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# **AMBULANCE SERVICE (EMERGENCY DUTIES) LONG SERVICE AND GOOD CONDUCT MEDAL**

## **GUIDANCE TO AMBULANCE SERVICES**

### **TITLE**

1. The title of this award is "The Ambulance Service (Emergency Duties) Long Service and Good Conduct Medal".

### **ELIGIBILITY**

2. The award shall be made to full-time and part time serving staff (paramedics and technicians, and ambulance officers who have qualified and served on emergency vehicles), maintained by:-

- (a) Health Authorities or NHS Trusts in England and Wales; or
- (b) the Scottish Ambulance Service NHS Trust in Scotland; or
- (c) Health and Social Services Boards or Health and Social Service Ambulance Trusts in Northern Ireland;

or who have served on emergency duties with the Ambulance Services in the Isle of Man and the Channel Islands.

3. Service on emergency duties (as defined in paragraph 6) in Ambulance Services maintained, prior to 1 April 1974, by Local Authorities in England, Wales, Scotland or Northern Ireland shall also be treated as qualifying service.

4. The medal will not be awarded retrospectively to retired staff. However it will be available to eligible staff who were in service on or after 1st July 1993 and have since retired.

### **SERVICE REQUIRED**

5. The qualifying service for the award is:

(a) **PARAMEDICS AND TECHNICIANS:** 20 years' whole-time or part-time service, all of which is on front line emergency duties, or an aggregate of 20 years' such whole-time and part-time service;

(b) **AMBULANCE OFFICERS AND MANAGEMENT GRADES:** 20 years' service comprising at least seven years' whole time or part-time service on front line emergency duties combined with the balance of up to 13 years' whole-time or part-time service on management duties as they are defined in paragraph 6 below in one or more of the Ambulance Services noted in paragraphs 2 and 3 above.

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6. For the purpose of paragraph 5 and the other provisions of this guide:

- "emergency duties" are defined as the requirement to provide on site incident response to calls arising unexpectedly and requiring an urgent or immediate reaction by the Ambulance Service.

- "management duties" are defined for the purpose of this award as those duties involving the management of the deployment (including direction on site) of the emergency response. I am advised that this may include station officers, divisional commanders, training officers and emergency control room officers but not, for example, finance and personnel officers.

7. In the case of individuals invalided out of emergency duties for injuries certified by a medical officer as sustained in the course of their emergency duties, time spent on those emergency duties shall be multiplied by one and a half times in calculating the qualifying service providing that the person:

- continues working on other Ambulance Service duties; and

- is employed by the Ambulance Service for a minimum of 20 years.

8. Time spent on maternity leave, up to the maximum period for statutory maternity pay in respect of each pregnancy, shall also be treated as qualifying service if the service immediately preceding the maternity leave was qualifying service in terms of paragraphs 2-6.

9. Any period of part-time service will be treated as qualifying service provided that:

(a) the weekly conditioned hours are at least 20; and

(b) emergency ambulance service duties are the only employment during any such period.

## CERTIFICATE OF EFFICIENCY

10. The award shall be made on the recommendation of the Chief Officer who shall certify that the individual's character and conduct have been very good. Where the individual concerned is a Chief Officer, the recommendation and certification shall be made by the Chairman of the appropriate authority. It will be for the Chief Officer or Chairman to satisfy themselves of the individual's fitness for the award, with reference to the individual's personnel records, including any appraisal reports.

11. When individuals are being assessed for an award of the medal, as with the Fire Service, that their character throughout the whole period of qualifying service should be considered. Staff should not be debarred from receiving the medal solely on account of a trivial breach of discipline, or even a more serious offence if it has been followed by many years of praiseworthy conduct. The Fire Service have not taken past strike action into account when awarding medals and a similar approach is envisaged in relation to this medal.

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**REGISTRATION**

12. The names of all those to whom the medal is awarded shall be recorded in the Department of Health and Social Services for Northern Ireland, the Home Office, the Department of Health, the Welsh Office or the Scottish Home and Health Department as the case shall be.

**DELEGATED POWERS**

13. Delegated powers to make awards shall be vested in the Secretaries of State for Health, Northern Ireland, the Home Department, Scotland and Wales as the case may be.

**OTHER AWARDS**

14. The grant of any unofficial or local long service or good conduct medals for wear by staff in the Ambulance Service engaged in emergency duties shall be discontinued, and any unofficial or local long service medals, if already granted, shall not be worn by recipients of the Ambulance Service (Emergency Duties) Long Service and Good Conduct Medal.

**FORFEITURE AND RESTORATION**

16. The Secretaries of State shall have the power to cancel and annul the conferment of the medal on any person and also to restore the medal which has been so forfeited.

**PROCEDURE FOR SUBMISSION OF RECOMMENDATIONS**

This is outlined in Annex A.