



Job Title:	Emergency Transport Attendant - Event	Job Band:	Band 6
Reporting to:	Events Delivery Manager	Size of Team:	120-160
Direct Reports:	0		

The Emergency Transport Attendant is responsible for responding to emergency and non-emergency situations and transporting ambulant/non-ambulant patients whilst ensuring that the patient receives high quality, professional and compassionate care.

## Key Responsibilities

- Transport, assess and attend to patients and service users within the care of St John Ambulance in accordance with policies and procedures, including pre-hospital emergency care and to work a flexible rota to support the success of the service.
- Accurately complete all documentation relating to patients, vehicles and equipment and submit it to SJA management when required.
- Provide treatment up to the post-holder's assessed ability in line with current best practice. e.g. IHCD & JRCALC.
- Take relevant information from the Patient, carers or others at the scene, reporting to healthcare professional, hospitals or others as required whilst ensuring patient confidentiality is maintained.
- Be aware of the patient's social and environmental condition and report any matters of concern to the appropriate person or body.
- 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.
- Drive all vehicles in emergency/non-emergency situations legally and in accordance with the SJA driving policy while demonstrating consideration for the comfort and safety of the patient, vehicle sympathy and showing consideration for other road users. Additionally, you will be required at times to move vehicles to meet the operational need of the organisation and work on Mobile treatment centres
- Carry out vehicle and equipment checks at the start of and during each shift to ensure the readiness of the vehicle, equipment and consumables to respond as required. Report all defects and damage in accordance with SJA policies and procedures.
- When working with First aiders, Advanced first aiders or Patient Transport Attendant, act as the senior team member.
- Achieve and maintain competence in all relevant skills and knowledge, actively engage in CPD events and keep a personal development portfolio.
- Have a flexible approach to travel across the designated Region to deliver events services where needed.
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of
- the post-holder

## You will

- Be able to work on your own initiative when necessary and also within a team
- Have willingness to learn and adapt new skills
- Be willing to travel to other work locations and across region

## Person specification

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 job description) and forms the basis for selection.

Requirements	Essential	Desirable
<b>Education and Qualifications</b>		
Educated to GCSE level or equivalent (Grade C) inc Maths & English	✓	
Full UK manual driving licence with category B. No more than 6 penalty points	✓	
Full UK manual licence with C1, D & E categories		✓
IHCD D1 & D2/ROSPA/IAM driving qualification or be able to progress to successful completion within 6 months of commencing in role	✓	
IHCD Ambulance Technician Certificate or SJA ETA Certificate or equivalent	✓	
<b>Experience</b>		
A minimum of two years driving experience since first holding a full UK licence	✓	
Experience of emergency and non-emergency driving with a statutory service or SJA		✓
Experience of working with Bariatric, Paediatric and Neonatal patients		✓
A minimum of one year experience of front line emergency responding		✓
<b>Skills, knowledge and abilities</b>		
Excellent interpersonal skills with ability to communicate effectively at all levels	✓	
Ability to use Microsoft® applications at intermediate level	✓	
Ability to complete paperwork to exacting standards	✓	
Demonstrate ability to work in an emergency ambulance environment	✓	
Ability to prioritise objective and work schedules to make best use of time and resources	✓	
Ability to deliver a high quality patient experience and ensure customer satisfaction at all times	✓	

This job 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.

Initials: HR

Date of preparation: 25/08/2017



## BE PART OF A LIFE SAVING TEAM

