Yorkshire Ambulance Service NHS
NHS Trust

JOB DESCRIPTION

Position/Title:	**HPC Registered Paramedic**
Band:	**Band 5**
Directorate/Department:	**Accident & Emergency Operations**
Location:	**YAS NHS Trust/ Accident & Emergency/ Locality Based /Nominated base station**
Accountable To:	**Locality Director, Locality Managers, Clinical Managers, Clinical Development Managers, Clinical Supervisors and Health Professions Council**
Responsible For:	**To be clinically responsible for patients in your care and those patients under the care of Student Paramedics, Emergency Medical Technicians & Intermediate care practitioners who may partner you during a period of operational duty.**
General Summary:	To provide a patient focused delivery of care, treatment and safe transport for emergency and non emergency patients in a clinically safe and professional environment, utilising enhanced skills and regulated best practise when required to do so, adhering at all times to the policies and standards inherent within the Yorkshire Ambulance Service (YAS)
Structure	**Locality Director** **Locality/Clinical Manager /Clinical Development Manager** **Clinical Supervisor** **Paramedic** **Emergency Medical Technician** **Student Paramedics** **Intermediate Care Practitioner**
Core Responsibilities	• To treat and transport emergency and urgent cases in accordance with IHCD paramedic manual, JRCALC guidelines and Trust protocols. • To maintain a professional level of service to the customer in line with the contracted performance standards. • To comply with all road safety regulations exercising the safe use of road traffic exemptions in emergency driving. • Undertake emergency driving duties on all types of vehicles operated by the Trust, if appropriately qualified and licensed. • To ensure that all equipment provided is kept to the highest standard and any defects or losses are reported immediately. • To ensure that the vehicle provided is cleaned daily and check that the vehicle is roadworthy, including fuel; water and oil. Report any defects on the appropriate forms. • To maintain the workplace to a high standard of tidiness and cleanliness at all times. Also to ensure Station and vehicle security. • Maintain a high professional image at all times. • To provide assessment of patients, planning and implementing their care and treatment. To continually evaluate and give advice

	to patients and others. This will include:

Core Responsibilities (cont).	• Handling Prescribing and administering, non–prescription, prescription and controlled drugs • Invasive procedures where appropriately trained and competent • Surgical procedures where appropriately trained and competent • Cardiac & CVA interventions – e.g. Pre hospital Thrombolysis, Advanced ECG recognition, FAST test pathways for CVA and the diagnosis treatment and referral of a range of cardiac conditions. • To communicate report and document the patients' history, condition and treatment to a full range of medical staff including colleagues, nurses, doctors and consultants either on route to or arrival at definitive care. • To determine the appropriate destination for the patient to include the initiation of treatment linked to an agreed and regulated care pathway in association with other health, mental and social care professionals in cases where transport to hospital is not required. • To take responsibility for the security of patients property during transportation as well as the safe handling of patients' possessions including hand over to the appropriate agency. • To complete all patient and journey documentation associated with an episode of patient care in both electronic and written format with any other reports the Trust deems necessary. • To observe safe practices as laid down within the Trust's policies, procedures and Trust instructions. • Maintain confidentiality of YAS and any patient information and records not withstanding the Child Protection and Vulnerable Adults legislation. • Ensure effective communication to other health and social care professionals for the benefit of the patient. • To assist in major incidents and when necessary act in an Incident Management Role. • Complete any documentation required e.g. Patient Report Forms, Incident Reports, Accident Books or any other report associated with your duties. Complete any information relating to Quality Monitoring. • Co-operate and/or recommend any measures designed to improve patient care or the efficiency of the service. • To ensure that all property, either belonging to the Trust, patient or customer, is transported safely and securely at all times. • Co-operate with other emergency services as required. • To ensure that the required levels of equipment, consumables and drugs etc are maintained to required levels and stored safely and securely. • Make dynamic risk assessment of the environment and general situation, having due regard for the health and safety of self and others. Responsible for the safe use of the ambulance and all equipment. • To ensure that planned organisation changes are communicated positively to appropriate people e.g. staff, patients and carers. • To be accountable for the safe clinical practice applied to a patient whilst in your care either as an individual or as a member of the crew. • To comply with the code of conduct as laid down in the Ambulance Service Basic Training Manual and the Paramedic Training Manual.

Core Responsibilities (cont).	• To comply with the standards of conduct, performance and ethics as laid down by the Health Professions Council. • To work shifts including weekends and public holidays. • Supply statements and attend legal proceedings as required. • To attend major incident exercises as directed by the Managers of the Trust. • Administer appropriate drugs as designated by Local Paramedic Steering committee for use by Registered Paramedics. • Keep clear, accurate and legible records, reporting the relevant clinical findings, the decisions made, the information given and any drugs or treatment. Record where there are exceptions to, or deviations from, standard practice and the reasons for doing so. All records must be made at the same time as the events being recorded, or as soon as possible afterwards, using appropriate documentation. Records must be clear, coherent, comprehensive, factually correct and must maintain confidentiality.
Communication and Working Relationships	• To maintain a satisfactory record of continuous professional development in relation to the Health Professions Council. This includes maintaining your biannual registration. • Develop working relationships with colleagues within your own organisation and other organisations that are productive in terms of supporting and delivering your work and that of the overall organisation. • To ensure that planned organisation changes are communicated positively to appropriate people e.g. staff, patients and carers. • To consult and listen to comments from key stakeholders (managers, staff etc) in order to develop ways that the service could be improved.
Service Improvement	• Make changes to own practice and offer suggestions for improving services • Ensure that any service development initiatives take account of the views key stakeholders including staff.
Health, Safety and Security	• Assist in maintaining the health, safety and security of people (including self) in your area. • Ensure meet Health and Safety legislation and contribute to development of a environment where health and safety considerations are firmly embedded in the planning and decision making processes and the ‘culture’ of department.
Equality and Diversity	• Promote equality of opportunity and diversity in your area • Ensure compliance with equality and diversity legislation and develop active commitment to the need to ensure equality of opportunity and the benefits of diversity.
Personal and People Development	• Undertake activity necessary to ensure that own professional qualifications are maintained. • Ensure own ongoing personal and professional development including participating in personal development reviews. • Identify and undertake activities to develop knowledge, skills and understanding where gaps have been identified. • Supervise Trainees. • Supervise Observers on an occasional basis.

Additional	• To recognise and report to the appropriate authorities any concerns regarding Child Protection issues to include possible child abuse. • To recognise and report to the appropriate authorities any concerns regarding Vulnerable Adult issues to include social care and mental health. **Non-operational Responsibilities** o To ensure station security, cleanliness and correct documentation of fuel and store supplies. o To assist in station duties as required i.e. o Cleaning vehicles, equipment
Additional (cont)	o Decontaminating equipment o Replenishing stock • Completing paperwork – e.g. incident forms, police statements, coroners reports, solicitors statements • To attend court when required, e.g. coroners, magistrates, crown courts and give evidence or be cross-examined under oath. • As a YAS NHS Trust employee you may be required to work at or from any of the Trust's establishments as determined by the duties of the post which are as set out in this current job description. This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post-holder and where notice will be given as per NHS Terms and Conditions Handbook and Trust Policy. • 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. The post holder will therefore be required to apply for CRB Disclosure.
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 Act1998. 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. If an individual receives a written request for information please send to FOI@yas.nhs.uk • In addition managers have specific responsibilities to ensure that their staff maintain the confidentiality and security of all information that is dealt with in the course of performing their duties is in accordance with the requirements of the Data Protection Act 1998 and the principles of Caldicott. Managers should also ensure that their staff are aware of their obligations under legislation such as the Freedom of Information Act 2000; Computer Misuse Act 1990, and that staff are updated with any changes or additions relevant to legislation.

Equal Opportunities	• The Trust recognises the need for a diverse workforce and is committed to Equal Opportunities in employment and seeks to eliminate unlawful racial, sexual or disability discrimination, to promote equality of opportunity and good relations between staff and clients of differing groups. Individuals (including volunteers, contractors and temporary workers) must at all times fulfil their responsibilities with regard to the Trust's Equal Opportunities Policy and equality laws. Similarly all individuals have a responsibility to highlight any potentially discriminatory practice to their line manager, human resources department or trade union/professional associations.
Personal Development	• The Trust is committed to supporting the development of all staff. All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards for the post. As part of the appraisal process employees have joint responsibility with their line manager to identify any learning and development needs in order to meet the agreed performance standards.
Health and Safety	• 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. • In addition managers have specific responsibilities relating to health and safety activities including consenting to breaches; conniving to breach legislation or neglecting their duties under the legislation.
Infection Prevention and Control	• All individuals have a personal obligation to adhere to current guidance on methods to reduce healthcare-associated infections (HCAIs). Post holders must be familiar with the Trust's Infection Prevention and Control Policies, including those that apply to their duties, such as Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps. They must undertake mandatory training in Infection Prevention and Control and be compliant with all measures required by the Trust to reduce HCAIs.
Risk Management	• All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory. • All staff are responsible for undertaking scene specific or activity specific risk assessments for non YAS premises and reporting identified problems to their line manager for consideration and resolution.
Safeguarding Children and Vulnerable Adults	• Post holders have a responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.
Code of Conduct	• All individuals all expected to act in accordance with the Trust's code of conduct and if applicable, the code of conduct for their appropriate professional body. In addition managers should act in accordance with the principles of the NHS Code of Conduct for Managers in undertaking all aspects of their role.

Smoke Free Policy	• The Trust operates a Non Smoking Policy which limits smoking in the workplace. Employees are required to observe the rules laid down in the policy and failure to do so may result in disciplinary being taken.
Policies and Procedures	• Individuals are also required to comply with the policies, procedures and protocols in place within the Trust. These are available from the Human Resources department or from the staff library on the Trust intranet.

For Administrative purposes only	
Prepared/ reviewed by:	Vince Larvin (Minor update by Matthew Hammonds)
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COMPETENCY PROFILE	
HPC Registered Paramedic	
Experience and work achievements	
Meet the Trust's recruitment process criteria for Paramedics.	Essential
Effective social skills gained from experience, dealing with the public	Essential
Stable education/employment record	Essential
Skills and abilities	
Good verbal and written communication skills (must be able to complete relevant paperwork accurately and legibly)	Essential
Basic IT skills e.g. ECDL level or equivalent experience	Desirable
Satisfactory health record, including the health requirements as laid down in fitness to drive for a Class 2 driver.	Essential
Ability to carry out manual handling including the lifting of patients and equipment.	Essential
Proven ability to handle sensitive situations professionally, assertively and tactfully	Essential
Good knowledge of current operational procedures and clinical practices	Essential
Knowledge of Health & Safety Issues	Desirable
Personal attributes	
Able to work as part of a team	Essential
Ability to manage in demanding situations an make sound decisions	Essential
Self disciplined and able to work on own initiative	Essential
Satisfactory clearance of a standard Criminal Records Bureau check.	Essential
To maintain a current driving license against the agreed Trust policy.	Essential
Eyesight – Must meet the standard required for Group 2 licence holders	Essential
Must be able to pass medical assessment as determined by the Trusts Occupational Health Department.	Essential
High standard of personal hygiene; clean, tidy and professional appearance	Essential
Knowledge and educational achievements	
Qualified Paramedic with current HPC registration	Essential
ALS/ATLS/PALS Qualification for Paramedics	Desirable
Diploma or equivalent e.g. Pre-Hospital Care or Health Studies	Desirable
Evidence of Continual Professional Development	Essential
Knowledge and understanding of equality and diversity issues	Desirable
Full driving licence including category C1	Essential