



Nottinghamshire Hospice
adding life to days

JOB DESCRIPTION

SECTION IDENTIFICATION

Job Title:	Paramedic
Responsible to:	Registered Nurse Lead
Grade:	
Hours:	Full/Part time across a 7-day / 3-shift roster. Monday to Sunday 7.00am- 4.00pm, 1.00pm-10.00pm and 10.00pm-7.00am.
Contract Type:	Permanent
Team:	Hospice in Your Home (HiYH) Team
Location/Base:	Nottinghamshire Hospice Hub

SECTION 1 – JOB SUMMARY

As part of the Hospice in Your Home Team (HiYH) the post holder will work as a Paramedic to support palliative and end of life patients within their own homes.

Working as part of a multidisciplinary team alongside Registered Nurses and Palliative Care Assistants, the Paramedic will work in a pair to provide a responsive, mobile service undertaking short visits to several patients across the shift. You will provide comprehensive patient assessments, develop and implement person-centred care plans, deliver clinical care, and support patients and families during periods of changing need. The role requires travel within the geographical boundaries of Nottinghamshire Hospice's referral criteria.

The role is designed to provide a timely response to referrals and changing clinical presentations, helping patients remain safely at home wherever possible while ensuring compassionate, holistic care.

You will line manage an allocated group of Palliative Care Assistants (contracted) and Health Care Assistants (Bank).

As this is a newly established role, the successful candidate will have the opportunity to help shape and develop the contribution of paramedics within hospice community services.

SECTION 2 – ORGANISATION CHART/ ACCOUNTABILITY



SECTION 3 - MAIN DUTIES AND RESPONSIBILITIES OF THE POST

Ensure Nottinghamshire Hospice's commitment to equity, diversity and inclusion is embedded in all areas of people practice.

Act as a champion for equity, diversity and inclusion, challenging poor or inappropriate practice in all areas of Nottinghamshire Hospice delivery of service. This is not restricted to the Hospice in Your Home (HiYH) team.

Clinical:

- Compassionately care for palliative & end of life care patients and those important to them.
- Undertake holistic assessments and dynamic environmental risk assessments.
- Assess physical, psychological, emotional and social needs, recognising changes in patient condition and responding appropriately.
- Develop, implement and evaluate individualised care plans in partnership with patients, families and the multidisciplinary team.
- Report back to the HIYH RN Lead on all clinical matters and provide timely & accurate handovers to the HIYH Administrators as required.
- Deliver high-quality clinical care within own scope of practice.
- Recognise deteriorating patients and escalate concerns appropriately.
- Monitor symptom control and communicate changes promptly to the wider clinical team.
- Support patients to remain in their preferred place of care whenever clinically appropriate.
- Maintain accurate, contemporaneous and legally compliant clinical records.
- Have the ability to challenge decisions made by others if they are against policy or not in the best interest of the patient.
- Engage in sensitive and complex communication with patients, relatives and carers.
- Provide support, empathy and reassurance in the delivery of patient care.
- Be able to communicate at all levels throughout the organisation and wider healthcare system, in a mature, professional, kind and reasoned manner.
- Communicate with and care for distressed, anxious and worried patients/relatives.
- Take responsibility to ensure adherence to Hospice policies and procedures.
- Demonstrate good team working skills and commitment to working effectively within the HIYH Service.

Responsive Community Care & Planning:

- Respond promptly to referrals and urgent requests for assessment across the Hospice in Your Home service.
- Prioritise workload according to clinical urgency.
- Make autonomous clinical decisions within professional competence while seeking senior advice where appropriate.
- Work flexibly across a seven-day service including day, evening and night shifts.
- Develop person-centred care plans that reflect patients' wishes, preferences and goals.
- Review care plans regularly and adapt interventions according to changing needs.
- Ensure care planning supports dignity, comfort and quality of life.

Management and Team Working:

- Ensure that manual handling guidelines are adhered to rigorously.
- Supervise a small team of Palliative Care Assistants/Health Care Assistants.
- Delegate work appropriately, ensuring safe and effective delivery of care.
- Provide guidance, support and informal teaching to Palliative Care Assistants/Health Care Assistants.
- Promote effective communication within the clinical team.
- Contribute positively to the development of the new Paramedic role within the Hospice.

Communication:

- Build therapeutic relationships with patients and those important to them.
- Communicate sensitively during difficult and emotional situations.
- Participate in multidisciplinary meetings and handovers.
- Provide clear, accurate verbal and written communication with colleagues and external agencies.

Legal, Ethical & Professional Responsibilities:

- Maintain registration with the Health and Care Professions Council (HCPC).
- Practice in accordance with HCPC Standards of Proficiency and Standards of Conduct, Performance and Ethics.
- Maintain professional competence through continuing professional development.
- Participate in clinical supervision/reflective practice, PAC and mandatory training.
- Work within Nottinghamshire Hospice policies, procedures and governance frameworks.

Quality, Governance & Administration:

- Participate in audit, quality improvement and service evaluation activities.
- Promote a culture of continuous learning and compassionate care.
- Work collaboratively with GPs, community nursing teams, specialist palliative care professionals and other healthcare providers.
- Maintain accurate record keeping using SystmOne and paper documentation where appropriate.
- Complete all appropriate forms/documentation within the given time span and submit to the Hospice as required.
- Provide an accurate handover to the HIYH Administrators as required ensuring any concerns are escalated in a timely manner.

Health & Safety/Risk:

- Take reasonable precautions to ensure that the patient and the patient's property is safeguarded and to report if deemed necessary.

- Undertake dynamic Risk Assessments as required.
- Work within all Hospice Health & Safety policies.
- Report incidents, risks and safeguarding concerns in accordance with organisational policy.
- Maintain infection prevention and control standards.
- Assess patients and environmental risks and follow all Hospice policies and procedures.

Safe use of a range of equipment including:

- Hoists
- Slide sheets
- Wheelchairs
- Electric or patient's own bed
- Oxygen concentrators
- Feed pumps (within scope of competence)

SECTION 4 - THE PERSON SPECIFICATION

ESSENTIAL

- Able to demonstrate how you meet the Hospice values of Compassion, Trust and Ambition.
- BSc (Hons) in Paramedic Science or equivalent qualification.
- Post registration experience of working in the acute or community setting.
- Current HCPC registration as a Paramedic.
- Ability to autonomously assess patients and experience of developing and implementing care plans.
- Experience of working within multidisciplinary teams.
- Ability to line manage others.
- Understanding of palliative and end of life care principles.
- Knowledge of clinical assessment and decision making.
- Understanding of safeguarding adults.
- Knowledge of clinical governance and risk management.
- Excellent communication and interpersonal skills.
- Strong assessment and clinical reasoning abilities.
- Ability to prioritise workload effectively.
- Ability to remain calm in complex and rapidly changing situations.
- Competent using a laptop and Microsoft 365 digital systems, with the ability to learn and use SystmOne and other role-specific software following training.
- Flexible and adaptable.
- Professional and accountable.
- Committed to teamwork.
- Motivated to develop a new role within the organisation.
- Possession of a full UK driving licence and ability to drive Hospice vehicles in addition to own vehicle. Access to a car for work, including 'Business Use' car insurance at your own expense.
- Understanding of Data protection and confidentiality.
- Ability to deal with distressing situations and emotive circumstances.

DESIRABLE

- Community experience would be an advantage.
- Use of SystmOne.
- Evidence of continuing professional development in palliative care.

SECTION 5 - WORKING CONDITIONS / EFFORT

- Working on a laptop for part of the role.
- Working from own transport at times, including making notes on a laptop and making phone calls.
- When based at the Hospice Hub, it is a historic building, therefore a lift is not available.
- Assessing patients within their own home.
- Caring for patients within various community settings.
- The role requires travel within the geographical boundaries of Nottinghamshire Hospice's referral criteria.
- All shifts are waking shifts. Staff are expected to be awake for the whole shift and deliver care / be ready to deliver care for the whole shift.
- Travelling is a requirement of the job role and therefore it is essential to hold a Full UK Drivers' licence, have access to a vehicle and to be able to provide evidence of 'business use' motor insurance, purchased at the postholders' expense. In addition, Care roles will be required to drive Nottinghamshire Hospice vehicles during roaming shifts.

SECTION 6 - COMMITMENT TO HEALTH AND SAFETY, CONFIDENTIALITY AND EQUAL OPPORTUNITIES

HEALTH AND SAFETY / SECURITY

It is the duty of every employee to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

INFORMATION GOVERNANCE

Nottinghamshire Hospice is required to maintain compliance with the NHS Information Governance Toolkit. All staff must ensure compliance with the requirements for information management and security. Should a breach occur all staff are required to report it immediately to their Line Manager and the Data Protection Legislative Controller.

INFECTION CONTROL

Nottinghamshire Hospice has its own policy for Infection Control. All staff must keep up to date with the new policies and subsequent implementation in practice.

All staff must contact their Line Manager if they are suffering from any form of infection with may put patients and other staff at risk.

NO-SMOKING POLICY

Nottinghamshire Hospice has its own smoking policy which details the Hospice is a non-smoking organisation. The policy applies to all staff at all times.

DIVERSITY, INCLUSION AND BELONGING

Nottinghamshire Hospice is committed to fostering a culture of equity, diversity, inclusion and belonging across our workforce and in the way we care for our patients, families and communities. We are continually learning and evolving to create a working environment in which people belong and thrive. We actively

challenge discrimination and work together to create an environment where all voices are heard, and everyone has a genuine sense of belonging.

We warmly welcome people from all backgrounds, recognising that diverse experiences, identities and perspectives strengthen our organisation and enrich the services we provide. We particularly encourage applications from people within minoritised ethnic communities, people with disabilities, and men, as these groups are currently under-represented within our workforce.

Our Diversity, Inclusivity and Belonging Policy is available on the Hospice's Intranet. It applies to all Nottinghamshire Hospice staff, and we rely on each member of our team to champion these principles in their everyday work—treating all individuals with dignity and respect and reporting any behaviour that does not align with our values or that discriminates on the basis of protected characteristics.

PERFORMANCE REVIEWS

The Hospice is committed to regular Progress & Achievement Conversations (PAC), including setting and reviewing objectives and developing/implementing personal development plans for all staff to enhance and support their ability to fulfil the requirements of their post.

SECTION 7 - CONFIDENTIALITY AND FREEDOM OF INFORMATION

Information relating to patients' records, diagnosis and/or treatment of patients, staff records, or information concerning contracts, tenders and other commercially sensitive matters etc. are considered to be confidential and must not be divulged without prior authority other than in accordance with the provisions of the Policy on raising concerns about Health Care Services as may be amended from time to time. All information held by Nottinghamshire Hospice is subject to the UK General Data Protection Regulations 2021. You will be required to observe Nottinghamshire Hospice policy on the data Protection applicable to your role, functions and wider organisation requirements. Breaches of the regulations or any aspect of confidentiality will result in disciplinary action and may result in dismissal. Managers are also required as a condition of this Contract to represent the views of the Hospice in any dealing they may have with employees, their representatives, the media, general public or other organisations in which he/she may come into contact. In addition to the above confidentiality requirements, you must also comply with all aspects of the law concerned with information handling. For this purpose, the relevant legislation is the Freedom of Information Act 2000. This Act places a legal duty on all staff to comply with the rights of the public to access information. Any altering, destroying or concealing of information held by the Hospice with the intention of preventing the legitimate disclosure of all or part of that information will result in disciplinary action, and may result in dismissal.

SECTION 8 - JOB DESCRIPTION AGREEMENT

This job description is a guide to the duties you will be expected to perform immediately on your appointment. It is not an exhaustive list, and such duties may well be altered from time to time to meet changes in the Hospice's requirements. Any such changes will be commensurate with the grade of the post and will be discussed with the post holder prior to the changes being made.