



SCOTTISH AMBULANCE SERVICE

JOB DESCRIPTION

1. JOB IDENTIFICATION	
JOB TITLE	Newly Qualified Graduate Paramedic
JOB DESCRIPTION REFERENCE	MLPR 589
DEPARTMENT	Education
NO OF JOB HOLDERS	Multiple
DATE JOB DESCRIPTION AGREED	2020

Notes

Terminology in job descriptions may change over time. This does not invalidate the job description and is only required to be updated when the entire job description is under review

Please refer to job description guidelines before completing a new job description

2. JOB PURPOSE

To participate in a structured programme to properly integrate and support newly qualified graduate paramedics into the ambulance service workplace, enabling time to consistently apply academic knowledge, skills and placement experience into confident practice, the newly-qualified graduate paramedic (NQGP) will be expected to complete a portfolio of consolidated learning. This will include reflective practice and feedback, where through direct and indirect clinical supervision. NQGP will follow a structured programme of consolidated learning, which is expected to be completed over a 12 month period.

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 or referral (after consultation with either a post-nqgp paramedic or other health care professional), and transportation to appropriate medical facilities, generally, although not exclusively, in urgent and emergency situations.

3. DIMENSIONS

Work within scope of practice, with other health and social care professionals to ensure patients are managed using clinical pathways best suited to their needs.

Following Service approved clinical practice guidelines as appropriate for a NQGP.

Responsible for maintaining up to date clinical knowledge and practice in line with organisational guidelines and standards.

Delivery of front-line, pre-hospital emergency care

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

Responsible for the appropriate use of service vehicles and equipment

Provides clinical supervision to technicians, and others e.g. ACA's, community first responders in line with NQGP portfolio completion

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4. ORGANISATIONAL POSITION *(organisational charts can be included as an appendix if preferred)*

HoS

ASM

TL

P

NQGP / T

Student Paramedic / Student Tech

5. MAIN TASKS, DUTIES AND RESPONSIBILITIES

- Maintain a high quality of patient centred care.
- 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.
- Communicate relevant patient history, condition and treatment to receiving hospital staff and other relevant professionals as appropriate.
- Maintain patient confidentiality at all times.
- Fulfil appropriate roles at a major or significant incident, including Incident Commander if first on scene and until relieved.
- Record and report observations and findings appropriately including adverse incidents and adult and child protection issues.
- Ensure that the clinical working environment is clean and 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 core 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

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

Ensures a continuous duty of care to patients to the required HCPC Standards of Proficiency and within the scope of practice and competency of this role.

At all times maintain standards and observe the code of conduct expected of a Paramedic, as stipulated by the Regulatory Body (HCPC).

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 / Turas Learn

8. DECISIONS AND JUDGEMENTS

Carry out paramedic duties as part of an operational crew, working within scope of practice and adhering to protocols, procedures, SOPs and clinical guidelines, seeking appropriate clinical advice and/or support* as required.

***(A person undertaking this role should have access to clinical advice and support but MUST take clinical advice as dictated by service protocol and/or support from an identified source such as a clinical support desk/ ACC or other Health Care Professional, whenever they consider it may be necessary).**

Work within scope of practice and limits of professional competence referring to clinical advice and/or support as required and follows established care packages.

- 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 dispatching system and other duties will be allocated via the line manager.
- Routinely, whilst on calls, NQGP's 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.
- Using appropriate aids as required to 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
- Caring for patients in stressful and potentially dangerous situations
- Emergency response driving on completion of appropriate training

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.
- Emotional impact of exposure to traumatic and distressing incidents and making decisions in these circumstances.

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

- Qualified to SCQF Level 9 First Degree in Paramedic Science
 - Health and Care Professions Council Registered Paramedic
 - 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.
- Full driving licence with minimum of 12 months recent driving experience
- C1 drivers licence (essential) and completed an SCQF Level 6 Emergency Driving Award
 - Basic IT skills

13. JOB DESCRIPTION AGREEMENT

Job Holder's Signature:	Date
Head of Department Signature:	Date