



Emergency Care Assistant (FREC 4) Personal and Job Description

ROLE DETAILS

ROLE TITLE:	Emergency Care Assistant (FREC4)
HOURLY RATE:	Competitive rates
CONTRACTED HOURS:	(On an event by event basis, no contractual requirement)
DEPARTMENT:	Event Operations Support
REPORTING TO:	Operations Manager
LOCATION:	Essex, UK
PREPARED BY:	SD (Nov 2023)
APPROVED BY:	AP (Nov 2023)
REVIEW DUE:	Nov 2025

SUMMARY

Emergency Doctors Medical Service (EDMS) is a specialist provider of event medical support, critical care services and inter-hospital transport based in Manningtree (Essex). Covering a wide variety of local and national events from small fun runs to large scale festivals. ECA staff are a core part of our business. Applicants to the FREC 4 role will be required to undertake a FREC 4 and SALM, this course is also run in-house by our education and development team. The FREC 4 course will prepare you for practice within EDMS and will include training that goes above and beyond conventional HSE first aid at work programmes. As an ECA with us, you will often be the first point of contact with many of our service users working alongside other healthcare professionals to achieve the best results.



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KEY RELATIONSHIPS

Other EPFA's / Advanced EPFA's, Emergency Medical Technicians (EMT's), other Healthcare Professionals and Control Room Staff.

ROLE SPECIFIC RESPONSIBILITIES

1. To provide emergency first aid to patients presenting to you in accordance with best practice, current EDMS guidelines and within your scope of practice
2. To provide such care as outlined in the FREC 4 manual
3. To complete the appropriate documentation relating to patient care
4. To work as part of a multidisciplinary team at large events and other contracted work – where necessary providing leadership of junior staff
5. To use only equipment that is properly serviced, fit for purpose and appropriate for patient care and to ensure its cleanliness, proper use and storage
6. To ensure the security of any medicines under your charge
7. To ensure you remain up to date with all clinical skills, procedures and training in order for you to fulfil your contracted work with us
8. To maintain EDMS equipment in a state of readiness when operational

GENERAL RESPONSIBILITIES

Flexibility: The post holder will be required to work at any event covered by EDMS in line with operational need. The post holder will be responsible for arranging own work shifts and to find equivalent cover should they not be able to complete an arranged shift.

Infection Prevention and Control: All EDMS post holders have responsibilities under the “Health and Safety at Work etc. Act 1974” which have a bearing on the prevention and control of infection in particular: All staff



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are expected to understand their responsibilities as outlined in the infection prevention and control policy and related guidelines, comply with all stated systems and maintain their knowledge of infection prevention and control relative to their role. Staff will also be expected to undertake mandatory training around this subject on an annual basis.

Confidentiality, Data Protection, Freedom of Information and Computer Misuse: All staff must ensure confidentiality and security of information dealt with in the course of performing their duties. They must comply with and keep up to date with EDMS policies and legislation on confidentiality, data protection, freedom of information and computer misuse.

Any matter of a confidential nature, particularly information relating to patients, members of staff, or any of the EDMS's business matters, must not, under any circumstances be divulged or passed on to any unauthorised persons. This duty extends after employment ceases.

Communication: All staff should be able to communicate effectively with people who use services and other staff, to ensure that the care, treatment and support of people who use services is not compromised.

Health, Safety, Security and Risk Management: All staff are required to adhere to and act consistently with all relevant health and safety legislation and EDMS policies and procedures in order to ensure that their own and the health, safety and security of others is maintained. This will include identifying and reporting all risks to health and safety, security of equipment, property and use of necessary safety devices and protective clothing.

Equality and Diversity: Actively promote the EDMS's commitment to equality and diversity by treating all patients, colleagues and visitors with dignity and respect and comply with related policies.

Mandatory, job related training and CPD: Take a proactive approach to own personal development in order to ensure that skills set is aligned to the demands of the role as it evolves and develops to meet the organisation's changing needs. This will include completing a suite of mandatory training on an annual basis as well as any additional training deemed necessary by EDMS.

Safeguarding children and vulnerable adults: All employees have a responsibility for protecting, safeguarding and promoting the welfare of children and vulnerable adults. Further information about our commitment to



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this and your responsibilities can be sought from the EDMS safeguarding lead.

No Smoking Policy: EDMS is a no smoking organisation. All staff must follow with EDMS guidance.

Data Quality: It is the responsibility of all employees to ensure data is of a high-quality standard, in order to support the Trust in providing a quality service. Data must be accurate, valid, reliable, timely, relevant and complete. For further information on the Trust's commitment to this, please refer to the Trust's Data Quality Policy.

PERSON SPECIFICATION

	Specification	Essential	Desirable
1.	Health & Appearance	Meet our requirements for fitness and health standards. Excellent attendance record. High standard of personal hygiene. Wear uniform as directed in our uniform policy.	
2.	Qualifications & Prior Learning	Literate and numerate to an acceptable level. Commitment to CPD and lifelong learning FREC 4 SALM	Previous first aid qualifications. Maths & English GCSE grade C or above, or equivalent. Blue light qualification
3.	Knowledge & Experience	Experience of dealing with people, demonstrating sound customer care skills.	Previous work in a caring profession. Work with public involvement.
4.	Personal Aptitude	Flexible & Adaptable Trustworthy Approachable	



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		Tactful & discreet Diplomatic Caring Empathetic Mature Attitude Enthusiastic Reliable Resilient	
5.	Demonstrable Personal Skills	Team Player Good communication skills.	Negotiation skills.
6.	Requirement to handle traumatic, emotional and distressing situations.	Capable of dealing with various patient conditions, some of which can be distressing.	
7.	Additional Requirements	Enhanced CRB Clearance.	