

1. Job details	
Job title	Emergency Transport Attendant
Salary band	Hourly Rate
Accountable to	Station Manager

2. Job summary
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.

3. Main duties and responsibilities	
1	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.
2	Accurately complete all documentation relating to patients, vehicles and equipment and submit it to SJA management when required.
3	Provide treatment up to the post-holder's assessed ability in line with current best practice. e.g. IHCD & JRCALC.
4	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.
5	Be aware of the patient's social and environmental condition and report any matters of concern to the appropriate person or body.
6	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.
7	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.
8	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.
9	When working with a Patient Transport Attendant, act as the senior team member and be responsible for the PTA at all times, maintaining clinical responsibility.
10	Achieve and maintain competence in all relevant skills and knowledge, actively engage in CPD events and keep a personal development portfolio.
11	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.
12	Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder.

4. 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 and desirable criteria		Method supporting assessment
	E	D	
Education and qualifications			
Educated to GCSE level or equivalent (Grade C)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form
Full UK manual driving licence with category B. No more than 6 penalty points	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form
Full UK manual licence with C1, D & E categories	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form
IHCD D1 & D2/ROSPA/IAM driving qualification or be able to progress to successful completion within 6 months of commencing the role	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form
IHCD Ambulance Technician Certificate or SJA ETA Certificate or equivalent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form
Experience			
Experience of emergency and non-emergency driving with a statutory service or SJA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
A minimum of two years driving experience since first holding a full UK Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Experience of working with Bariatric, Paediatric and Neonatal patients	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
A minimum of one year experience of front line emergency responding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application form/interview
Skills, knowledge and abilities			
Excellent interpersonal skills with ability to communicate effectively at all levels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Ability to use Microsoft® applications at intermediate level	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Ability to complete paperwork to exacting standards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Demonstrate ability to work in an emergency ambulance environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Ability to prioritise objective and work schedules to make best use of time and resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Ability to deliver a high quality patient experience and ensure customer satisfaction at all times	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application form/interview
Motivation			
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
Ability to travel to various to other work locations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form

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

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

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