

## 1. Role details

<b>Role title</b>	<b>Emergency Medical Technician (EMT) – Event and Ambulance services</b>
<b>Time commitment</b>	<b>Approximately 20 hours a month – mainly evenings and weekends</b>
<b>Accountable to</b>	<b>Line manager</b>

This person will be your main point of contact while volunteering for St John Ambulance. They will provide you with the support and supervision necessary for you to perform your role.

## 2. Role summary

As an Emergency Medical Technician (at events and as part of our ambulance services provision) you will be responsible for responding to emergency and non-emergency situations and transporting ambulatory/non-ambulatory patients. You will need to be kind, caring and conscientious whilst maintaining best practice treatment at all times.

## 3. Main duties and responsibilities

<b>1</b>	Transport, assess and attend to patients within the care of St John Ambulance in accordance with policies and procedures, including pre-hospital emergency care.
<b>2</b>	Accurately complete all documentation relating to patients, vehicles and equipment and submit it to SJA management as directed.
<b>3</b>	Provide treatment up to the level of EMT in line with role competency, current best practice and treatment guidelines (E.g. IHCD & JRCALC.)
<b>4</b>	Take relevant information from carers or others at the scene, reporting to healthcare professional, hospitals or others as required whilst ensuring patient confidentiality is maintained.
<b>5</b>	Be aware of the patient's social and environmental condition and report any matters of concern to the appropriate person or body.
<b>6</b>	Actively participate in personal and environmental cleaning routines (including vehicles, equipment and areas of the garaging facilities) to ensure that infection prevention and control standards are adhered to.
<b>7</b>	To follow current best practice, St John Ambulance policies (and associated procedures) and to operate the vehicle and its equipment in a safe, legal and effective manner
<b>8</b>	Ensure that the vehicle and equipment being used is fit for purpose, used correctly, is clean and report defects to the vehicle, equipment and any other operational issues as soon as possible
<b>9</b>	When working with a Patient Transport Attendant, act as the senior clinician and be responsible for the PTA at all times, maintaining clinical responsibility.
<b>10</b>	Achieve and maintain competence in all relevant skills and knowledge, actively engage in CPD events and keep a personal development portfolio.
<b>11</b>	Encourage patients to provide feedback (including compliments and raising concerns) on the quality of the service we have given, explaining the communication channels that are available
<b>12</b>	Perform any other duties commensurate with these responsibilities, the management level of the post and skills and qualifications of the post-holder. This may include travel between station buildings to cover the operation rota within your designated station district group. You may be expected to travel to a station in another district within the region

## 4. Skills you will develop and training you will receive

Advanced patient assessment, specialist ambulance skills, team leading skills, communications skills, advanced casualty management, radio communications

<b>5. Person specification</b>			
This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the role description) and forms the basis for selection.			
<b>Requirements</b>	<b>Essential and desirable criteria</b>		<b>Method supporting assessment</b>
	E	D	
<b>Education and qualifications</b>			
Educated to GCSE level or equivalent (Grade C)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Full UK manual driving licence (B,C1,D & E), minimum of 2 years experience and no more than 6 penalty points	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
IHCD D1 & D2/ROSPA/IAM driving qualification or be able to undertake	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
IHCD Ambulance Technician Certificate or SJA ETA Certificate or equivalent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
<b>Experience</b>			
Experience of emergency and non-emergency driving with a statutory service, military service or SJA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Minimum of one year experience of working within the pre-hospital environment (NHS, SJA or private provider), preferably including emergency responding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
<b>Skills, knowledge and abilities</b>			
Excellent interpersonal skills with ability to communicate effectively at all levels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview/assessment
Ability to use Microsoft® applications at intermediate level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Ability to complete paperwork to exacting standards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview/assessment
Demonstrate ability to work in a pre-hospital emergency ambulance environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Ability to deliver a high quality patient experience, in a demanding and pressurised environment, whilst ensuring best practice treatment at all times	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview/assessment
Ability to navigate using maps or satellite navigation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview/assessment
A good standard of physical fitness to facilitate lifting, bending and carrying in the process of transporting patients	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview/assessment
<b>Motivation</b>			
Ability to work in a team and also to use own initiative when necessary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Willingness to adapt and learn new skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Willingness to travel across the region	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview

**This role is exempt from the provisions of the Rehabilitations Offenders Act**

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

Prepared by: Volunteering

Date of preparation: January 2015