

NORTH WEST AMBULANCE SERVICE N.H.S. TRUST

JOB DESCRIPTION

JOB TITLE: ADVANCED AMBULANCE CARE ASSISTANT

GRADE: Band 3

BASE: You will be based at an Ambulance Station within the Cheshire and Merseyside area, although you will be required to work at various locations within the area served by the Trust.

JOB PURPOSE: To support our PES in providing core treatment and transport to patients, whilst complying with the Service's policies, procedures and strategies for patient care.

ORGANISATIONAL RELATIONSHIPS:

1. Directly to the Operational Service Manager.
2. Ultimately responsible to the Sector Manager.
3. The Post holder will be under the guidance and day-to-day supervision of a Team Leader or other identified first line supervisor.

DUTIES & RESPONSIBILITIES:

1. The assessment of the clinical and personal requirements for a **specified range** of medical and trauma related patient conditions, ensuring accurate recording of patient observations, interventions and therapies.
2. The care, effective treatment and safe transportation of patients between their homes / other treatment centres and locations as identified, providing the appropriate standards of clinical and personal care within the pre-hospital environment.
3. To drive service vehicles under normal road speeds, in a safe and competent manner.
4. To observe and respond to operational requirements, in a timely and efficient way, as directed by deploying control staff and or other identified personnel.
5. To undertake appropriate training, as determined by the Trust, in accordance with the requirements of Statute, the IHCD, NHS Directives etc.

6. To maintain the ambulance vehicle and all associated equipment in a safe and clean condition at all times, reporting any hazards, defects or adverse incidents in the required manner.
7. To ensure the correct completion of all service documentation associated with your duties, including vehicle log sheets, Patient Report Forms etc. in a timely efficient manner.
8. To ensure the safe, effective hand-over of patients at the receiving A&E Unit or other identified treatment centres, providing all appropriate information and documentation for the effective, integrated care of the patient.
9. To comply with the Trust's Code of Conduct, JRCALC guidelines and other occupational requirements, to ensure safe, effective practice and the maintenance of professional / ethical standards.
10. To observe all relevant Trust policies, including, in particular, Health & Safety, Equal Opportunity and Incident Reporting. Undertake risk assessment of patient safety, staff safety and public safety.

PERFORMANCE REVIEW:

The Operational Service Manager will monitor the performance of the Post-holder.

GENERAL PERFORMANCE:

This Job Description is intended as a general guidance to the duties and responsibilities of the post and is not, therefore, exhaustive. It will be subject to review, in light of changing circumstances and in consultation with the Post-holder.

RISK MANAGEMENT

The postholder will have a responsibility to comply with Trust procedures relating to risk management, to report adverse incidents and near misses at the earliest opportunity, in accordance with the Trust policy and procedure, to operate safely and to be aware of local emergency arrangements.

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Person Specification Advanced Ambulance Care Assistant

Area of Assessment	Essential Criteria	Desirable Criteria	
Formal Qualifications (Possession of formal qualifications will determine the entrance point in the Model)	<ul style="list-style-type: none"> • Qualified Institute of Health and Care Development Ambulance Care Assistant Or • Minimum of 3 GCSE (Grade C or above) Qualifications or Equivalent. Must include Math's and English. 		<ul style="list-style-type: none"> • Production of Educational / Vocational Certificates. • Record of Achievement • Institute of Health and Care Development registration details • Portfolio of Evidence.
Previous experience	<ul style="list-style-type: none"> • Minimum of twelve months experience of working within a Health and Social Care Environment, either voluntary work or paid capacity. • Experience of using initiative in an unsupervised environment. • Demonstrate formal previous Continuous Professional Development. 		<ul style="list-style-type: none"> • Production of Portfolio of Evidence / Training Records • Recommendation from CSM/OSM • Interview Assessment • Employment History
Specific skills, abilities, knowledge	<ul style="list-style-type: none"> • Appropriate level of literacy and numerical skills • Ability to learn and acquire new skills • Ability to act in difficult and emotive situations. • Excellent communication skills (written/oral/listening skills) 		<ul style="list-style-type: none"> • Standard of Application Form • Literacy / numeracy assessment • Educational / Vocational Certificates • Production of Portfolio of Evidence / Training Records • Medical assessment • Interview assessment • Employment History • Employment/Character References

Area of Assessment	Essential Criteria	Desirable Criteria	Indicator
Personal qualities	<ul style="list-style-type: none"> • High Level of Personal Fitness • Team worker with a flexible approach and good support skills • Assertiveness • Diplomatic with a caring and compassionate nature/ • Flexibility • Caring and compassionate nature • Must be able to demonstrate Patient Confidentiality. • Commitment to continuous professional development 	<ul style="list-style-type: none"> • Willingness to participate in the development of the Service • Able to share knowledge and experience 	<ul style="list-style-type: none"> • Evidence provided in Application Form • Employment / Character References • Employment History • Interview Assessment