**Ambulance Care Assistant**

**Job Description**

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| **Job Title:** | Ambulance Care Assistant |
| **Reports to:** | Station Manager |
| **Accountable to:** | Station Manager |
| **Hours of work:** | 37.5 hours per week – Rota basis across 7 days a week |
| **Job Purpose:** | To provide care, management and safe transportation of non-emergency patients, their relatives and staff using all the practices, skills and resources available to meet that responsibility to your level of training. |
| **Main duties and responsibilities** | Use of the appropriate knowledge and skills in order to make professional judgements, safely to the appropriate standard, to your level of training.   * Transport patients to and from treatment centres * Deliver Out of Hours Patient Transport Service journeys * Deliver Extra Contractual journeys, long distance and cross boundary journeys including working beyond normal shift times from time to time, as needed for such journeys * Deliver car and courier type journeys * Drive all types of approved existing and future ambulance service vehicles, in accordance with the laid down standards of HTG-UK and within the Road Traffic Laws * Plan routes to ensure the most economical journey times * Ensure the welfare and safety of patients whilst in the care of HTG-UK commensurate with your level of training * Responsible for recording information accurately using computerised systems or hard copy as required. * Maintain patient confidentiality at all times * Liaise, communicate and co-operate with colleagues, health care and medical professionals in order to ensure the highest standard of patient care * Operate all types of communication equipment provided in a safe and legal manner in accordance with prevailing protocols. * Ensure vehicles are fully equipped, functioning and ready for use at commencement of each shift in accordance with HTG-UK procedures * Maintain the cleanliness of your designated vehicle throughout your shift and ensure the routine daily checks of designated vehicles are carried out prior to deployment. * Clean, maintain and ensure proper care of any equipment, vehicles, uniform and any other equipment provided by HTG-UK in accordance with Infection Prevention and Control Procedures. * Maintain a professional attitude and public image at all times * Any other duty as reasonably assigned by the management |
| **Responsible for** | Any resources provided by HTG-UK, for example:   * Maintain the cleanliness of the designated vehicle throughout your shift and ensure the routine daily checks of designated vehicles are carried out prior to deployment. * Maintenance of ambulance vehicle which includes checks of coolant level, oil level, tyre pressure, windscreen wash fluid and specific ambulance equipment, including the accurate recording of fuel and stores supplies. * Security, care and maintenance of personal equipment. * Storage, monitoring and disposal of clinical waste as per the requirements of company policy and legislation against your level of training. |
| 1. This job description should be regarded only as a guideline of the duties required and is not definitive. The nature of the post and the organisation is such that duties may be reviewed in the light of changing circumstances following consultation with the post holder.  2. The job holder is required to act at all times in accordance with HTG-UK agreed policies and procedures.  3. Be properly and smartly dressed at all times.  4. Adopt a flexible attitude in meeting work commitments. This will involve travelling to other areas to provide cover as required in accordance with existing arrangements.  **Equal Opportunities**  The Company’s Equal Opportunities policy affirms our commitment to ensure that no patient, employee or prospective employee is discriminated against, whether directly or indirectly on the grounds of gender, sexual orientation, age, marital status, responsibility for dependants, disability, religion, creed, colour, race, nationality, ethnic or national origin, trade union activity, social background, health status, or is disadvantaged by conditions or requirements which cannot be shown as justifiable.  **Safeguarding**  The organisation takes the issues of Safeguarding Children, Adults and addressing domestic violence very seriously. All employees have a responsibility to support the organisation in our duties by:  · Attending mandatory training on Safeguarding children and adults  · Making sure they are familiar with their and the organisation’s requirements under relevant legislation  · Adhering to all relevant national and local policies, procedures, and professional codes  · Reporting any concerns to the appropriate authority | |