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Dear Eddie

### **EMT 4 Proposal**

As you are aware we have for some time been discussing the EMT4 role. As a result of our discussions the Trust has reviewed the role of EMT 4 and is proposing that the Job Description be updated; pay progression has been facilitated by the implementation of the Pay Framework 2018.

### **Job Description**

A draft reviewed job description is attached (appendix 1) to ensure that it accurately reflects the role and incorporates key areas that will support EMT 4s to progress to the top of band 5. During discussions between Tim Stephens and Lindsay Koppenhol work has been carried out to update the job description. However, as we discussed at Joint Secretaries prior to Christmas, we do accept that once the arrangements are underway a further updating of the job description to bring it into the current format and language (in line with the B6 job description format) will be required to be completed.

The job description includes:

1. Enhanced clinical assessment
2. Voluntary Solo responding (EMT4s must utilise the referral tool for all non-conveyance)

### **Training**

In order to ensure that EMT 4s can perform these duties the following training will be made available

Training	EMT 4 (having undertaken EMT 4 LAS training)	EMT 4 (having been awaiting EMT 4 LAS training)
Online Pre-course preparation	N/A	Required
Day 1 – Educational package	N/A	Required

Training	EMT 4 (having undertaken EMT 4 LAS training)	EMT 4 (having been awaiting EMT 4 LAS training)
Day 2 – Practical clinical skills	N/A	Required
Day 3 – Enhanced skills	Required	Required

More detail is set out in appendix 2.

To avoid multiple technical bandings, this offer is made on the basis that all EMT4s transition under the new arrangements. Therefore if any existing EMT4s do not want to undertake the additional training and role, these individuals would need to be transitioned into the Emergency Ambulance Crew role under pay protection in line with our Management of Change Policy.

### **Number / Title of posts**

The Trust will look to substantiate these Advanced EMT 4 roles and as posts become vacant, these will be offered as a development opportunity to EACs who meet the criteria. It is proposed that the Trust substantiates 300 of these roles and we have agreed to review this number as part of our current review of skills mix for the Trust. We would also envisage the potential re-branding/re-titling the role and would discuss and agree this with you.

### **Career Development**

The Trust will support the training programme for EMTs by developing a small number of EMT 4 training roles, at band 6 (subject to evaluation), within the clinical education and standards team. These would likely be secondment opportunities in the short to medium term to help develop and evaluate the role. We envisage there being at least two such roles.

### **Transitional Arrangements**

The Trust believes that this is an attractive offer and should this be accepted, would look to implement this proposal within the financial year 2018-19. Although we do not consider such an occurrence likely, where EMT4s have undertaken the training and are not successful in reaching the required standard these individuals, following the Trust's relevant policy, would be re-deployed into the Band 4 Emergency Ambulance Crew role.

In line with the 2018 Pay Framework, the EMT4s would transition through Band 5 over the period of the pay deal. In addition and to support the training and transition of existing EMT4s, a one off, non- consolidated payment of 1% of base salary will be made to all EMT4s at 31 March 2019.

Should you wish to do so, we will make time available to meet to discuss in more detail but in the meantime ask that you formally consult on the proposal over the next 30 days.

Yours sincerely

Patricia Grealish  
Director of People and Culture

Paul Woodrow  
Director of Operations

## Appendix 1



# London Ambulance Service

NHS Trust

### Job Description

<b>Job Title</b>	Emergency Medical Technician 4
<b>Band</b>	Band 5
<b>Location</b>	Sector Based
<b>Reporting to</b>	[Location] Group Manager

#### Job Purpose

Responsible for the specialist care, advanced clinical assessment, diagnosis, treatment and movement of patients in and out of hospital in emergency and non-emergency situations across a wide range of patient groups and in a wide range of different settings, utilising the referral tool for all non-conveyance.

#### Key Result Areas & Performance Indicators

##### 1. CLINICAL

- 1.1 Ensure both personal and vehicle readiness and availability to attend cases of accident and sudden illness, urgent, special or planned patient journeys.
- 1.2 Maintain regular communication with Emergency Operational Control regarding updates and changes to personal and/or vehicle availability and movements. Indicate availability status of Ambulance by use of command point MDT.
- 1.3 Conduct enhanced patient assessment, including interpretation of 12-lead ECG when appropriate. Select and apply in each instance the appropriate patient care procedures in accordance with the current Institute of Health and Care Development (IHCD) Ambulance Service Basic Training Manual, Joint Royal Colleges Ambulance Liaisons Committee (JRCALC), Clinical practice guidelines and appropriate London Ambulance Service NHS Trust (LAS) policies and procedures.
- 1.4 Be competent and authorised to make decisions to 'fast track' MI patients to centres which can provide Primary Coronary Intervention (PCI)/Primary Angioplasty.
- 1.5 Be competent in enhanced airway management skills to include of Laryngeal Mask Airway (LMA)/Supraglottic Airways Devices
- 1.6 Be competent and authorised to treat life threatening asthma with 1:1,000 adrenaline

- 1.7 Complete and maintain a full and accurate clinical record for all patients, with particular emphasis on patient observations, treatment given, drug administration and eventual patient destination. To communicate highly sensitive medical information in distressing circumstances to the Patient and relatives where appropriate whilst promoting understanding of the presenting medical condition and providing advice and reassurance with empathy professionalism assertiveness and tact.
- 1.8 On a voluntary basis undertake duties as a fast/single responder (solo responder), conducting specialist advanced patient assessment and selecting appropriate treatment regimes/pathways relevant to the presenting condition/incident.
- 1.9 Undertake and lead on the mentoring of staff, EMTs and T/EACs on clinical placements, as appropriate. Such arrangements could be on a 1 to 1 basis, supernumerary or involve mentoring a group
- 1.10 Other tasks reasonably and normally incidental to the job are set out in Service policies and procedures.
- 1.11 Responsible for the use, movement and security of approved drug stocks.
- 1.12 Liaise with other health professionals and communicate complex patient information to all levels both internally and externally.
- 1.13 Interact with, reassure and where appropriate persuade individuals who may be extremely distressed, emotional and/or experiencing mental illness.
- 1.14 If appropriate, based on a continuing assessment of patient needs and if local protocols are in place, convey patient to an appropriate hospital or treatment centre.

### **Key Relationships & Stakeholders**

Internal relationships: EOC staff, NETS Staff, NQPs, EMT/ EACs, TEAC, Student Paramedics, Paramedics, Practice Educators, Clinical Team Leaders, Group Station Managers, Practice Education Facilitators, Clinical Tutors, QGAMs, SEMs and SDMs, Advanced Paramedic Practitioners, Incident Response Officers, Practice Learning Managers, Consultant Paramedics, and Medical Directorate staff, including CARU.

External relationships: Patients and service users, the general public, other Emergency Services , all grades of Doctors, Nurses, Pharmacists and other Allied Health Professionals, Mental Health Professionals, Social Care professionals and Higher Education providers.

## **Operational Delivery**

### **2. VEHICLES**

- 2.1 Drive all relevant vehicle types operated by the Service as required, in accordance with current road traffic law and any specialist training given. e.g. IHCD Advanced Driving Training.
- 2.2 Check allocated vehicles and equipment prior to use, ensuring that they are clean and ready for use, fully equipped, and that all equipment is functioning in accordance with Service policies and procedures.
- 2.3 At the start and completion of duty carry out vehicle inspections ensuring that all defects, deficiencies and accident damage are reported in accordance with Service procedures.

### **3. MAJOR INCIDENTS**

- 3.1 Undertake duties in relation to major incidents which may require call out when off duty in accordance with the Trust's Major Incident Procedure.

### **4. SERVICE EQUIPMENT**

- 4.1 Operate Service equipment in accordance with Service procedures and manufacturers' instructions.
- 4.2 Carry out tasks relating to the testing and evaluation of Services and Equipment as required.

## **Quality Care & Governance**

### **5. TRAINING, EDUCATION AND DEVELOPMENT**

- 5.1 Attend education and development courses that are mandatory for maintenance of professional qualifications, or which the Trust deems necessary for individual role and/or organisational development.
- 5.2 Identify and seek Trust support for relevant professional development opportunities necessary to maintain and improve personal and professional development and clinical competence.
- 5.3 Develop and maintain a Personal Development Plan and participate in Personal Development Review processes including workplace reviews and clinical supervision.
- 5.4 Maintain and take responsibility for standards of personal and career development, including participation in LAS' Continuing Professional Development (CPD) initiatives and processes, contributing to the Service's clinical effectiveness.

### **6. SECURITY**

- 6.1 As appropriate, accept responsibility for the security of Trust property and facilities, including stations, vehicles and equipment.
- 6.2 Responsible for the safe keeping of Patients' property, valuables etc, where the patient is incapable of performing this function.

**7. PROFESSIONAL STANDARDS**

- 7.1 Maintain high professional standards of personal behaviour and appearance in accordance with the service's Vision and Values, Dress Code and other policies and procedures.
- 7.2 Exhibit standards of personal and professional conduct and performance consistent with the responsibilities and standing of the post.
- 7.3 Contribute towards maintaining the cleanliness and high professional standard of vehicles, equipment and the workplace.

**People Management**

**8. SUPERVISORY DUTIES**

- 8.1 Subject to their own level of competency and stage of their career, the postholder is responsible for monitoring the actions, clinical interventions and treatments carried out by other LAS Staff or third parties, ensuring compliance with and adherence to the Institute of Health and Care Development (IHCD) Basic Training Manual, Joint Royal Colleges Ambulance Liaison Committee (JRCALC) National Clinical Guidelines and Policies and Procedures of the Service. The presence of higher qualified healthcare professionals may have a bearing on the degree of responsibility expected.
- 8.2 Accept clinical responsibility for patients when working with lesser qualified staff.
- 8.3 Plan, organise and manage an incident scene involving multi-agency emergency services with multiple casualties with different medical needs and constantly changing priorities. Able to organise and co-ordinate the actions of others to ensure optimum outcome for the Patient/s.

**Resource Management**

**9. ADMINISTRATION**

- 9.1 Complete and submit all necessary reports and notifications as required by the Trust's Operational, Clinical, Health & Safety (and other relevant) policies and procedures, and alert operational management if Policies or Strategies adversely affect users of the Service.
- 9.2 Record details and maintain records of passengers, journeys, vehicle refuelling and duty hours in accordance with Service policies and procedures.

- 9.3 Compile accurate reports on accidents, untoward incidents, vehicle serviceability and equipment requirements as necessary in accordance with Service policies and procedures.
- 9.4 When required, attend HM Courts for the purpose of giving evidence.
- 9.5 Contribute to the Service's commitment to undertaking audit and research, including development of Drugs, Treatments by completion of survey forms etc.

**10. RESOURCING**

- 10.1 Be available for duty in accordance with shifts planned by Scheduling Department and/or Group management team.
- 10.2 As required and in accordance with service agreements, respond to requests from Scheduling Centres, Group Management Teams and/or Emergency Operational Centre to change planned working hours or location to ensure optimum cover and utilisation of vehicles and staff.

**Infection Prevention & Control**

All Trust employees, whether involved directly or indirectly in the provision of healthcare, have a duty to co-operate with and implement Trust policies and procedures in preventing and controlling infection. This includes co-operation with colleagues and contractors also involved in the provision of healthcare so far as is necessary to enable the Trust to meet its obligations under the Health and Social Care Act 2008.

**Safeguarding**

The London Ambulance Service NHS Trust is committed to safeguarding and promoting the welfare of children and young people and adults at risk and expects all staff and volunteers to share this commitment and ensure they work in accordance with the LAS Safeguarding Child and Adult at Risks Policies and Procedures.

Staff should ensure that they remain up to date with safeguarding training requirements and know how to report safeguarding concerns or allegations against staff and should follow safeguarding policy and procedures and the allegations against staff policy.

**Confidentiality**

Maintain confidentiality in relation to personal data held for colleagues and patients, ensuring that it is processed lawfully; for no purpose other than that for which it was obtained; is relevant to that purpose; is retained for no longer than is necessary; is processed in accordance with the rights of the subject to access and accuracy; and is protected from accidental loss or damage in accordance with the requirements of the Data Protection Act (as amended), and records management guidance.

Maintain confidentiality of patient-identifiable personal data using a non-identifiable alternative, where practicable, and limiting access on a strictly need to know basis in accordance with the responsibilities of the Trust's Caldicott Guardian.

### **Risk**

Accept personal responsibility for contributing to the Trust's management of risk, including the reasonable avoidance of any action which would knowingly cause unacceptable risk to self, others, or to the Trust.

As far as is reasonably practicable attempt to prevent other people from undertaking tasks or actions which would knowingly cause risks to self, others, or to the Trust, in accordance with Trust policy and training.

Identify and report actual or potential hazards/ risks in the work environment in accordance with Trust policies, and take immediate action to minimise risks where it is reasonably practicable to do so.

Identify and report to the appropriate authority incidents of risk, neglect, abuse or endangerment to vulnerable adults and children.

Follow LAS policy on use of PPE (Personal Protective Equipment) e.g. Stab Vests, Hi-Visibility Clothing, Gloves, Visors etc.

Awareness of and compliance with Health and Safety Regulations.

### **Equality and Diversity**

The Trust recognises the need for a diverse workforce and is committed to Equal opportunities in employments. And seeks to eliminate unlawful discrimination. To promote equality of opportunity and good relations between staff and patients (including volunteers, contractors and bank staff) must at all times fulfil their responsibility with regards to the Trust Equality and Diversity policy and the Equality Act of 2010. All individuals have responsibility to highlight any potential discriminatory practice



## Person Specification

(A = application, T = test, I = interview)

Qualifications, Accreditations, Education	Essential	Evidence
Successful completion of full IHCD Technician training programme, or equivalent in addition to substantive post qualification experience (including LAS modules for London)	√	A/I/T
Completed necessary training modules including Underground, Airport major incidents, Vulnerable adults, LFB liaison, Diversity, etc)	√	A/I/T
LAS CPD Course completed (or undertaking to complete within the 2 year programme)	√	A/I
LAS Enhanced Technician Modules	√	A/I/T
Full manual driving licence, valid in the UK including vehicle categories C1 and B (not B auto.), with no more than 3 points. Your licence will then be assessed based on the conviction codes to decide if acceptable.	√	A/I
No previous convictions for driving under the influence of alcohol.	√	A/I
Must have held full manual licence for minimum of 3 years	√	A/ T
Institute of Advanced Motorists or any other professional driving qualification e.g. PCV licence	√	A
Practice Educator (PEd with PEd modules 1 and 2 completed or commitment to work towards completion) or equivalent	√	A/I
Stable education/employment record	√	A/I
<b>Experience</b>		
Interpersonal communication and social skills (including non-verbal)	√	A/I
Commitment to Continuous Professional Development	√	A/I
Adaptability and flexibility when dealing with others	√	A/I
Potential and willingness for organisational change	√	I
Demonstrable ability to handle stressful/sensitive situations with tact, diplomacy and assertiveness	√	A/I
Demonstrable ability to work on own initiative	√	A/I
Potential and willingness for personal change with the ability and commitment to learn new skills	√	A/I
Understanding of and ability to interact effectively with people from diverse backgrounds	√	I
Good verbal and written communication skills	√	A/I/T
<b>Knowledge and Skills</b>		
Experience of driving large vehicles of C1 category or above	√	A, T
Driving experience in London or other large cities	√	A
Qualified to refer ACS patients directly to PCI	√	A/I
Trained in the acquisition and interpretation of 12-lead ECG	√	A/I/T

Trained in enhanced patient assessment skills and clinical decision making.	√	<b>A/I/T</b>
Trained in enhanced airway management and the use of the Laryngeal Mask Airway (LMA)/ Supraglottic Airway Device	√	<b>A/I/T</b>
Qualified in the administration of adrenaline 1:1,000 to treat life-threatening asthma	√	<b>A/I</b>
Knowledge of Health and Safety issues	Desirable	<b>A/I</b>
<b>Personal Abilities</b>		
Understanding of the real nature of the work involved and the London Ambulance Service (LAS)	√	<b>A,I</b>
Must be able to undertake rotating shifts covering 24 hours a day, including shift changes at short notice whilst on relief duty.	√	<b>I</b>
Understand the need for and comply with the dress code and other service policies and procedures	√	<b>I</b>
Flexibility in relation to shift and job demands	√	<b>I</b>
Able to ensure care of own health and wellbeing to promote improvements to physical and emotional health	√	<b>A/I</b>
Emotional Maturity including self-discipline	√	<b>A/I/T</b>
Understanding of and demonstrable commitment to diversity as an employee of LAS and as a provider of services to the public	√	<b>A/I</b>
Committed to the values based principles of high quality patient care to include; clinical excellence; compassion; care; competence; communication; courage and commitment in all aspects of service delivery	√	<b>A/I</b>
<b>Other Requirements</b>		
All applicants will be subject to a Disclosure and Barring Scheme check to assess suitability to the role	√	<b>A/I</b>
Eyesight - Must meet standard required for PCV licence	√	<b>T</b>
Post-holders should be in good general health, physically fit, with good eyesight at least conforming to Public Service Vehicle Regulations and able to carry out manual handling including such lifting and manoeuvring of heavy patients and equipment as is within the ability of the post-holder with such equipment and assistance as may be available.	√	<b>T, OH</b>
Must be able to pass Occupational Health medical assessment to the standard required for PCV Licence	√	<b>T, OH</b>

## Appendix 2

Pre-course Preparation consists of an online learning module to ensure the learner is up to date with requisite knowledge and can demonstrate current competency in relevant skills and knowledge commensurate to their level of practice. This online module would focus in particular on capnography. The learner must successfully complete this module prior to moving to the next stage of the programme.

**Day 1** involves attendance at an education centre or complex training environment to receive an educational package on all aspects of airway management. There would also be aspects covering the advanced assessment of the patient and working solo, as part of the scenario delivery.

The programme for the day would be delivered by a clinical tutor. Candidates would need to demonstrate by the end of this day that they had reached a threshold competency in the simulated environment of airway management and the use of capnography before progressing to Day 2.

**Day 2** is spent in an appropriate facility to be agreed, developing practical clinical skills, where the candidate is expected to successfully manage the airway in a variety of situations and achieve a number of objectives set including the placement of a minimum of 5 supraglottic airways under supervision. The candidate would also be expected to complete a reflective piece which would include;

- How the candidate has incorporated experiential learning in patient assessment into their assessment and treatment plans
- How the candidate had incorporated the learning from the 2 day training package into their management of the airway
- How the candidate had adapted their practice when working as a lone worker and had enhanced their communication and team work strategies with other healthcare professionals to achieve the optimal clinical outcome for the patient.

**Day 3** would be spent on enhanced assessment skills and mentoring with a focus on practical application in scenarios and group work. This will ensure current competency for those EMT4s who have previously received the additional training required for the role, and will provide an improved range of assessment and decision making skills to ensure safe practice.

The evidence / portfolio generated during the course will be submitted to an appropriately qualified assessor to make an assessment decision. The process and the evidence would then be subject to an internal quality assurance programme. Once signed off by the assessor the candidate would then have this skill recorded against their profile on both GRS and ESR.