

## **JOB DESCRIPTION & PERSON SPECIFICATION**

<b>Job title:</b>	Emergency Care Assistant (ECA) – Ad Hoc & Events
<b>Salary:</b>	£9.00 per hour, annual salary £19,656
<b>Staff Group:</b>	Frontline Operations
<b>Hours:</b>	Bank Staff, 0 Hours
<b>This role is supported by:</b>	Clinical Supervisor
<b>Location:</b>	Ossett Ambulance Hub

### **Job summary**

The Emergency Care Assistant (ECA) is responsible for responding to emergency and non-emergency situations and transporting ambulant/non-ambulant patients whilst delivering high quality, professional and compassionate care.

Treating patients within the defined scope of practice, the ECA will assess every patient against the Pre-Hospital Early Warning Score (PHEW) and making, where necessary appropriate referrals for advanced support.

The ECA will undertake routine Patient Transport calls, Urgent Care GP Admissions, Intra-facility transfers and act as a first responder to emergency calls with a fellow ECA or respond to emergency calls as part of a crew with a Technician or Paramedic.

ECA crew's will also provide cover at events.

### **Main duties and responsibilities**

1. Achieve and maintain competence in all relevant skills and knowledge by attending CPD events, passing annual assessments and keeping a personal development and reflective portfolio through the CPDme system.
2. Carry out vehicle and equipment checks at the start, during and end of each shift to ensure the readiness of the vehicle, equipment and consumables to respond as required. Report all defects and damage in accordance with local procedures.
3. Be aware and sensitive of the patient's social and environmental condition and report any matters of concern to the appropriate person or body as defined in local operating procedures.

4. 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.
5. Receive and interpret information from patients, carers, Healthcare Professionals and other Emergency Services and ensure clear and legible notes are made on the PCR and handed over correctly to the receiving department ensuring continuity of care throughout.
6. Provide patient assessment and treatment in line with the scope of practice and within JRCALC guidelines.
7. Maintain absolute patient confidentiality at all times, ensuring Information Governance and Data Protection procedures are adhered to at all times.
8. Take clinical responsibility when working as the senior clinician as part of a crew or whilst providing event cover.
9. To act as a “buddy” to newly qualified crew members joining Heart Medical, helping them get used to daily routines, completing the portfolio, familiarisation with policies and procedures, completing peer evaluation forms and generally helping them to integrate into the heart Medical family.
10. Playing your part in growing a first class working environment, treating all colleagues as equals and working together as a team. Supporting, caring and encouraging colleagues to achieve excellence in patient care and making Heart Medical an employer of choice.
11. Wear the Heart Medical uniform with pride, ensuring that yourself and those around you positively represent Heart Medical and our partnership agencies. Heart medical team members will always ensure high standards of personal fitness for role, uniforms are clean and ironed, boots are polished and all items worn in line with policy.
12. To perform any other duties commensurate with these responsibilities, the grade of the post and skill and qualifications of the post-holder as deemed appropriate by Heart Medical.

Person Specification	Essential and desirable criteria		Method supporting assessment
	E	D	
<b>Education/qualifications</b>			
Accredited emergency driving qualification	√		Application Form
Full UK manual driving licence with category B. No more than <b>6</b> penalty points	√		Application Form
Full UK manual driving licence with category C1, D & E. No more than <b>6</b> penalty points		√	Application Form
Emergency Care Assistant qualification (or equivalent)	√		Application Form
<b>Experience</b>			
A minimum of two years driving experience since first holding a full UK Licence	√		Application Form/Interview
A minimum of one year's experience in a role providing care / treatment		√	Application Form/Interview
Experience of driving larger vehicles (Van size)		√	Application Form/Interview
<b>Skills, knowledge and abilities</b>			
Excellent interpersonal skills with ability to communicate effectively at all levels	√		Application Form/Interview
Ability to create a positive image of Heart Medical	√		Application Form/Interview
Capable of working in stressful and demanding situations	√		Application Form/Interview
Ability to produce clear and legible documents	√		Application Form/Interview
High standards of personal fitness and appearance	√		Application Form/Interview
<b>Motivation</b>			
Ability to work on own initiative	√		Application Form/Interview
Willing to adapt and learn new skills	√		Application Form/Interview
Willingness and ability to travel to different locations as required	√		Application Form/Interview