

Job Description

Job title	Paramedic	
Reports to		
Pay band	6	
Directorate		
Banding status (please tick one)	Indicative	A4C confirmed
		X
Hours per week		

Job summary

(overview of role/remit)

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.

Main duties and responsibilities

(bullet points providing detail of responsibilities)

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.

Mentorship and Leadership Responsibilities

- 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.

[Insert local driving requirements as appropriate]

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.

General Responsibilities:

- 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.

Person Specification

	Essential	Desirable
Education and qualifications	<p>Category B driving licence held (if appropriate to the role).</p> <p>Must have licence category C1. (if appropriate to the role).</p> <p>Trust approved emergency driving qualification (if appropriate to the role).</p> <p>HCPC registered Paramedic.</p> <p>Educated to degree/diploma level in Paramedicine or equivalent experience.</p> <p><i>(Trusts may add local variations in relation to Penalty points on driving license, driving stipulations i.e. number of years of holding license in line with their current Trust Policy).</i></p>	<p>ALS, PHTLS, PHEC or other advanced clinical courses.</p> <p>Mentorship qualification</p> <p>Intubation trained (<i>can be a local variant</i>).</p>
Previous experience (Paid/ Unpaid relevant to job)	<p>Experience in dealing with a diverse range of people in a customer/patient environment.</p> <p>2 years post registration experience in clinical practice, or less if progressed through the national fast track programme.</p> <p>Successful completion of the NQP period or equivalent previous experience which can be evidenced.</p> <p>Up-to-date continuing professional development portfolio.</p>	<p>Healthcare experience within NHS, nursing or voluntary organisation.</p>

	<p>Demonstrate a high level of professionalism, responsibility and accountability.</p> <p>Experience of supervision, mentorship and development of a range of clinical staff in relevant practice settings.</p>	
Skills, knowledge, ability	<p>Ability to communicate effectively verbally and in writing in complex, contentious and sensitive situations.</p> <p>Good interpersonal skills.</p> <p>Ability to develop and adapt to change.</p> <p>Problem solving ability.</p> <p>Ability to work as part of a multi-disciplinary team.</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>Able to complete clinical and other records to a high standard.</p>	
Aptitude and personal characteristics	<p>Ability to develop effective professional working relationships with colleagues and the public.</p> <p>Able to use initiative/self motivated.</p> <p>Maintains a flexible and proactive approach to work.</p>	

	<p>Act with honesty and integrity.</p> <p>Quality/patient focused.</p> <p>Caring attitude and sensitivity to others.</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>Able to promote equality and value diversity.</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 policy framework.</p> <p>Demonstrates a positive and flexible approach in line with the changing nature of 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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