



Job Title: **Paramedic**

Reporting to: **Duty Officer**

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 high quality patient centred care.

To work as an independent clinician or alongside other suitably qualified ambulance clinicians in line with UK Ambulance Service Clinical Practice Guidelines (JRCALC), the Health & Care Professions Council Regulations, Service Policies and Clinical Governance Notices as published from time to time.

KEY RESPONSIBILITIES

- To respond immediately and without delay (as appropriate) either as part of a double crewed ambulance, or individually, to both emergency and non-emergency calls, which may involve driving any of the vehicles in the Service's fleet, conveying patients to and from treatment centres / the Emergency Department or other destinations as appropriate.
- Undertake the full range of paramedic duties in line with Service Standard Operating Procedures (SOPs), the UK Ambulance Services Clinical Practice Guidelines (JRCALC), the Health & Care Professions Council Regulations and Clinical Governance Notices as published from time to time.
- Based on the assessed needs of the patient, where necessary, administer Controlled Drugs (CDs) or Prescription only Medicines (POMs), in line with the level of training received and Patient Group Directives (PGDs) available. Responsible for the use, movement and security of drug stocks required to fulfil the role.
- To act at all times in the best interest of the patient. The Paramedic will maintain overall clinical responsibility for the patient when working with staff of a lower clinical level.
- Ensure the safe transfer of patients following health and safety and other appropriate Procedures, being mindful of the safety of patients, self, colleagues and others, using appropriate equipment and manual handling techniques.
- Communicate with patients, relatives, colleagues, other health care professionals and members of the public in a calm, caring and professional manner, treating them with dignity and respect at all times.
- Ensure that patient confidentiality is maintained at all times and that personal / clinical information is only disclosed in accordance with the Services SOPs, Caldicott regulations and the Data Protection (Bailiwick of Guernsey) Law 2017.
- Undertake appropriate dynamic risk assessments in accordance with Service Procedures, having due regard for the health and safety of yourself and others.

YOU WILL

- Respond immediately and without delay to both emergency and non-emergency calls as directed by the Joint Emergency Services Control Centre (JESSC).
- Organise and manage the scene of a complex incident during the initial stages until a Manager/Commander arrives. This could involve organising or managing patients, bystanders or other responding services.
- Ensure the safe transfer of patients, to and from vehicles. Following health and safety and other appropriate Standard Operating Procedures (SOPs), being mindful of the safety of patients, self, colleagues and others, using appropriate equipment and manual handling techniques.
- Communicate with patients, relatives, colleagues, other health professionals, emergency services and members of the public in a calm, caring and professional manner, treating them with dignity, empathy and respect at all times.
- Advise patients (or a relative or friend) who have refused to travel, or have been discharged on scene, on the course of action to take should they require medical or ambulance assistance again.
- Update JESSC if a patient refuses to travel or receive treatment and complete the required documentation.
- Undertake a dynamic risk assessment on arrival at an incident or when collecting a patient, or to support colleagues in this duty, in accordance with Service Policy and professional guidelines, having due regard for health and safety of self and others. Ability to identify the need to request additional support, appropriate to the circumstances through JESSC when necessary.
- Use all Service equipment, facilities, vehicles and premises in an effective and safe manner, reporting faults breakdowns and accidents promptly in accordance with Health and Safety Service Procedures.
- Be responsible for completing your own statutory and mandatory training and undertake the necessary CPD to maintain your professional fitness to practice including adherence to the Health and Care Professions Council (HCPC) standards.
- Ensure that you maintain your professional HCPC registration and ensure that an up to date evidence based CPD portfolio is collated in accordance with HCPC requirements.
- Provide support and assistance to colleagues as appropriate to your role including mentoring, supervision and support to less experienced clinicians and trainees.
- Report any concerns relating to the Safeguarding of children or vulnerable adults in accordance with the Service Safeguarding Procedures.
- Assist and support colleagues to ensure station security, cleanliness and the availability of vehicles, equipment and supplies and to assist in other station duties as required i.e.
- Cleaning vehicles and equipment, paying particular attention to infection control.
- Replenishing, restocking and replacing items on station and vehicles.
- Decontaminating equipment.
- Completing paperwork e.g. case sheets, incident reports, Police Statements etc.
- Record promptly and in accordance with Service Procedures any accident / incident in which you are involved in whilst on duty.
- Reporting any faults or breakdowns and completing the appropriate records.
- Maintain the confidentiality of information about patients, staff and other health service business in accordance with the Service's Procedures. Individuals must not, without prior permission, disclose any information regarding patients or staff.
- Participate/ attend court, or other legal proceedings, as appropriate.

YOU WILL

- Have a personal obligation to adhere to current guidance on methods to reduce healthcare-associated infections. Post holders must be familiar with the Service's Infection Control Procedures, including those which apply to their duties such as hand decontamination and personal protective equipment.
- Be required to comply with the Service's Policies, Procedures and appropriate Clinical Governance protocols in place and as amended from time-to-time. These are available to read on the Service intranet and all employees are required to acquaint themselves with them.
- Be flexible with your hours of duty that will be determined by the requirements of the post and will average 38 hours per week.
- Undertake duties in relation to major incidents, including exercises, which may require call out when off duty in accordance with the Services Major Incident Procedures.
- Have a responsibility to ensure that the Service's Health and Safety Policies 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.
- Ensure the safeguarding of children and vulnerable adults in the course of their daily duties and they must be aware of the specific duties relating to their role and the reporting requirements for safeguarding;
- All individuals have a responsibility to highlight any potentially discriminatory practice to their Line Manager, Duty Officer, Human Resources, Senior Officer or Union Representative. The Service recognises the need for a diverse workforce and is committed to Equal Opportunities in employment and seeks to eliminate unlawful racial, age, sexual or disability discrimination, to promote equality of opportunity and good relations between employees and clients of differing groups;
- The Service is committed to supporting the development of all employees. All employees have a responsibility to participate in regular 1:2:1 meetings with their line manager. As part of the development review process employees have joint responsibility with their line manager to identify any learning and development needs in order to meet agreed performance standards;
- All individuals are expected to act in accordance with the Service's Code of Conduct and to ensure their team adheres to these standards.

Person Specification - [Job Title]

This is a specification of the essential and desirable requirements to effectively carry out the duties and responsibilities of the post (as outlined in the Job Description) and forms the basis for selection.

Requirements	Essential	Desirable
Education and Qualifications		
HCPC Registered Paramedic (or a newly qualified Paramedic awaiting registration)	✓	
Educated to degree/diploma level in Paramedicine or equivalent experience.	✓	
SJEAS approved emergency driving qualification (or the ability to obtain)		✓
Full manual driving licence held for at least 12 months and be in possession of a category D1 or C1 licence OR a provisional C1 driving licence and working towards the C1 theory driving assessment.	✓	
Qualifications: minimum of 5 GCSEs at grade C or above including maths, english and a Science, or equivalent, to enable career progression.		✓
Experience		
Flexibility to working days and hours. Including weekends, nights and Public holidays.	✓	
Up-to-date continuing professional development portfolio	✓	
Dealing with a diverse range of people in a clinical environment	✓	
Demonstrate a high level of professionalism, responsibility, accountability and commitment.	✓	
Skills, knowledge and abilities		
Ability to communicate effectively, verbally and in writing, in complex, contentious and sensitive situations.	✓	
Good interpersonal skills	✓	
A genuine commitment to caring for others	✓	
Ability to work under pressure with minimal supervision	✓	
Problem solving ability	✓	
Able to maintain confidentiality of information	✓	
IT literacy skills	✓	
Able to complete clinical and other records to a high standard	✓	
Ability to develop and adapt to change.	✓	
Planning and decision making skills	✓	
Ability to work as part of a multi-disciplinary team	✓	
Ability to communicate effectively, verbally and in writing, in complex, contentious and sensitive situations.	✓	

Requirements	Essential	Desirable
Aptitude and personal characteristics		
Ability to develop effective professional working relationships with colleagues and the public	✓	
Able to use initiative/self motivated	✓	
Maintains a flexible and proactive approach to work	✓	
Act with honesty and integrity	✓	
Quality / patient focused	✓	
Caring attitude and sensitivity to others	✓	
Confident with the ability to take a lead role	✓	
Ability to interact with people from varying cultural backgrounds and social environments	✓	
Able to promote equity and value diversity	✓	
Able to ensure care of own health and wellbeing to promote improvements to physical and emotional wellbeing.	✓	
Commitment to the values of the Service; caring, honest, compassionate, honest.	✓	
Pre-employment requirements		
Willing to receive the necessary vaccinations as required by the Occupational Health Authority for operating within this Health Care role (including annual 'flu vaccinations)	✓	
Satisfactory completion of an Enhanced Disclosure & Barring Service (DBS) Adult & Child check.	✓	
Be in possession of a valid Certificate or Permit to work in Guernsey.	✓	

This Job Description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance and Rescue Service. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials:
KJF

Date of preparation:
March 2024