

SAMPLE Job Description
Hazardous Area Response Team: Team Leader/Supervisor
Jan 2011

Position/Title:	Hazardous Area Response Team : Team Leader/Supervisor
Grade:	
Location:	Trust HART Operational Base
Accountable To: <i>(Job title/s of manager/s whom the member of staff reports to)</i>	HART Manager / Coordinator
General Summary:	<p>Responsible for decision making and coordination of HART Operatives at any incident.</p> <p>The HART Incident Response Unit (IRU) works within hazardous areas, to deliver the highest standards of pre-hospital specialist clinical care to all patients actually or potentially affected by any major civil emergency or an accidental or deliberate release of hazardous materials or a chemical, biological, radiological or nuclear agent, whilst using specialist personal protective (PPE) clothing within a Hot Zone cordon.</p> <p>“The Hot Zone is an area within the Inner Cordon where high concentrations of a potentially hazardous substance are present and specific procedures and protocols, including Dynamic Risk Assessments, controlled access and egress and the wearing of appropriate levels of Personal Protective Equipment (PPE) are required. Depending on the type and nature of the hazard this area may contain live casualties who will need to be treated and prioritised for decontamination and evacuation” <i>(National HART Work Standard Operating Procedures v 7.0)</i></p> <p>USAR Standard Operating Procedures state that:</p> <p>”These areas and incidents are likely to involve collapsed or unstable structures, incidents at height, in confined spaces, or situations where casualties present in locations with difficult access.”</p> <p>HART staff will work closely with other emergency service teams at a range of operational incidents including: Major Incidents,</p>



	<p>incidents of a CBRN nature, USAR incidents, incidents involving hazardous materials, structural collapse, confined space rescue, major transportation incidents, incidents requiring working at height, trench collapse and rescue, incidents involving complex entrapment, inland water operations – as defined and in accordance with HART Standard Operating Procedures, depending upon the qualification and training of the operatives.</p> <p>The post-holder will ensure that the highest level of patient care is delivered in accordance with the procedures issued by the Trust in order to maintain personal safety and that of colleagues and casualties.</p> <p>This job description must be read in conjunction with the standard job description for the clinical role which the individual is qualified to undertake (for example – Paramedic or Emergency Medical Technician) since these and other appropriate duties will be undertaken when not deployed to a HART activity.</p>
<p>Structure <i>(Organisational Structure incorporating two positions above and two positions below, if appropriate)</i></p>	<p><i>Locally agreed</i></p> <pre> graph TD A[Locally agreed] --- B[HART Manager / Coordinator] B --- C[HART Team Leader/Supervisor] C --- D[Hart Operative] </pre>
<p>Key Relationships <i>(add more in here or remove as appropriate)</i></p>	<ul style="list-style-type: none"> • HART Team (s) • HART Manager / Coordinator • Operational Trust staff • Trust's AMLO • Air ambulance services • Fire & Rescue Service • Fire Service USAR teams • Police • British Transport Police • Local hospitals • Military • Coastguard • Maritime Rescue Organisations • Mountain /Cave Rescue



MAIN TASKS AND RESPONSIBILITIES

<p>Operational</p>	<ul style="list-style-type: none"> • To attend and respond to operational and potentially protracted incidents including: Major Incidents, incidents of a CBRN nature, structural collapse, confined space rescue, major transportation incidents, incidents requiring working at height, trench collapse and rescue, incidents involving complex entrapment, inland water operations. • Present initial Health/Ambulance assessment to the Ambulance Incident Commander Officer and, where appropriate, the Silver (tactical) Commanders of other responding agencies. • Receive incident briefings from the Incident Commander on assigned roles and instructions for managing the incident, following the deployment plan where appropriate. • Provide immediate health input to the initial assessment of the scene to meet the needs of Ambulance and other Emergency Services. • To provide specialist clinical support and knowledge within HAZMAT/CBRN and USAR (paramedics only) situations • To be able to deploy to any operational incident and provide health input wearing appropriate PPE. • Supervise, direct, coordinate and deliver life saving clinical care for patients within the inner cordon including triage (where appropriate, toxic triage), diagnosis, appropriate treatment, prior to, and during, decontamination (if contamination present) and in situations of difficult access in USAR incidents, at times being the only clinician in situ and deliver casualties into mainstream healthcare • Operate specialist equipment e.g mass oxygen delivery system, DIM equipment, Safe Working at Height equipment (USAR only) and make appropriate use, based on dynamic risk assessment, of levels of PPE provided • Collaborate with partners operating alongside the HART and liaise with specialist agencies e.g HPA, DCHAPS, Fire Service USAR to gather relevant information on scene • Estimate resources required and deliver Situation Reports when required. • Access relevant databases (e.g. TOXBASE, CHEMNET, CHAPD (HPA) etc.) to research and communicate to others regarding the symptoms, treatment, and decontamination procedures for an incident. • Provide clinical support and backup to multi-agency service personnel working in the inner cordon • Comply with and contribute to Command & Control in the inner cordon / Hot/Warm Zones supervising the deployment of resources, casualty management and evacuation • Undertake Hazard Identification monitor local environment safety e.g. weather & climate conditions, gas levels and wind
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	<p>direction, liaising with other available expertise to consolidate decision making</p> <ul style="list-style-type: none"> • To highlight potential training needs to better develop the role in the future. • In the event of providing mutual aid in responding to a National incident, be away from home for unknown periods of time. • Working within the Team, ensure the readiness of PPE, clinical and operational equipment and vehicles is maintained, and routine care and maintenance is carried out to ensure a high state of preparedness. • Apply the principles and practice of Dynamic Operational Risk Assessment to ensure that plans and actions are regularly updated according to the needs of the current situation. • To undertake any other duties associated with the role as directed by the HART Manager/Coordinator or Incident Commander.
<p>Leadership & Management</p>	<ul style="list-style-type: none"> • Supervise the work of the team and the individuals within it. • Provide proactive leadership motivating team members and leading by example • Determine decision making parameters for the team, e.g. levels of PPE, up-grading or down-grading of incidents. • Provide full audit trail to evidential standard for all incidents and events attended in operational log. • Undertake Initial Scene Management where this task has not been delegated to another appropriately qualified ambulance responder. • Complete administrative procedures, to include recording and monitoring of all leave and other absence. • Monitor and evaluate the quality of operations. • Conduct briefings, tasking and de-briefings. • Conduct investigations into any accident or other incident relating to the HART Team in accordance with local procedures. • Monitor any vehicle, equipment and accommodation defects and ensure these are recorded using the relevant local and/or HART reporting procedures. • Carry out the necessary daily administration and ensure that all daily vehicle and equipment checks are completed. • Manage the welfare of individuals in the team at all times and particularly following traumatic or major incidents, but at all times being alert to signs and symptoms of stress. • Conduct appraisals of HART Operatives. • Identify and plan any requirements including visits, and training (risk critical and other) for the team, maintaining training records at all times in accordance with local procedures. • Ensure that personal and team fitness is maintained at the levels appropriate to the demands of the role.



<p>Governance & Quality</p>	<ul style="list-style-type: none"> • Work within the policies and procedures of the Trust and HART Unit to ensure that: <ul style="list-style-type: none"> ○ patient confidentiality is maintained at all times ○ that any confidential/classified information which comes in to your possession or knowledge is managed in such a manner as not to compromise an operation or the safety of staff involved in the delivery of any such operation ○ be aware that the immediate working environment may be designated a 'scene of crime' and as far as possible endeavour to preserve and/or leave undisturbed any potential evidence, without compromising ability to perform the clinical role • Maintain required personal standards of service delivery and core HART skills and attend training events as required to deliver the expected level of service. • Actively supervise, support and work with other members of the team undertaking tasks allocated by persons designated to manage the incident. • Assist in the ongoing evaluation of HART capabilities and effectiveness • Assist in the research and development of new equipment. • Analyse information from multiple sources to better understand the nature of an incident and plan scene management activities. • Ensure the accurate recording of information, including patient records and decision logs, relating to HART operations, in accordance with established procedures and share with other Team Leaders and authorised staff as appropriate.
<p>Communication, Networking and Working Relationships</p>	<ul style="list-style-type: none"> • Promote HART awareness to other Ambulance staff within the Trust and among local Fire & Police services • Comply with the required instructions, procedures and processes of the Team, and the Trust to maintain effective two-way communication. • If required, represent the Trust and emergency service in public arenas and promote its image as a professional and competent service. • Develop and maintain good working relationships with other emergency services, NHS Trusts and public/private and voluntary sector agencies, HPA. • Actively support and promote the aims and objectives of the Trust's HART unit.
<p>Strategic</p> <p><i>* insert wording appropriate to the Trust</i></p>	<ul style="list-style-type: none"> • Actively support and promote the Trust's purpose, Vision and Values*, and broad organisational goals • Actively support and promote the aims and objectives of the Trust's HART Team • Be responsible for personal contribution to the development of the HART Team and where necessary, the testing of new



	<p>initiatives.</p>
<p>Personal Responsibility & Development</p>	<ul style="list-style-type: none"> • Adhere to Trust policies and best practice thereby maintaining and promoting the highest professional standards, including clinical practice, conduct, attendance and compliance with the dress code. • Demonstrate and maintain a positive attitude and commitment to Equal Opportunities and diversity. • Take responsibility for own Personal Development Review in accordance with the Trust's arrangements and, in agreement with Team Leader/Supervisor plan and engage in formal and informal learning events that underpin the demands of the role. • Attend identified courses to maintain and increase personal knowledge base. • Develop specialised knowledge of HART principles, capabilities and procedures. • To maintain competencies through continuation training, both practical and theoretical. • Attend and complete nationally agreed training programmes when required. • Be responsible for personal contribution to the development of HART and where necessary, the testing and evaluation of new initiatives.
<p>Health & Safety</p>	<ul style="list-style-type: none"> • Ensure that the safest possible working practices are followed at all times within your team and unit and act as a role model for your team and the unit as a whole in this respect. • Maintain a good level of physical fitness and undergo and pass physical competence assessments when required. • Maintain personally issued PPE to required standards. • Take personal responsibility to remedy Health & Safety issues as quickly as possible where you are able and the have authority to do so, or refer to senior management and the risk & safety team ASAP, or, if on scene, refer to Incident Commander to ensure that any risk or compromise to staff safety is brought to their attention. • Ensure your personal safety and that of your colleagues by complying with any instructions or procedures as laid down in the Standard Operating Procedures for HART.
<p>Key Result Areas and Performance Measures</p>	<ul style="list-style-type: none"> • Successful completion of the HART IRU and, if selected, USAR training programmes • Active contribution to leading and maintaining a high performing team • Delivery of immediate and high quality clinical care to patients in accordance with procedures • Compliance with the operating procedures and directions and



	<p>instructions given by authorised team and scene managers.</p> <ul style="list-style-type: none">• Successful completion of annual learning, training and re-licensing programmes and agreed Personal Development Plans• Contribution to initiatives and programmes to raise awareness of HART/CBRN/USAR issues• Compliance with Data Protection and Freedom of Information legislation
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