



JOB DESCRIPTION	
POST TITLE	Student Paramedic
SALARY BAND	4
ACCOUNTABLE TO	Senior Operations Manager
ACCOUNTABLE FOR	None

JOB PURPOSE

Undertake a fixed term training & education programme for 30 months to become a HCPC Registered Paramedic within the West Midlands Ambulance Service.

You will be responsible for providing care, assessment, diagnosis, treatment and movement of patients in and out of hospital in emergency and non-emergency situations across a wide range of patient groups and in a wide range of difficult settings.

DUTIES & RESPONSIBILITIES

- 1.1. Attend the planned programme of training and education
- 1.2. Adhere to the appropriate job description as per stage of development (ie: Technician)
- 1.3. Presentation at all times of a smart appearance incorporating current regulations relating to the wearing of uniforms.
- 1.4. Adherence to the Code of Conduct, Operational Instructions, Quality Procedures, other verbal or written instructions promulgated by the Service currently or in the future.
- 1.5. The maintenance of factual and accurate records as required by the Service.
- 1.6. Accurately and factually complete all WMAS documentation including confidential details as required by the service to their skill level and ability.
- 1.7. The post holder will be required to attend all training courses as and when required in order to acquire additional skills and competencies as requested by the Service.
- 1.8. Required to have knowledge of current procedures for Radio, Automatic Vehicle Location System and satellite navigation unit to promote a prompt response to emergency calls and urgent removals

- 1.9. Required to operate both internal and external environments during inclement weather conditions with various degrees of light and darkness
- 1.20. Conduct dynamic risk assessment when responding to incidents for the protection of yourself your crewmate and the patient, as physical and/verbal abuse may be present on occasions, complying with the Trust's Health and Safety policy at all times, in the support of the organisation to act safely and responsibly in relation to staff, patients, and the communities in which they work.
- 1.21. When required, liaise with members of the other emergency services
- 1.22. On occasions may be expected to give evidence to Her Majesty's Coroner or Crown Court.
- 1.23. To be aware of, recognise and report to the appropriate authorities any concerns regarding child abuse under the 1989 Children's Act
- 1.24. To participate in audits and equipment evaluations and testing as required.
- 1.25. Maintain a portfolio of evidence of ongoing clinical practice, reflective practice and training attended

ADDITIONAL INFORMATION

As part of the Trust's responsibilities towards its employees your attention is drawn to the following information which has been collated to raise awareness of aspects of governance, standards and safety.

1. JOB DESCRIPTIONS

This job title and description is an outline of the principal areas of responsibility and may be subject to periodic change. These duties are neither exclusive nor exhaustive and the post holder may be called upon to adapt to and undertake different or new appropriate duties as may be required in line with professional and service developments, within the grading level of the post and the competence of the post holder. Prior to any variations to your job description consultation will take place in line with the Trust's policies and procedures.

2. TRUST POLICIES & PROCEDURES

All employees must adhere to and perpetuate all Trust policies and procedures including those relating to Raising Concerns, Code of Conduct, Health and Safety, Clinical Governance and confidentiality, Smoke Free and Equal Opportunities in Employment, including responsibilities under the Equality Act 2010 and awareness and compliance with Infection Prevention & Control, the Risk Management Policy and Incident Reporting, ensuring risks are identified, managed appropriately and dealt with quickly and effectively.

All employees who provide care for patients are accountable for what they do.

You are required to abide by the NHS values and Constitution and the Trust's core values and standards. These can be accessed from the Trust's website; your line manager or Human Resources department.

The Trust has a zero tolerance approach to the abuse of children, young people and vulnerable adults. All employees are required to promote and safeguard the welfare of children and young people and comply with the Local Safeguarding Children Board Procedures and the Children Act (1989, 2004). These can be obtained from your line manager or Human Resources department.

3. HEALTH & SAFETY AT WORK ACT

The post holder is required to take responsible care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work. The post holder is also required to co-operate with the West Midlands Ambulance Service University NHS Foundation Trust to ensure that statutory and departmental safety regulations are adhered to.

4. MANAGING RISK: MAINTAINING SKILLS & LEARNING FROM PROBLEMS

Reducing risk is everyone's responsibility. All staff in the Trust must attend training identified by their manager, or stated by the Trust to be mandatory. The Trust uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for patients and staff. All staff are expected to become familiar with these systems and use them

The Trust has designated the prevention and control of infection as a core issue in the organisations clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to ensure they are familiar with and adopt the Infection Prevention and Control policy/procedures and all safe-working practices required in their work activity and specifically with reference to hand hygiene and aseptic techniques.

5. CONFIDENTIALITY

All employees must observe and comply with the requirements of the General Data Protection Regulations (GDPR) 2016, and associated legislation, and with the Common Law Duty of Confidentiality. Your attention is drawn to the confidential nature of information collected within the NHS. The unauthorised use or disclosure of patient or other personal information is a disciplinary offence and also could result in a prosecution for an offence or action for civil damages under the GDPR 2016 or associated legislation.

6. FREEDOM OF INFORMATION

The post holder must be aware that any information held by the Trust in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies.

7. DATA QUALITY

It is the responsibility of all employees to ensure the integrity and confidentiality of information they use or provide and to ensure information is timely, complete and accurate and in line with Trust policies and practice.

8. CONTINUING PROFESSIONAL DEVELOPMENT

There is a requirement to participate in the Trust's Personal Development and Portfolio Review process and to ensure your own personal and professional development, attending training courses as directed by the Trust.

9. REGISTRATION

If your post requires you to be fully registered with the appropriate association, you should provide evidence of such, failure to produce confirmation of current registration with the appropriate body will mean that you will not be permitted to commence (or continue with) your duties, nor will you be paid for those duties for the period of delay, until such time as you are able to provide this confirmation. **NB:** It is your duty to ensure that your registration is kept up to date.

10. DISCLOSURE & BARRING SERVICE (DBS) DISCLOSURE

Under the conditions of the Rehabilitation of Offenders Act 1974, as amended, employees are not entitled to withhold information about convictions which otherwise might be considered 'spent'

Employees have an on-going obligation to declare any civil or safeguarding issues and/or investigations against them, together with any criminal cautions or convictions (expired or current subject to the Rehabilitation of Offenders Act) that they receive during the course of their employment with the Trust.

11. TRAVEL TO OTHER SITES

You may be required to travel to other Trust locations. Please complete the travel expenses form. Details of allowances can be obtained from the Human Resources Department. Reimbursement of travel costs will be as per the current Agenda for Change rates.

12. SMOKING STATEMENT

The Trust is a NO SMOKING environment. Smoking in all areas of the Trust buildings and premises is prohibited, unless designated as an area where smoking is permitted. Please observe and comply with any notices seen in or around the Trust premises.

13. DIVERSITY AND EQUAL OPPORTUNITIES

West Midlands Ambulance Service University NHS Foundation Trust has a strong commitment to Equality & Diversity within the organisation, and externally in the service provision to our communities.

As an employer we are committed to developing a diverse workforce that is representative of the communities we serve and in doing so use the principles of Positive Action to address under representation. In this way we will be better able to respect individual differences and be able to foster this as strength.

The Trust aim to celebrate the value of differences between individuals, the contribution they make and the utilisation of their talents and experiences each individual has.

Through the promotion of equality of opportunity the Trust will provide support and encouragement to all staff to develop their careers through the enhancement of their skills and abilities which will reflect on their contributions to the Trust.

All staff, partners, communities and patients will be treated with dignity and respect at all times to fulfil the Trust values. Staff members should also be able to identify and act when own or others' actions undermines equality and diversity.

To abide by the Trust values and the NHS Constitution, all staff must maintain the highest standards of care and service, treating every individual with compassion, dignity and respect, taking responsibility not only for the care you personally provide, but also for your wider contribution to the aims of your team and the NHS as a whole.

Revised Feb 2019

Person Specification: Student Paramedic

	ESSENTIAL	EVIDENCE
QUALIFICATIONS AND TRAINING <i>(Level of education, specific qualifications, specialised training, training requirements for the job)</i>	A good standard of education with a minimum of 1 A level and 5 GCSE's at Grade C or above including Maths, English Language and Science (list of accepted qualifications is available on additional information document) Ability to manage own studying/training	Employment history Application form Certification Interview
EXPERIENCE <i>(Length, type and level of work related experience)</i>	Have Patient Care experience or experience of working within a public service or customer care environment.	Employment history Application form Interview
SKILLS/KNOWLEDGE <i>(Range and level of skills, depth of knowledge required for the job)</i>	Effective interpersonal skills gained from experience dealing with the public Adaptability and flexibility when dealing with others Proven ability to handle stressful/sensitive situations effectively, professionally, assertively and tactfully Demonstrate ability to work effectively on own initiative Potential and willingness to accept and promote organisational and personal change Ability and commitment to learn new skills and assimilate knowledge quickly Understanding of the importance of and the ability to interact effectively with people from diverse backgrounds Able to demonstrate substantial local knowledge of the West Midlands region	Employment history Application form Interview / assessments
APTITUDES AND ATTRIBUTES <i>(Communication and interpersonal skills, organisational skills, ability to work on own initiative, to strict protocols/procedures and time scales)</i>	Is aware that their own values, attitudes and cultural assumptions will have an impact on others Demonstrates an awareness that everyone has different feelings and values; and the need to respect and acknowledge these at all times Demonstrates a commitment to the development of their own skills and knowledge Demonstrates a commitment to actively seek and take part in learning opportunities Demonstrates a commitment to adapt to change to continually meet the needs of service users and their carers Demonstrates an ability to be adaptable within their role Demonstrates an awareness of the need to show initiative Has a clear commitment to people who use services in delivering a high quality service which meets their needs Is aware of their own values	Interview / assessments Application form
OTHER JOB REQUIREMENTS <i>(Physical/health requirements, specific requirements e.g. car owner/driver, full, clean, current UK Driving Licence)</i>	Flexible approach to workload and hours Ability to attend work regularly Good personal presentation Full (manual) UK driving licence held with no more than 3 points on licence. (Must show Provisional or Full C1 Category on licence at point of application) Medical clearance DVLA Group 2 Standards Must pass service driving test/physical fitness tests as required by the service. Must pass Occupation Health Assessment Must have satisfactory Enhanced check from the Disclosure & Barring Service.	Interview / assessments Driving licence check Driving/fitness tests Medical assessment DBS check