



## Job Description & Person Specification

<b>Job title:</b>	<b>Qualified Paramedic / Newly Qualified Paramedic –</b> (will consider awaiting pin)
<b>Salary:</b>	<b>Depending on experience</b>
<b>Hours:</b>	Fixed term /Full Time/Part Time/zero hours Bank Contract available
<b>Accountable to:</b>	Company Directors Clinical Operations Manager
<b>Location:</b>	EMFS Medical, Blewbury, Oxfordshire

**This role requires an enhanced Disclosure and Barring Service (DBS) check and a barred list check**

### Job summary

- Provide NHS/HDU/PTS operational services in line with organisational requirements.
- Provide event medical services as required across the UK.
- Support GP home visiting services, delivering high-quality patient care within community settings.
- Contribute to training delivery, supporting the ongoing development of clinical and operational staff.
- Provide patient transport services (PTS), ensuring safe, efficient, and compassionate patient movement.
- Opportunities to be involved in urgent care transfers, supporting timely and effective patient care pathways.
- Be responsible for patients in your care and those under the supervision of less clinically qualified colleagues during operational duty.
- Be clinically responsible for patients in your care and those under the care of Emergency Care Assistants, AAPs, or IHCD Technicians who may partner you during operational duty.
- Be accountable for the assessment, treatment, diagnosis, supply and administration of medicines, and the management, discharge, and referral of patients across urgent, emergency, critical, and out-of-hospital settings.
- Provide effective clinical leadership, development, and mentorship to operational personnel, including newly qualified paramedics and students, supporting delivery of a high-quality, patient-centred service.
- Contribute to the development of an integrated approach to unscheduled and out-of-hours care, working collaboratively with health and social care partners.

### Main duties and responsibilities:

#### Clinical Responsibilities:

- Undertake the full range of paramedic duties in line with the Companies operational instructions.
- Assess, treat, manage, or refer, and where appropriate, convey patients according to the nature and severity of their condition to alternative care pathways. As appropriate, provide packages of care to patients at home.
- Carry out paramedic duties commensurate with national clinical practice guidelines and Company specific PGD's and guidelines.
- Responsible as an autonomous practitioner using local care pathways associated with local initiatives promoting see and treat, where clinically safe to do so, reducing inappropriate conveyance and subsequent ED admission.
- Undertake duties in relation to major incidents including exercises which may require call out



when off duty in accordance with the companies Major Incident Procedure.

- Modify and adapt working practices to meet the clinical needs of the patient in an emergency and urgent care setting.
- As appropriate, treat refer or discharge patients who access the health service but who do not need hospital admission where clinically safe to do so.

#### **Vehicle and driving responsibilities**

- Drive relevant vehicle types operated by the company that you are trained in accordance with the emergency vehicle driver training standards and the Highway Code and relevant legislation.
- Carry out vehicle and equipment inspections in line with the companies policies.
- In line with the companies policy maintain appropriate standards of cleanliness of vehicles, equipment, and station, completing documentation as required specified by the local management team.

#### **Personal Development/CPD**

- To be responsible for completing company provided statutory and mandatory training and undertake CPD to maintain fitness to practice and adherence to the regulatory body Health and Care Professions Council (HCPC) standards.
- Maintain individual scope of practice and professional registration as defined by current HCPC Standards of Proficiency - Paramedics.

#### **Review of this job description**

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder on a regular basis.

#### **Confidentiality**

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the Data Protection Act 1998, the Caldicott principles and the common law duty of confidentiality. The post holder must follow the record keeping guidelines established by the Company to ensure compliance with the Freedom of Information Act 2000.

#### **Data Protection Act**

All staff who contributes to patients' care records are expected to be familiar with, and adhere to, the Company's Standards of Records Keeping Policy. Staff should be aware that patients' care records throughout the Company will be subject to regular audit.

All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Company's Code of

Confidentiality Policy.

All staff has an obligation to ensure that care records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient / client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act.

#### **Systems and IT skills requirements**



All Company staff needs to have the essential IT skills in order to use the Company Clinical Information System as well as other required IT related applications in their jobs. Initial and on-going IT applications and IT skills training will be provided to underpin this requirement.

### **Health & safety**

All staff must comply with all Company Health & Safety Policies and Procedures.

Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act

(1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

### **Professional registration**

If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for nurses), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice.

Your manager will be able to advise you on which, if any, professional body of which you must be a member.

- I. You are required to advise the Company if your professional body in any way limits or changes the terms of your registration.
- II. Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.
- III. If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the Company, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

### **Risk management**

All Company employees are accountable, through the terms and conditions of their employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff has a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff receives appropriate training that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Governance and Compliance Committee.

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility.

In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Governance and Compliance Committee if resolution has not been satisfactorily achieved.



### **Infection Control**

All Company staff are responsible for protecting themselves and others against infection risks. All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by the Company.

### **Financial Regulations**

All staff are responsible for the security of the property of the Company, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform to the requirements of the Standing Orders, Standing Financial Instructions or other financial procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy.

### **Safeguarding Children**

All staff must be familiar with and adhere to Company child protection procedures and guidelines.

### **General**

The post holder may be required to work at any of the Company's sites in line with the service needs. Be flexible within the role and undertake other duties that are required and are commensurate with this role.

The post holder must at all times carry out his/her responsibilities with due regard to the Company's Equal Opportunities Policy.

This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future.

All staff has a responsibility to participate in the Company's Performance Appraisal Scheme and to contribute to their own development and the development of any staff that they are responsible for appraising.

### **Valuing Diversity**

It is the aim of the Company to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end the Company has a Single Equality Scheme and it is for each employee to contribute to its success.

### **No smoking policy**

There is a smoke free policy in operation in the Company. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

Designated smoking areas or smoking rooms are not permitted. Support is provided for staff members who wish to stop smoking.

### **Waste disposal**

All staff must ensure that waste produced within the Company is segregated and disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the Company policy.

## Person Specification

Criteria	E/D*	Assessment Stage
<b>Education and qualifications</b>		
Category B driving license held	E	application/interview/references
Company approved emergency driving qualification IHCD/Future Qual	E	application/interview/references
HCPC registered Paramedic (pending pin considered)	E	application/interview/references
Educated to degree/diploma level in Paramedicine or equivalent experience.	E	application/interview/references
<b>Previous experience (Paid/ Unpaid relevant to job)</b>		
Successful completion of the NQP period or equivalent previous experience which can be evidenced.	E	application/interview/references
Up-to-date continuing professional development portfolio.	E	application/interview/references
<b>Skills, knowledge, ability</b>		
Healthcare experience within NHS, nursing, or voluntary organisation.	D	application/interview/references
Good interpersonal skills.	E	application/interview/references
Ability to develop and adapt to change.	E	application/interview/references
Problem solving ability.	E	application/interview/references
Ability to work under pressure with minimum supervision.	E	application/interview/references
Able to maintain confidentiality of information.	E	application/interview/references
<b>Aptitude and personal characteristics</b>		
Able to use initiative/self-motivated	E	application/interview/references
Maintains a flexible and proactive approach to work.	E	application/interview/references
Act with honesty and integrity.	E	application/interview/references
Caring attitude and sensitivity to others.	E	application/interview/references
Ability to interact with people from varying cultural backgrounds and social environments.	E	application/interview/references
Able to promote equality and value diversity.	E	application/interview/references

\* E = Essential Criteria; D = Desirable Criteria

\* Minor convictions, especially those which occurred some time ago, may be considered on an individual basis. Any conviction involving theft, violence or drink driving convictions will not be acceptable.

### Review of this description:

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the needs of the Company. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.