



Job Description

Job Title	Vehicle Preparation Logistics (VPL)
Pay Rate	£11.34
Department/Directorate	Make Ready Services
Location	Various Site around London
Reporting to	Team Leader (nights) Quartermaster (day)

Job Purpose

The purpose of this role is to support the delivery of excellent clinical care for patients by having the right equipment and consumables available at the right place at the right time.

The post holder, under the direction of the team leader or quartermaster, will be required to ensure that all vehicles are clean, restocked and in the right location. Using a hand held device to receive tasks and log work completed the post holder will provide real time data allowing vehicles to be utilised appropriately.

The post holder will pack consumables into pouches following defined process.

The post holder will make certain that the vehicle and equipment is fit for purpose including routine checks, replacing and arranging for servicing of equipment and ensuring the vehicle contains the appropriate level of equipment and consumables.

The post holder will ensure that vehicles are deep cleaned to standard and in accordance with the servicing scheduling.



Key Relationships & Stakeholders

- Make Ready colleagues
- Make Ready Quartermasters and Team Leaders / Operational and Sector SupplyManagers
- Operational colleagues and managers, H&S and infection control
- External delivery drivers & Suppliers

Working pattern

The working pattern is split across the week and is either permanent day shifts OR permanent night shifts. The majority are night shifts as this is when most activity is undertaken.

Shift patterns are:

- Sunday to Wednesday 2300-0900 36hr/week
- Thursday to Saturday 2300-0900 27hr/week
- Sunday to Wednesday 0700-1700 36hr/week
- Thursday to Saturday 0700-1700 27hr /week

Key Responsibilities

Operational Delivery

- Behave consistently with the values and beliefs of the organisation and promote these on day to day basis.
- Alert management of any issues or concerns that may affect service provision and safe operation of vehicles
- Routinely undertake duties in a safe, effective and efficient manner, commensurate with the post, as directed, by Operational Managers, Team Leader, and Quartermaster.
- Ensure that the trust required standards are maintained in make ready process and operating standards in accordance with infection control
- Use their initiative and take responsibility for themselves and the quality of their work and the services they provide including when unsupervised.
- Excellent communication with vehicle preparation hub quartermasters, team leaders and sector support Managers.
- Undertake all driving duties associated with the delivery and collection of equipment, and consumables.
- Undertake all statutory and mandatory training in line with trust policy, appropriate to the role of vehicles preparation operative.
- Use systems and processes in accordance with operating procedures including hand held devices and electronic systems and applications.
- Ensure accuracy to procedures, taking due care to ensure equipment and consumables are correctly labeled, stored and distributed.

Resilience

- Support the provision of optimum stock levels to ensure that critical service delivery is maintained and in line with operational requirements.
- Work closely with the Team Leader /Quartermaster to ensure stock and equipment is available in the correct location and is recorded as such.
- Collect equipment and other items from LAS and NHS premises or as directed.

Manuel Handling/ Working Environment/ Emotional Effort

- There will be a frequent requirement to exert moderate, often intense, physical effort for periods during the shift.
- Manouvering and lifting heavy blanket cages, stock and clinical equipment and consumables.
- Lone working into the late evening and on Night Shift
- Prolonged concentration in packing
- You maybe exposure to unpleasant working conditions for prolonged periods with daily contact with soiled waste and equipment in line with Infection Control Procedures.
- Requirement to drive for long periods in heavy traffic congestion demanding prolonged periods of concentration for a substantial part of the shift.
- Dealing with requests from staff on ambulance station which often cannot be fulfilled to their satisfaction.

Vehicle Maintenance

- Make ready the vehicles at the specific hubs, complex and its satellite stations in line with 4 steps process.
- To clean the vehicles inside and out, as per the method statements and risk assessments.
- To ensure vehicle daily inspection (VDI) process is completed through electronic auditing system.
- To ensure that all major equipment in the ambulances, e.g. Stretcher, Defibrillators etc. are in Good working order and checked daily with records updated appropriately.
- To undertake a deep clean of the vehicles on a six-weekly basis, as directed by management team.
- To ensure that all 'under the bonnet' checks are undertaken and report to management team anything that needs replenishing or any issues.
- To follow the company driving policy and highway code when driving any vehicle.
- To always assess company and service vehicles before driving to ensure it's safe and road worthy.
- To drive the vehicles to the nearest fuel station and refuel or use of bunkered fuel in accordance with procedures

Quality Care Governance and Training

- Work with colleagues and Team Leaders to create a clean, safe working environment.
- Undertake introductory training and supervision until signed off as competent.
- To undertake mandatory training as appropriate for the role.
- The post holder will be expected to lift awkward and heavy items in the course of their duties.
- The post holder will have to handle products and operate equipment which may be dirty/dusty.
- Ensure that any health and safety risks, concerns, near misses and accidents are highlighted, reported and recorded where appropriate on the Trust Datix system.
- To be able to undertake essential training for the role, this will include driving Trust vehicles.
- Maintain a log of all journeys in accordance with procedure
- Other routine administration as may be required.

Reporting

- Report directly to the Team Leader and Quartermaster or Make Ready management.
- Personal accident or injury sustained on duty.
- Work updates, tasks completed and data as required by the system, including use of technology and handheld devices.
- Loss/damage to service vehicles and equipment
- Reporting of any hazardous, dangerous or defective equipment on premises, in use or practices to you

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 as 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 benefits of a diverse workforce reflective of the communities that we serve, and is committed to equal opportunities in employment with a devotion to eliminate all forms of unlawful discrimination. The Trust aims to promote equality of opportunity and good relations between staff and patients (including volunteers, contractors and bank staff). All individuals have a duty to adhere to the Trust Equality and Diversity policy and an individual responsibility towards the application and understanding of the Equality Act 2010. Inequitable behaviour will not be tolerated and every person has a responsibility to highlight discriminatory practice.

Health and Safety at work

In addition to the Trust's responsibilities under the Health and Safety legislation, you are reminded of your responsibilities for health and safety at work under the Health and Safety at Work Act 1974 (as amended) and associated legislation. These include the duty to take reasonable care of the health and safety of yourself and others in your work activities and to co-operate with your employer in the discharge of its statutory duties. You must adhere strictly to the Trust's policies and procedures on health and safety and report all accidents, dangerous occurrences, unsafe practices or damage to your manager promptly using the Trust's incident reporting system. You must make use of appropriate training, safety equipment, protective clothing and footwear and attend training. Failure to comply with these requirements may result in disciplinary action.

Disclosure and Barring Service (DBS)

If the post you are undertaking requires you to complete a DBS disclosure, this will be managed and processed in line with the DBS Policy and you will be required to sign up and maintain your subscription to the DBS Update Service.

Values and Behaviours

Respectful: Caring for our patients and each other with compassion and empathy, championing equality and diversity, acting fairly.

Professional: Acting with honesty and integrity, aspiring to clinical, technical and managerial excellence, leading by example, being accountable and outcomes orientated.

Innovative: Thinking creatively, driving value and sustainable change.

Collaborative: Listening and learning from each other, working with partners, being open and transparent.

Person Specification

Qualifications, Accreditations, Education	Essential	Evidence
Current UK Driving License full manual driving license (no more than 3 penalty points).	√	A
Good Standard of Education to include English and Maths	√	A
Must be willing to undertake any training as required by LAS	√	A/I
C1 Category on your license which is valid within the UK	√	A
Experience	Essential	Evidence
1 year of driving experience	√	A/I
Previous cleaning experience	√	A/I
Experience of stores / stocking taking/ checking	√	A/I
Experience of working within a public service or customer care environment	√	A/I
Experience of driving around London and driving larger vehicles	Desirable	A/I
Knowledge and Skills	Essential	Evidence
Ability to follow instructions and to work on own initiative	√	A/I
Effective communication skills both verbal and written.	√	A/I
Ability to follow processes and procedures	√	A/I
Basic computer skills/ IT literate	√	A/I
Ability to maintain records	√	A/I
Good Interpersonal skills and can be a team player	√	A/I
Ability to meet deadlines	√	A/I
Personal Abilities	Essential	Evidence
Adhere to the Trust values and behaviors	√	A/I
Good attendance record	√	A/I
Mature and responsible outlook	√	A/I
Flexible approach and dynamic	√	A/I
Ability to work effectively as part of a team	√	A/I
Ability to plan own workload and often as an individual	√	A/I

Key: A = application, T = test, I = interview

Make Ready: **Oct 2022**