



## Senior Paramedic & Senior Emergency Medical Technician Regional Banding Agreement

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## **1.0 Introduction**

East of England Ambulance Service NHS Trust (EEAST) has worked collaboratively with UNISON to introduce the roles of Senior Emergency Medical Technician and Senior Paramedic; for the benefit of both staff and patients.

## **2.0 Purpose**

To recognise the future needs of patients by providing Emergency Medical Technicians and Paramedics with additional knowledge and skills.

To offer staff development, improve morale and retention.

To allow a greater range of clinical skills and abilities to be developed.

To encourage and support experienced staff to develop as mentors.

To recognise, acknowledge and support staff for their experience and dedication working on the frontline.

## **3.0 Principles**

**3.1** This agreement applies to all staff employed by EEAST, and sets a precedent for all staff that can meet the eligibility criteria, now or in the future to progress, if they choose this as an option.

For example, an Emergency Care Assistant (ECA) qualifying as an Emergency Medical Technician (EMT) can progress, if they choose to, after gaining one year post qualification onto the Senior EMT pathway; an EMT on a Paramedic development pathway will be able to progress to Senior Paramedic when they have the one year post HCPC Paramedic registration, if they choose this progression, subject to meeting the eligibility criteria in Section 5.3.

**3.2** A number of external opportunities will be advertised, as deemed appropriate, although internal staff progression will always be a priority over external applicants.

**3.3** Applicants joining the Senior pathways from external entry will also be governed by this agreement.

**3.4** Qualified Student Paramedics (QSAPs) or HCPC registered Paramedics will retain the right to progress to the Senior Paramedic pathway immediately following registration, without the need for the 1 year post registration period, providing they were employed by EEAST as a QSAP on the UEA Certificate in Emergency Medical Programme (commenced prior to December 2011), were delayed in their progression by the Trust, and have remained as employees of the Trust.

**3.5** This agreement does not require staff to move from their existing rota lines, or move between resources, for example from an RRV to DSA, or vice versa, at any time now or in the future. The ability to transfer from stations or areas will also not in any way be linked or restricted by these pathways or roles.

- 3.6** Following application or completion of a pathway staff will be able to transfer in the normal way without this affecting their pay banding; providing they are still willing to use their additional skills, or mentor students if transferring between the same resources, ie DSA to DSA, or RRV to RRV. At any point in the future, if a Paramedic wanted to move from their resource, either during their development or after completing their pathway, they would be able to do this, subject to transferring in the normal way, without dropping down any incremental points, providing they agree to become a mentor if moving onto a DSA, or join the clinical pathway if moving onto an RRV.
- 3.7** Emergency Care Practitioners (ECP) and Critical Care Practitioners (CCP) are already banded at the top of band 6, whereas Senior Paramedics will be capped at the second gateway. Senior Paramedics will only be able to progress through the second gateway on completion of a recognised ECP/CCP programme.
- 3.8** The choice of pathway will not limit the options and choice staff have over future transfers, opportunities, or type of resource they work on, either substantively, as a temporary measure or when undertaking overtime.
- 3.9** If a Paramedic would like to apply for both the clinical and mentor development pathways, then this is an option, although staff would need to complete the pathway relevant to the resource they are working on first, before undertaking the second pathway. For example, a Paramedic working mainly or solely on an RRV, would like to complete the clinical and mentor development pathways, the trust would make a commitment they can, although they would need to complete the clinical pathway first. Likewise, if a Paramedic working mainly or solely on a DSA would like to complete the clinical and mentor development pathways, the trust would make a commitment they can, although they would need to complete the mentor pathway first.
- 3.10** The spirit of this agreement is one of mutual support and development for staff. Any decisions over interpretation of this agreement must be in keeping with this spirit. In case of dispute between the individual and EEAST, the joint chairs of SPF will be asked to make a decision, and if acceptable to the staff member this will apply. This does not prevent staff from raising the issue formally through the appropriate channels, such as through the dignity at work policy or the grievance policy, if they wish to do so, and/or if they are not satisfied by the decision from the joint chairs.
- 3.11** Once on a Senior pathway, staff will be able to undertake overtime at the new rate of pay, regardless of resource or area.
- 3.12** The date of application will be deemed the date of joining the pathway, providing staff have the

necessary pre requisites. Payments at the appropriate rate will be back dated to the application date, providing staff have the necessary pre requisites. This back dating will also apply to all overtime payments after the application date.

- 3.13** Bank staff will be able to apply for the new roles, although they will need to be issued with a substantive contract, as Senior Paramedic and Senior Emergency Medical Technician roles will only be available on substantive contracts. The Trust will look pragmatically at annualized, flexible contracts to allow staff to be accommodated.
- 3.14** The title Senior Paramedic (Mentor/Clinical) and Senior Technician will be used on completion of the individual pathway.
- 3.15** There are no set timescales for the Trust to provide the training element. Staff on Senior pathways will continue to progress through the increments annually regardless of the timescales needed by the Trust to abstract and provide the training.
- 3.16** This agreement will commence on the date of signing (refer to section 6.0).

#### **4.0 Senior Emergency Medical Technician (Band 5. Spine points 16 – 22 inclusive).**

At this level Senior Emergency Medical Technicians will be expected to have a sound knowledge of the basic concepts and be able to demonstrate application of the principles and basic skills.

Training at this level will be in accordance with the Edexcel BTEC Level 3 Ambulance Aid (or equivalent).

Staff will develop a demonstrable CPD portfolio covering at least 1 year post qualification experience, and complete key e-learning activities as identified by the Trust.

Attendance at mandatory and professional training will be as required by the Trust.

#### **On completion of their pathway - Senior Emergency Medical Technicians will have:**

##### Knowledge (cognitive)

- Sound understanding of EMT practice.
- The ability to demonstrate patient and clinical safety, building a safe and open culture.
- The ability to provide care that is increasingly efficient, coordinated and confident.
- Developed a high level of personal professional practice and integrity.
- An understanding of reflective practice and personal development.
- The ability to Mentor and support learners, including providing feedback.
- An understanding of the context of the NHS ambulance sector within the wider health and social care arena.

##### Skills (psychomotor)

- The ability to appropriately select and apply a range of equipment and techniques to patients.
- An excellent level of communication in a range of situations including learning and supervision.
- The ability to use information technology to the benefit of patients, learners and those under supervision.
- The ability to utilise and interpret a range of data.
- The ability to consistently assess patients, identifying accurately their individual needs.
- The ability to produce timely and accurate reports.

##### Attributes (affective)

- The ability to work within a legal, regulated and moral boundary of care.
- The ability to evaluate own performance, identifying areas for improvement and development.
- Recognition of own strengths.
- The skills to provide support and development to a range of learners and staff including clinical supervision.

#### **4.1 Application for Senior EMT role**

To successfully apply for this role staff must fulfill the following pre entry criteria:

- Be employed within EEAST as an Emergency Medical Technician;

- Have successfully completed the Edexcel/IHCD training program, or equivalent (BTEC level 3 Ambulance Aid);
- Have at least 1 year post qualification experience working within Emergency Operations, or within HART.

#### **4.2 Progression through the pay bandings**

Following application, staff will progress from one pay band to the next on the basis of moving across and to the next pay point that provides an incremental rise. This will be designated as the first gateway point.

Progression up the spinal points will occur annually thereafter until the second gateway has been reached.

The Trust will provide support and appropriate training to allow completion of the portfolio of evidence.

Progression through the second gateway (spine point 22) will only be achieved for staff on the Senior Technician level upon completion of a HCPC approved paramedic programme and appropriate registration.

#### **4.3 Training requirements**

There will be a requirement to undertake your own learning and development through appropriate e-learning on end of life care, dementia and patient safety/skills.

Supporting learners and providing supervision will require attendance at a theory session and completion of a guided workbook.

A further workbook covering knowledge, skills and attributes will also be provided for completion.

Support will be available as appropriate.

The Trust will provide the ability to recognise prior learning (certificate and where appropriate experiential).

The learning activities are expected to equate to around 150hours.

There is an expectation that the requirements are appropriately completed. Where an individual is unable to complete the requirements, despite support, they will return to their original pay point prior to the commencement on this development.

#### **4.4 Timescales**

Staff will have 12 months to complete their portfolio of evidence as identified above from the date of formally receiving the full details of the requirements to complete (this will also be known as being registered on a programme of study). This 12 month period may be subject to extension by mutual agreement, taking into account the circumstances of the extension request.

## **5.0 Senior Paramedic (Band 6. Spine points 21 – 28 inclusive).**

There are two pathways planned for the role of Senior Paramedic that recognises the complex environment and needs of patients, learners and staff.

### **5.1 Senior Paramedic – Mentor.**

This pathway is available to all eligible Paramedics who work solely or mainly on a DSA.

This role is designed to support and assess learners along with providing visible clinical supervision to all staff. It will support individuals in a variety of settings. The Senior Paramedic will be able to manage difficult situations and provide clear and constructive feedback both verbally and through appropriate written reports. The clinical supervision of existing staff is fundamental in terms of improving care for patients, support for staff and reducing harm. They will also provide visible clinical leadership.

There will be elements of teaching and learning activities that the Senior Paramedic will develop and document against best practice and need.

This will involve the completion of an accredited and Trust approved level 5/6 Mentoring qualification. Attendance at mandatory and professional update training as required by the Trust.

The learning activities are expected to equate to around 150hours.

#### **On completion of this pathway option Senior paramedics will:**

- Understand the role and influence of Health Care Professional Council relevant to the ambulance service.
- Understand the responsibility and accountability of the mentor in assessing a student as fit to practice.
- Understand the responsibility of a mentor to meet mandatory requirements to remain registered as a mentor on the Trust's mentorship register.
- Understand key concepts of lifelong learning and professionalism.
- Understand the theory underpinning learning and mentoring, relevant to the work place setting.
- Understand the theory underpinning feedback relevant to the work place setting.
- Understand how to use observational skills effectively.
- Understand how to communicate effectively.
- Understand how to identify barriers to learning.
- Understand how to manage the under-performing or failing student.
- Understand how to enable learning and create a positive and safe learning environment within the confines of the work place setting.
- Understand the importance of record keeping including the production of actions plans, setting learning objectives and raising concerns.

- Understanding the principles of assessment in practice.
- Understand the importance of equality and diversity in mentoring and professional practice.
- Understand the importance of creating and facilitating an environment for learning.
- Understand the importance of evaluation of learning and support.
- Understand the importance of giving constructive feedback in a positive learning environment
- Undertake reflective practice of own skills of being a mentor.

## 5.2 Senior Paramedic – Clinical.

This pathway is available to all eligible Paramedics who work solely or mainly on an RRV.

This role is designed to support assessment and decision making related to patient care. It will provide a greater knowledge base on assessment and pathophysiology that enables the individual to operate in a first contact capacity. It will support more complex decision making for the benefit of patients including the safe sign posting to appropriate care pathways. The role will encompass all ambulance activity with the expectation they can appropriately identify patients who can be managed out of hospital. They will also provide visible clinical leadership.

They will undertake a programme of learning (theory/practice course) with appropriate practical placements. There will be a need to complete a portfolio of evidence along with a workbook.

Attendance at mandatory and professional update training as required by the Trust.

The learning activities are expected to equate to around 150 hours.

### **On completion of this pathway option Senior Paramedics will have:**

#### Knowledge (cognitive)

- Further knowledge on minor illness, injury and long term conditions.
- Underpinning knowledge on body systems to support safe and effective clinical decision making.
- Be able to demonstrate patient and clinical safety building a safe and open culture.
- The ability to provide care that is increasingly efficient, coordinated and confident.
- A high level of personal professional practice and integrity.
- An understanding of reflective practice and personal development.
- An understanding of the context of the NHS ambulance sector within the wider health and social care arena.
- An awareness of own limitations along with the ability to operate in a professional and legal boundary along with the use of Senior Paramedic guidelines.

#### Skills (psychomotor)

- Additional skills for the benefit of patients such as wound closure.
- The ability to utilise additional medication as identified, through patient group directions.

- The ability to consistently assess patients, accurately identifying their individual needs.
- An excellent level of communication in a range of situations including patient education, safety netting advice and production of written records.
- The ability to utilise and interpret a range of data.

#### Attributes (affective)

- The ability to work within a legal, regulated and moral boundary of care.
- The ability to evaluate own performance, identifying areas for improvement and development.
- Recognition of own strengths.
- The skills to provide support and development to a range of learners and staff including clinical supervision.
- The ability to avoid unjustifiable risk.

### 5.3 Application for Senior Paramedic role

To successfully apply for these roles staff must fulfill the following pre entry criteria:

Be employed within EEAST as a HCPC registered Paramedic;

Have effective registration with no cautions or conditions of practice orders in place;

Have at least 1 year post qualification experience\* working within Emergency Operations or within HART.

\* Existing Qualified Student Paramedics (QSAPs), or HCPC registered Paramedics will retain the right to progress to the Senior Paramedic pathway immediately following registration, without the need for the 1 year post registration period, providing they were employed by EEAST as a QSAP on the UEA Certificate in Emergency Medical Programme (commenced prior to December 2011), were delayed in their progression by the Trust, and have remained as employees of the Trust at the time of this agreement being signed.

### 5.4 Progression through the pay bandings:

Following application, staff will progress from one pay band to the next on the basis of moving across and to the next pay point that provides an incremental rise. This will be designated as the first gateway point.

Progression up the spinal points will occur annually thereafter until the second gateway has been reached.

The Trust will provide the training requirement for the pathway as soon as possible, based on operational allowance over abstractions.

## **5.5 Training requirements:**

There is identified training for both pathway options that has been derived from the intended role. It uses a range of learning activities and methods to blend theory with practice.

### **Senior Paramedic – Mentor**

There is the requirement to complete a Trust approved programme of study equivalent to an academic level 5/6. The courses are delivered and assessed in accordance with the University of awarding body regulations.

Typical assessment for these programmes is based on: attendance levels, portfolio/case study completion and written work (such as assignment).

### **Senior Paramedic – Clinical**

This programme is a 4 week theory and practice programme providing the individual with the basis of first contact care. By its nature it will draw on Paramedic knowledge and experience to enhance learning.

Typical assessment for these programmes is based on: attendance levels, portfolio/case study completion and written work (such as assignment).

### **Senior Paramedic – relevant to both options**

Accredited prior learning will be taken into account around the learner outcomes recognising the voluntary CPD opportunities and other activities Paramedics may have undertaken.

Attendance at mandatory and professional update training as required by the Trust.

There is an expectation that the requirements are appropriately completed. Where an individual is unable to complete the requirements, despite support, they will return to their original pay point prior to the commencement on this development. There is typically one reassessment opportunity for a programme of study.

**6.0 Signatories to Agreement**

*a.c. marsh.*

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Dated: 02/10/2014

Dr Anthony Marsh

Chief Executive Officer, East of England Ambulance Trust.

*L. Stevenson.*

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Dated: 02/10/2014

Fraer Stevenson

UNISON Branch Secretary, East of England Ambulance Trust.

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