SCOTTISH AMBULANCE SERVICE

JOB DESCRIPTION

1. JOB IDENTIFICATION	
JOB TITLE	**PARAMEDIC**
JOB DESCRIPTION REFERENCE	MLPR 005
DEPARTMENT	OPERATIONS
NO OF JOB HOLDERS	MULTIPLE
DATE JOB DESCRPTION AGREED	JULY 2017

2. JOB PURPOSE

Contributing to the best possible patient experience, with the delivery of high quality patient assessment and treatment in a range of environments, including the provision of health advice, see and treat and transportation to appropriate medical facilities, generally, although not exclusively, in urgent and emergency situations. This post is the senior clinician in these situations and will provide a supervisory and mentorship role to technicians, and students in training.

3. DIMENSIONS

Work within scope of practice, with colleagues in primary care to ensure patients are managed into clinical pathways best suited to their needs.

Following Service approved clinical practice guidelines as appropriate for a Paramedic along with managing programmes of treatment.

Responsible for maintaining clinical knowledge and practice in line with all new developments within organisational guidelines and standards.

Responsible for keeping abreast of all new developments within these guidelines and standards.

Responsible for providing life-preserving treatments.

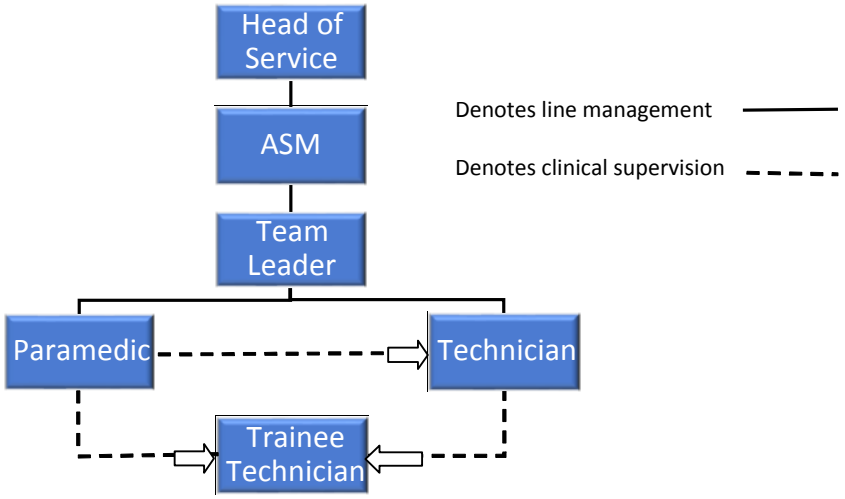
Delivery of front-line, pre-hospital emergency care

Support SAS service policy working with Primary Care partners to utilise appropriate out of hospital care and treatment options

Responsible for the vehicle and equipment

Provides clinical supervision to technicians, trainees and others e.g. ACA's, first responders

4. ORGANISATIONAL POSITION



5. MAIN TASKS, DUTIES AND RESPONSIBILITIES

- Provide effective clinical leadership, development and mentoring to technicians and qualified staff and promote and ensure high quality out of hospital care is delivered by competent colleagues.
- Ensure patients are treated in the most appropriate environment, which may include home or homely setting.
- Assess the most appropriate method of conveying patients using the relevant equipment and moving and handling techniques as necessary.
- Assess and manage patients using appropriate urgent and emergency care techniques and referring patient to most appropriate pathway of care including appropriate vehicle types e.g. Urgent Tier or Low Acuity vehicle.
- Make assessment decisions on students in the practice education environment.
- Communicate relevant patient history, condition and treatment to receiving hospital staff. And other relevant professionals as appropriate.
- Maintain a high quality of patient centred care.
- Maintain patient confidentiality at all times.
- Fulfil appropriate roles at a major or significant incident, including Incident Commander.
- Record observations and findings appropriately including adverse incidents and adult and child protection issues.
- At all times maintain standards and observe the code of conduct expected of a Paramedic, as stipulated by the Regulatory Body (HCPC).
- Ensure that the clinical working environment is ready to receive patients at all times.

- Carry out daily inspection of vehicle and report any damage or defects immediately
- Check stock of:
    - patient care equipment and ensure that all equipment is safe, clean, in date and in good working order.
    - patient care consumables and ensure that all are in date and undamaged.
- Responsible for management and security of drug stock including Controlled Drugs and P.O.M. (Prescription Only Medicine) and the safe administration of medications following approved Clinical Guidelines, or service approved Patient Group Directives where indicated.
- Comply with the Infection Prevention and Control policy and ensure that good Infection Prevention and Control practice to maintain a safe environment for patients, colleagues and members of the public is sustained and monitored.
- Participate in mandatory infection prevention and control update education to ensure an informed approach
- Carry out dynamic risk assessment when appropriate and assist line manager(s) as required with risk assessment of tasks to ensure safe working practices are followed at all times in line with Service Policy and current legislation
- Assess when a vulnerable person is at risk in line with Service policy and procedures including reporting and liaise with appropriate agencies.
- Ensure the working environment is kept clean and tidy at all times.
- Undertake mandatory training and education as required and responsible for keeping up to date with any new developments and changes to clinical and manual handling and/or bariatric training where relevant.
- Treat everyone with dignity and respect in line with Service values and promote Equality & Diversity and a non-discriminatory culture. Identify and take action when other people's behaviour undermines principles of Equality and Diversity.
- Participate in any mandatory Health and Safety recognised courses to ensure consistent management of health and safety within area and take personal responsibility to act within the Service's Health & Safety Policy to safeguard the health and well-being of patients, colleagues and members of the public

6 EQUIPMENT AND MACHINERY

- Drive Service vehicles in accordance with the approved methods or techniques of driving
- Use of:
    - radio equipment/mobile telephone

- moving and handling equipment
- computer equipment to support clinical issues.
- Microsoft Office products e.g. Word and Outlook
- a variety of complex clinical equipment including those appropriate to a Paramedic in an emergency setting
- Bariatric equipment

7. SYSTEMS

- Completion of:
    - Complex patient records in paper or electronic format, using information generated by post holder.
    - Records, both electronic and paper, relating to other aspects of work, e.g. cardiac arrest, controlled drugs etc.
    - Accident/incident reporting and near miss information
    - Performance appraisal system
    - Patient Group Directions
    - Global Rostering System (GRS)
    - Learnpro

- Maintain a high standard of record keeping in accordance with the framework for information governance and clinical governance guidance

8. DECISIONS AND JUDGEMENTS

- The post holder will be required to autonomously make decisions on patient care through assessment and evaluation of patients and interpretation of clinical guidelines and evidence, allowing facilitation of choice between different approaches. Some of this may involve complex patient conditions and/or situations in discussion with other professionals, whilst working within the specific scope of practice for the role of Paramedic
- Standards will be determined by Service approved clinical practice guidelines.
- Recognition of Life Extinct and cessation of resuscitation - In Full including the application or attempted application of Advanced Life Support measures that can inform clinical decision making to cease resuscitation after 20 minutes of ALS.
- Recognition and declaration of a major incident or major incident standby.
- When working on operational A&E duties, work is allocated by ACC through the despatching system for emergency calls and other duties will be allocated via the line manager.
- Routinely, whilst on calls, paramedics work without line manager presence, although advice and support are available.
- Calculation and administration of medicines.

9. COMMUNICATIONS AND RELATIONSHIPS

- Required to deal with patients and family members in extremely sensitive and contentious situations professionally, assertively and tactfully i.e. sudden death
- Required to respect religious beliefs and cultural differences
- Required to communicate effectively and professionally with other health and social care professionals as well as those from other agencies; Police & Fire for example
- Providing and receiving sensitive and contentious information
- Providing evidence in court as required
- Communicate effectively with staff across the Ambulance Service to ensure the best patient experience possible

10. PHYSICAL, MENTAL AND EMOTIONAL DEMANDS OF THE JOB

- Must have a high level of hand eye co-ordination skills in order to carry out advanced clinical interventions e.g. intubation and intravenous access.
- Required to, using appropriate aids, move and handle patients
- Concentration skills in response to emergency calls and situations including distressing and often traumatic situations e.g. road traffic accidents and similar emergency situations
- Exposure to, and contact with, body fluids.
- Dealing with death, this is especially distressing in cases of infant mortality, etc
- Dealing with relatives and members of the public in difficult circumstances, e.g. sudden death
- Contact with patients displaying aggression, requiring use of management of aggression skills
- Care of patients with varying health conditions
- Responding and attending to emergency calls in all kinds of weather
- Providing constructive feedback to students when mentoring which may on occasion include imparting bad news in relation to progress
- Patients in stressful and potentially dangerous situations
- Emergency response driving

11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Making decisions, sometimes complex, in relation to patient assessment from a wide range of treatment/care options, in a variety of differing circumstances, working in an uncertain

environment i.e. time critical incidents when emotions are high

- Managing expectations of patients and others involved in patients decisions, particularly in relation to non conveyancing.
- Exposure to emotional impact of exposure to traumatic and distressing incidents and make decisions in these circumstances.

12. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

- Qualified to SCQF Level 8 Diploma of Higher Education in Paramedic Practice or equivalent qualification/experience.
- Health and Care Professions Council Registered Paramedic
- Post holder must successfully complete relevant induction and ongoing training and education for the post.
- Excellent verbal and written communication skills.
- Self-disciplined and able to work on own initiative and as part of a multi disciplinary team
- Excellent reasoning and decision-making skills.
- C1 drivers licence and completed an SCQF Level 6 Emergency Driving Award or equivalent.
- Basic IT skills

13. JOB DESCRIPTION AGREEMENT

Job Holder's Signature: Date

Head of Department Signature: Date