and children.

Follow LAS policy on use of PPE (Personal Protective Equipment) e.g. Stab Vests, Hi- Visibility Clothing, Gloves, Visors etc.

Awareness of and compliance with Health and Safety Regulations.

Equality and Diversity

The Trust recognises the benefits of a diverse workforce reflective of the communities that we serve, and is committed to equal opportunities in employment with a devotion to eliminate all forms of unlawful discrimination. The Trust aims to promote equality of opportunity and good relations between staff and patients (including volunteers, contractors and bank staff). All individuals have a duty to adhere to the Trust Equality and Diversity policy and an individual responsibility towards the application and understanding of the Equality Act 2010. Inequitable behaviour will not be tolerated and every person has a responsibility to highlight discriminatory practice.

Health and Safety at work

In addition to the Trust's responsibilities under the Health and Safety legislation, you are reminded of your responsibilities for health and safety at work under the Health and Safety at Work Act 1974 (as amended) and associated legislation. These include the duty to take reasonable care of the health and safety of yourself and others in your work activities and to co-operate with your employer in the discharge of its statutory duties. You must adhere strictly to the Trust's policies and procedures on health and safety and report all accidents, dangerous occurrences, unsafe practices or damage to your manager promptly using the Trust's incident reporting system. You must make use of appropriate training, safety equipment, protective clothing and footwear and attend training. Failure to comply with these requirements may result in disciplinary action.

Disclosure and Barring.

If the post you are undertaking requires you to complete a DBS disclosure, this will be managed and processed in line with the DBS Policy and you will be required to sign up and maintain your subscription to the DBS Update Service.

Values and Behaviours

Respectful: Caring for our patients and each other with compassion and empathy, championing equality and diversity, acting fairly.

Professional: Acting with honesty and integrity, aspiring to clinical, technical and managerial excellence, leading by example, being accountable and outcomes orientated.

Innovative: Thinking creatively, driving value and sustainable change.

Collaborative: Listening and learning from each other, working with partners, being open and transparent.

Respectful | Professional | Innovative | Collaborative

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Person Specification

Qualifications, Accreditations, Education	Essential	Evidence
Full manual driving licence, valid in the UK including vehicle categories C1 and B (not B auto.) with no more than 3 penalty points.	√	A/I/T
Trust approved emergency driving qualification	√	A/I/T
HCPC registered Paramedic.	√	A/I/T
Educated to degree/diploma level in Paramedicine or equivalent experience.	√	A/I/T
ALS, PHTLS, PHEC or other advanced clinical courses.	Desirable	A/I/T
Mentorship qualification	Desirable	A/I/T
Experience	Essential	Evidence
Experience in dealing with a diverse range of people in a customer/patient environment.	√	A/I/T
2 years post registration experience in clinical practice, or less if progressed through the national fast track programme.	√	A/I/T
Successful completion of the NQP period or equivalent previous experience which can be evidenced.	√	A/I/T
Up-to-date continuing professional development portfolio.	√	A/I/T
Demonstrate a high level of professionalism, responsibility and accountability.	√	A/I/T
Experience of supervision, mentorship and development of a range of clinical staff in relevant practice settings.	√	A/I/T
Healthcare experience within NHS, nursing or voluntary organisation.	Desirable	A/I/T
Knowledge and Skills	Essential	Evidence
Ability to communicate effectively verbally and in writing in complex, contentious and sensitive situations.	√	A/I/T
Good interpersonal skills.	√	A/I/T
Ability to develop and adapt to change.	√	A/I/T
Problem solving ability.	√	A/I/T
Ability to work as part of a multi-disciplinary team.	√	A/I/T
Planning and decision making skills.	√	A/I/T
Ability to work under pressure with minimum supervision.	√	A/I/T
Able to maintain confidentiality of information.	√	A/I/T
IT Literacy Skills.	√	A/I/T
Able to complete clinical and other records to a high standard.	√	A/I/T
Personal Abilities	Essential	Evidence
Adhere to the Trust values and behaviours	√	A/I/T
Ability to develop effective professional working relationships with colleagues and the public.	√	A/I/T
Able to use initiative/self-motivated.	√	A/I/T
Maintains a flexible and proactive approach to work.	√	A/I/T
Act with honesty and integrity.	√	A/I/T
Quality/patient focused.	√	A/I/T

Caring attitude and sensitivity to others.	√	A/I/T
Confident with the ability to take a lead role.	√	A/I/T
Ability to interact with people from varying cultural backgrounds and social environments.	√	A/I/T
Able to promote equality and value diversity.	√	A/I/T
Able to ensure care of own health and wellbeing to promote improvements to physical and emotional wellbeing	√	A/I/T
Able to work within the trust's policy framework.	√	A/I/T
Demonstrates a positive and flexible approach in line with the changing nature of service delivery model.	√	A/I/T
Committed to the values based principles of high quality patient care to include; clinical excellence; compassion; care; competence; communication; courage and commitment in all aspects of service delivery.	√	A/I/T

Key: A = application, T = test, I = interview

Updated: **October 2021**