



South East Coast Ambulance Service



NHS Foundation Trust

JOB DESCRIPTION

| Job Details | |
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| Job Title: | Specialist Paramedic in Urgent and Emergency Care / Paramedic Practitioner |
| Pay Band: | Confirmed Pay Band 7 |
| Reports to (Title): | Operations Manager (through Operational Team Leader) |
| Accountable to (Title): | Executive Director of Operations |
| Responsible for (Title/s): | Clinically responsible for junior members of staff when working together |
| Location/ Site/ Base: | Trust wide. Ambulance Stations, Make Ready Centres and Emergency Operations Control. |
| Job Purpose | |
| <p>To provide high quality care at a higher level of competence and practice for patients who require clinical services provided by the Trust. This will include providing definitive care based upon reaching a formal diagnosis for many patients, and ensuring safe care and aftercare.</p> <p>PPs represent the Trust at the level of Specialist Practitioner, and contribute to the changes to patient care and patient flow required by a modern provider of unscheduled healthcare.</p> <p>PPs are responsible for the provision of care commensurate to the needs of the patient, based on their education, qualification and scope of practice. The</p> <p>purpose of the role is to provide care to patients in order to give the best outcome for their needs. This may require providing clinical intervention and resuscitation to prevent deterioration and promote recovery, through to in some cases facilitating a natural and dignified death. For many patients, PPs will complete their episode of care leading to the patient being formally discharged from care.</p> <p>PPs are required to respond to patients, communicate effectively, assess, and diagnose clinical conditions requiring treatment, often in the presence of complex health histories and co-morbidities. They must also decide on whether to convey the patient to another care setting, refer them to another service, or discharge the patient from their care. Patients referred or discharged may have ongoing care provided by the PP (i.e. issued with course of antibiotics).</p> | |

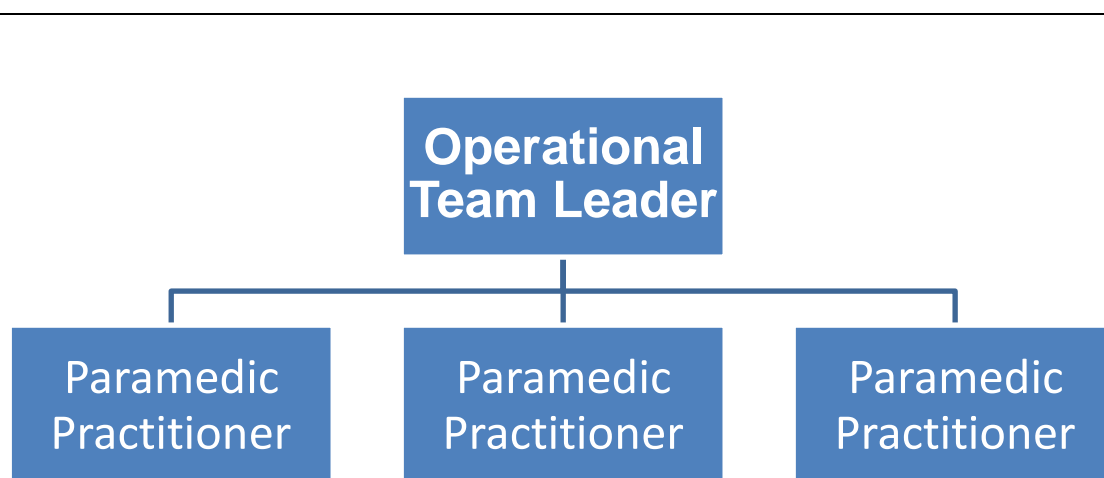
PPs work in a range of settings, typically on a single response vehicle, but also on an ambulance as a member of a two-person crew. PPs also practice within the Emergency Operations Centre or in a remote EOC function on their station.

PPs are senior clinicians and provide clinical support and leadership to colleagues in a number of formats, such as mentorship, or sharing of knowledge and skills at CPD events or statutory and mandatory training.

Role of Department

To provide transport and medical assistance on an urgent and emergency basis, providing assessment, interventions and care planning commensurate to the needs of each individual patient

Organisation Chart



Duties & Responsibilities

Operational & Organisational

Ensure that the patient's physical safety is maintained when moving and handling patients, as well as when conveying patients in Trust vehicles, and that appropriate restraining devices are used at all times.

Assess and treat patients, and either arrange conveyance or themselves convey patients to and from hospitals and clinics on an emergency, urgent and routine basis, taking into account patient safety, comfort and their clinical needs.

Drive in a safe and responsible manner and according to the Trust's Driving Standards guidance, including when under 'blue light' conditions, complying with legal requirements and the Highway Code, Road craft and Trust requirements. In the event of a vehicle accident the driver will comply with statutory and Trust documentation and procedural requirements.

Carry out daily vehicle inspections and report any defects, in accordance with Trust procedures, ensuring that vehicles and equipment are left in a usable condition and that oil, fuel and water are replenished at an appropriate time during the shift.

Carry out all aspects of station duties including ensuring the cleanliness of vehicles and equipment as per Trust protocols and standards.

Ensure the correct radio procedure is followed and that information is updated as required.

Be responsible for the security of equipment, supplies and vehicles used by the post holder and also comply with Trust procedures for ensuring the security of Trust premises.

Ensure equipment on vehicles is stowed in a safe manner, where possible in lockers, and ensure that equipment is regularly cleaned, checked and replenished, as required, and that all defects are reported in accordance with Trust procedures.

Clinical care for patients

PPs practice at Level 6 of the NHS Career Framework and are specialist practitioners. Specialist Paramedics and (Urgent & Emergency Care) have a higher level of education and training and have an enhanced scope of practice, focusing on patients with urgent and emergency care needs.

PPs will uphold all aspects of their basic level practice, as well as maintaining their specialist skills.

Provide care to patients based upon their needs and ensure these are carried out in accordance with Regulations and Trust protocols/procedures. Most importantly, PPs must work within their Trust scope of practice, as laid out in the Scope of Practice & Clinical Standards Policy. It is recognised that as a registered allied health professional PPs (as paramedics) may have acquired other skills, but these must only be practiced if authorised as an approved intervention in SECamb.

Ensure that a thorough contemporaneous record is kept of the patients care and treatment, and that documentation is completed correctly and promptly. Ensure that patient details are appropriately communicated to hospital staff during handover, or where referrals are made to other healthcare providers.

Provide patients with detailed “worsening care advice” and safety netting instructions in the cases where patients are referred or discharged, or where conveyance is delayed. Always ensure the patient is, where appropriate/practicable, left in the care of a suitable person.

Undertake an assessment of the individual requirements of each patient and provide appropriate care to the patient in line with the appropriate evidence base, such as JRCALC, NICE Guidance, or locally agreed treatment protocols including those relating to research.

Leadership and Professional Practice

PPs are required to provide leadership, support and supervision to colleagues, and ensure that patients receive the highest standards of care.

Adopt a caring, empathetic and sensitive approach to both patients and relatives, maintaining a courteous and professional manner at all times with patients, relatives, colleagues and

members of the public, seeking to resolve any verbal concerns or other issues raised in a constructive and professional way.

Uphold the requirement to provide safe and effective care by ensuring that clinical decisions are effective, and that risk is minimised in relation to care given. Practitioners must always act in the patient's best interest, and ensure that the patient receives the correct treatment. Consideration must always be given to the patient's capacity and their right to choose. Consent must be sought from patients during episodes of care.

Be responsible for the management of medicines they are legally entitled to possess, supply and administer. This includes keeping accurate records of medicines used, and ensuring that patients are safely treated with appropriate medicines. Practice must be according to the Trust's Medicines Management policy/manual.

Ensure that the Trust's policies and procedures in relation to infection control are complied with at all times.

Ensure professional registration is maintained in accordance with HCPC requirements as detailed in their Standards documents. Paramedics must take responsibility for their own continuing personal/ professional development. This should include self-study as defined within the Knowledge and Skills Framework.

Take all reasonable steps to maintain and foster the good name and reputation of the Trust.

Be an effective member of the team and offer support at all times to colleagues and managers, keeping up to date with changes in Trust policy and ensure continuous updating on all new Trust documents and policies and to carry these out at all times.

Actively participating in formal mentoring of students or other staff is a requirement of the role and may necessitate the completion of an additional mentoring qualification.

SECamb is committed to excellence in leadership and development to achieve its vision. Practitioners working in the Trust will be encouraged to participate in the skills assurance and education of pre-registration staff and students and contribute to their development as Practice Placement Educators (PPEd). Subject to satisfying the inclusion criteria, the PP must demonstrate the ability to undertake and maintain a PPEd role and hold the relevant qualifications and experience. This can be achieved by attendance on an external qualification module or by undertaking an appropriate Trust-based programme.

Practitioners, acting in collaboration with the Operating Unit Management Team, will be responsible for assisting and delivering training and education under the guidance of a Lead Clinical Education Manager for the Operating Unit.

Carry out other duties as may be reasonably required, to include attendance at Coroners' and other Courts, and co-operate with investigations by the Trust and external organisations, as appropriate.

Key Relationships

The PP will primarily have contact with patients, their relatives and members of the general public. This may involve interaction with patients and carers who are under duress, and may be extremely distressed as a result of mental or physical health problems.

PPs will also have to deal with patient's friends, family or carers, who may also be distressed due to witnessing the patients' healthcare need.

The post holder will regularly be required to advise patients or their relatives on aspects of their care, and this will include worsening care advice, self-care advice, and health promotion (i.e. smoking cessation). PPs are involved in admission avoidance and reducing conveyance, and therefore will need to engage effectively with patients, carers, families and other health and social care agencies when managing often complex situations.

He/she will have regular contact with doctors, nurses, paramedics and other allied health professionals at both hospitals and in general practice, as well as clerical and administrative and other hospital workers in order to fulfil the duties of their post. This will involve using effective communication and safeguarding the patient data.

The PP will have a wide range of contacts within the Trust, including the staff of the Emergency Operations Centre on a daily basis.

There will be regular contact with other agencies and organisations, such as; Police, Fire and Rescue, Coastguard, healthcare providers, third-sector organisations and volunteers.

Accountability in practice

PPs are Specialist Practitioners (Urgent & Emergency Care) and practice at Level 6 of the NHS Career Framework (College of Paramedics, 2015), and are accountable as a paramedic to the public through professional regulation via the Health & Care Professions Council

Paramedic Practitioners (PP) working solo are accountable for their actions from a clinical and professional perspective. Where patients are managed by a solo clinician, responsibility lies with that clinician. Clinicians are however able to, and are encouraged to, share their decisions and seek clinical supervision.

When working as a member of the team providing patient care, such as part of a two-person crew with a lower clinical grade the PP, as a senior registered healthcare professional, will always take responsibility for patient care. The lead clinician must ensure that other members of the care team are given suitable opportunity to practise and gain experience and competence (within the appropriate scope of clinical practice). The role of the PP includes significant responsibility for leadership and supervision.

In circumstances where the PP forms part of a larger care team (such as in a major incident), their individual accountability for patients they treat remains. It is recognised that the responsibility for the patient may be shared or passed between clinicians, and therefore adherence to scene command instructions is vital to ensure patient safety. PPs may act as clinical lead in larger incidents, and therefore assume a higher level of accountability.

PPs working in EOC (as PP in the PP Desk, or as clinical supervisors) are accountable for their actions when managing patients and influencing patient care. Where PPs in EOC provide support and supervision for colleagues within the EOC and operationally, accountability rests with the most senior clinician involved in that episode of care, and therefore the PP must ensure that they are satisfied that patient care is appropriate and safe.

The PP may be expected to co-ordinate operational PPs and provide clinical support to others in the EOC such as dispatchers or Clinical Supervisors, and take on additional training to use relevant software and IT systems.

These EOC functions may also be undertaken remotely, on another Trust site.

PPs working at the same clinical grade in other roles (i.e. Practice Development Leads) will need to refer to specific job descriptions for detailed information on extended role accountability, but will always retain accountability for their clinical and professional actions.

The post holder will be a key member of the clinical team, providing support at all times to colleagues and managers. He/she will undertake the supervision of staff where necessary, and will provide leadership and peer support for colleagues in practice. .

Where a PP is working with a newly qualified Paramedic, the PP assumes responsibility for the management and care of the patient. If paramedic treatments/interventions are required, the PP will take lead responsibility, whilst affording the newly qualified Paramedic every suitable opportunity to perform paramedic treatments/interventions. In the event that the newly qualified Paramedic is unable, through lack of confidence, competence or experience, to safely perform paramedic treatments/interventions, the PP will assume responsibility for ensuring patient care and safety are upheld.

PP's are line managed by their local operational management structure. However, as senior clinicians providing clinical leadership and support to frontline staff, there is also clinical oversight for the role from the Medical Director whom PP's are also responsible to.

Aspects specific to Paramedic Practitioners

- Organises and when available undertakes diagnostics tests as required, for example taking blood and other samples for analysis either at the patient's side or sent away to a laboratory.
- Independently assesses needs for, and performs therapeutic procedures such as joint immobilisation, pharmacological intervention in the form of patient group directions for oral medications or injections, immunisations, and wound management.
- Perform a thorough and comprehensive patient assessment and management to ensure that the individual needs of each patient are met within the individual practitioner's scope of practice.
- Demonstrate an understanding and application of evidence-based practice.
- Utilise evidence-based practice in combination with underpinning knowledge in order to provide a high level of care for patients.
- Develop and maintain integrated working with the GPs and multi-disciplinary teams within surgeries, out of hour's services, minor injury units, and other health care settings.
- Contribute to the care and management of frequent callers.
- Undertake other additional clinical skills, which they consider and can demonstrate are within their individual scope of practice

- Where necessary, ensure continuity of care to patients being transported to hospital when circumstances dictate (i.e., ambulance technician crew in attendance).
- Where necessary, ensure continuity of care by following up on and managing patients already seen by another health care professional.
- Demonstrate a developed ability to process and communicate complex facts, and interprets and acts appropriately on the information with a large degree of autonomy.
- Ability to work and communicate effectively in occasionally hostile or antagonistic environments
- Recognises their own personal and clinical development needs and recognise the limits of their own practice.
- Shows an ability to organise self and others workload in an effective and efficient way
- Identifies and assists in the collection of data for audit and research purposes as required
- Demonstrate personal accountability in their everyday practice and an understanding of their responsibility for staff to which they delegate actions.
- The post holder will be expected to adopt a flexible attitude to take account of the changing needs of the service as dictated by patient and organisational need.
- Contribute to local educational and developmental events e.g. Key Skills or CPD workshops
- The post holder will be expected to be deployed primarily on a DCA, however when required will be deployed in SRV's.
- may be required to carry out a job of equal or less value than this post with relevant training to maintain service delivery.

Values

PPs will be required to demonstrate compassionate care in their daily work and adopt the 6 Cs - NHS values essential to compassionate care i.e. Care, Compassion, Competence, Communication, Courage and Commitment. Post- holders will also be required to understand and work in accordance with the NHS constitution and actively role model the Trust corporate values, putting the patient at the heart of their work.

Safeguarding Children, Young People and Adults at risk of abuse and neglect

Patient Safety is a key priority for the Trust. It is your responsibility to ensure that you are fully compliant with SECamb policies and procedures in respect of patient safety, for example Risk Management, Infection Prevention and Control, Safeguarding children and vulnerable adults. We are committed to the safeguarding and welfare of children and vulnerable adults.

Equality and Diversity/Equal Opportunities

The Trust recognises the need for a diverse workforce and is committed to Equal Opportunities. It seeks to eliminate unlawful discrimination against colleagues, potential

employees, patients or clients on the grounds of sex, marital status, disability, sexual orientation, gender identity, age, race, ethnic or national origin, religion, pregnancy/maternity, political opinion, or trade union membership and to promote equality of opportunity and good relations between staff and clients. Individuals, including volunteers, contractors and temporary workers, must at all times indicate an acceptance of these principles and fulfil their responsibilities with regard to equality legislation and the Trust's Equality Diversity and Human Rights Policy and protocols. Similarly all individuals have a responsibility to highlight any potentially discriminatory practice to their line manager, human resources department or trade union/professional associations, ensure that they treat everyone with respect and consideration and attend relevant mandatory training.

Corporate governance:

Maintain good corporate and clinical governance arrangements, including risk management.

Embrace high standards of employment practice and act in accordance with the appropriate corporate governance.

Promote the vision, values and goals of the organisation.

Infection Prevention and Control

Patient Safety is a key priority for the Trust. It is your responsibility to ensure that you are fully compliant with SECAMB policies and procedures in respect of patient safety, for example Risk Management, Infection Prevention and Control, Safeguarding children and vulnerable adults.

Financial Management

Ensure that the Trust's funds are properly used, represent value for money and can withstand public scrutiny, for example using equipment and consumables carefully.

Act within Standing Orders and Standing Financial Instructions of the Trust.

Health, Safety and Security

Manage health, safety and security issues in own area of responsibility.

Work safely, including being able to select appropriate hazard control and risk management, reduction or elimination techniques in a safe manner and in accordance with health and safety legislation.

Select appropriate personal protective equipment and use it correctly.

Establish safe environments for practice, which minimise risks to service users, those treating them and others, including the use of hazard control and particularly infection control.

Apply appropriate moving and handling techniques.

All individuals have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors

and employees. All staff have a duty to protect their own health and safety and that of others persons who may be affected by their acts or omissions.

Policies

The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of the Trust, which may be amended from time to time.

Uniform (where supplied) must be worn correctly, (including displaying name badge), and in a clean and tidy manner. The post holder is required to maintain the highest standards of personal hygiene.

Confidentiality / Data Protection / Freedom of Information:

Individuals (including volunteers, contractors and temporary workers) must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act 1998. Individuals must not, without prior permission, disclose any information regarding patients or staff. If any individual has communicated any such information to an unauthorised person that individual(s) could be liable for disciplinary action which could result in dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Following the Freedom of Information Act (FOI) 2005, individuals must apply the Trust's FOI procedure.

In addition individuals have a responsibility to ensure that all staff maintain confidentiality and security of all information that is dealt with in the course of performing their duties it is in accordance with the requirements of the Data Protection Act 1998 and the principles of Caldicott. Individuals should also ensure that they are aware of their obligations under legislation such as the Freedom of Information Act 2000; Computer Misuse Act 1990, and are updated with any changes or additions relevant to legislation.

Review

This JD reflects the principle duties of the post as identified at date of issue. It may be subject to amendment in the light of the changing needs of the service, and will be reviewed periodically.

Date Reviewed:

November 2018

Reviewed By:

Manager: Daryl Devlia, Practice Development Lead

Signature: DDevlia

Postholder: Malcolm Macgregor

Signature: MMacgregor

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PERSON SPECIFICATION

| Factors | Essential | Desirable | Assessment Application Form (App) Interview (I) Assessment (Ass) |
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| Qualifications/ Training | <p>Must be registered as a Paramedic with the Health & Care Professions Council (HCPC) and have current registration. Professional registration is the sole responsibility of the practitioner, and failure to remain on the register may lead to suspension from duty.</p> <p>The post holder should have a good general education, with evidence of formal qualifications at GCSE/A level or above.</p> <p>The post holder should hold a recognised higher education or IHCD qualification suitable for professional registration as a paramedic with the Health and Care Professions Council</p> <p>Higher Education Award relevant to area of specialist practice recognised as suitable for attracting specialist paramedic designation, including:</p> <ul style="list-style-type: none"> ○ Specialist Paramedic Diploma in Primary and Urgent Care or equivalent ○ Completion of all relevant placements <p>IHCD/EDEXCEL Emergency Driving Qualification.</p> <p>Evidence of undertaking regular update training and continuous personal and professional development</p> <p>Full valid EU driving licence including C1 category if ordinary driving test taken on or after 1st January 1997. No more than 3 penalty points at the time of application.</p> | Membership of the College of Paramedics or similar professional body | App |

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| Experience | Minimum of four years' post registration qualification as a paramedic (or equivalent relevant experience equating to 7,000 hours in front line ambulance or acute or chronic care). | | App |
| Knowledge and Skills | <p>High levels of current clinical knowledge</p> <p>Ability to mentor/train junior staff and a commitment to sharing knowledge and skills.</p> <p>Ability to assess, minimise and manage risks and to defuse stressful situations and aggressive patients – and to have well developed personal stress management techniques.</p> <p>Confident to work independently and make own judgements.</p> <p>Willing and able to learn and use paramedic skill set.</p> <p>Literate and numerate</p> <p>Ability to pass Higher Education modules.</p> <p>Good self-management, i.e. self-starter, good time management and able to deliver against set objectives.</p> <p>Persuasive advocacy skills – able to develop detailed packages of care for patients presenting with a broad range of acute or chronic conditions</p> <p>Commitment to maintaining patient confidentiality, empowerment and the right to self-determination.</p> | | I/Ass |
| Personal Qualities | <p>Strong listening and communication skills.</p> <p>Ability to empathise with and reassure patients and their family members/friends in crisis situations.</p> <p>Strong team worker with a collaborative style.</p> <p>Able to take and follow instructions.</p> <p>Professional attitude and appearance.</p> <p>Committed to personal and professional development.</p> <p>Personal insight.</p> | | I/Ass |

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| | <p>Understanding and commitment to equal opportunities.</p> <p>Commitment to clinical review and evidence-based practice.</p> <p>Reliable and conscientious.</p> <p>Physically fit and able to manoeuvre patients as required.</p> | | |
| Other | <p>The post holder must be flexible in his/her approach to work and be prepared to work to a shift system to undertake the duties of the post. This will include working unsocial hours, nights, weekends and public holidays, as part of the rota, which can lead to a subsequent disturbance of sleep patterns. He/she must also be prepared to cover shifts and undertake other duties at short notice in accordance with policies and procedures.</p> <p>The post is physically demanding and may involve driving for long periods. <u>There is a requirement to “man” DCAs routinely, although deployment on an SRV will be required should demand require this resource.</u> There is also a requirement to undertake a large amount of lifting/carrying patients over mixed terrain. It is also necessary for the post holder to have manual dexterity for emergency driving and cleaning of vehicles and equipment.</p> <p>This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions. The process will be completed as part of your pre-employment checks and repeated every 3 years as a minimum. Your suitability for this position (based on the results of the DBS) will form an important condition of your ongoing employment.</p> | | |