

# Appendicies

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# Appendix A

## Outline Job Descriptions

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### A. Medical Director

#### Accountability

Reports to Chief Executive  
Accountable to Trust Board / Trustee Board

#### Person Specification

##### Essential criteria:

Registered with the GMC  
Member of the Specialist Register  
Be a minimum of 10 years post qualification  
Have a minimum of 3 months anaesthesia ITU.  
Demonstrate operational air ambulance experience  
Demonstrate participation in NHS appraisal system.

##### Desirable Criteria:

Broad range of aero medical work  
Diploma or Fellowship in Immediate Medical Care  
Pre-hospital Emergency Care course  
MIMMS, ALS, ATLS APLS Certification

### B. Flight Doctors

#### Person Specification

##### Essential criteria:

Registered with GMC  
5 years post qualification  
If practising RSI, a minimum of 6 months anaesthesia & 3 months ITU experience

##### Desirable criteria:

Diploma or Fellowship in Immediate Care  
Pre-hospital Emergency Care course/ HCC or equivalent  
MIMMS / ATLS / ALS / APLS certified

### C. Flight Paramedics

#### Person Specification

##### Essential criteria:

Registered with Health Professions Council  
2 years post-paramedic qualification experience

##### Desirable criteria:

Diploma in Immediate Medical Care  
Pre-hospital Emergency Care course  
MIMMS /PHTLS / ALS

## D. Finance Director

### Accountability

Reports to Chief Executive  
Accountable to Trust Board / Trustee Board

### Person Specification

#### Essential criteria:

Qualified Accountant (Chartered, CIPFA or CIMA)  
Be a minimum of 5 years post qualification

#### Desirable Criteria:

Experience of charity work

## E. Operations Director

### Accountability

Reports to Chief Executive  
Accountable to Trust Board / Trustee Board

### Person Specification

#### Essential criteria:

Be a minimum of 5 years post qualification in operational role

#### Desirable Criteria:

Qualified paramedic or clinician

# Appendix B

## External Review Proforma

Area of Governance Activity	Evidence of Activity in Accordance with Charter Standards	Comments
Medical Director		
Operational Doctors		
Operational Paramedics		
SOPs		
Notes Audit		
Longitudinal Audit		
Best Practice		
Safety Committee		
Occurrence Reporting System		
Daily Briefing		
Weekly Operations Meeting		
6 Monthly Governance Forum		
Induction Programmes		
Training and Development		
On-line Clinical Advice		

# Appendix C

## Minimum Crewing of Aircraft

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The definition for the minimum crewing of the aircraft can be found in the Joint Aviation Requirements as below:

- (A) Day flight. The minimum crew by day shall be one pilot and one HEMS crewmember. This can be reduced to one pilot only in exceptional circumstances.
- [(2)] HEMS crew member. A person who is assigned to a HEMS flight for the purpose of attending to any person in need of medical assistance carried in the helicopter and assisting the pilot during the mission. This person is subject to specific training as detailed in subparagraph (e)(2)

Obviously the single manning of an aircraft is not ideal and therefore should only be undertaken due to unforeseen circumstances.

The minimum crewing for HEMS missions is clearly laid down in JAR OPS.

- (iv) Crew composition See ACJ to Appendix 1 to JAR-OPS 3.005
- (A) Day flight. The minimum crew by day shall be one pilot and one HEMS crew member. This can be reduced to one pilot only in exceptional circumstances.
- (B) Night flight. The minimum crew by night shall be two pilots. However, one pilot and one HEMS crewmember may be employed in specific geographical areas defined by the operator in the Operations Manual to the satisfaction of the Authority taking into account the following:
  - (B1) Adequate ground reference
  - (B2) Flight following system for the duration of the HEMS mission (see AMC to Appendix 1 to JAR-OPS 3.005(d), sub-paragraph (c)(3)(iv)(B)(B2))
  - (B3) Reliability of weather reporting facilities
  - (B4) HEMS minimum equipment list
  - (B5) Continuity of a crew concept
  - (B6) Minimum crew qualification, initial and recurrent training
  - (B7) Operating procedures, including crew co-ordination
  - (B8) Weather minima
  - (B9) Additional considerations due to specific local conditions.

# Appendix D

## Minimum List of Standard Operating Procedures

### Clinical/Equipment/Drugs

- Defibrillation in flight procedure
- Equipment inventory list
- Equipment cleaning
- Drugs/stores requests
- Medical gases storage/policies/ordering
- Stretcher use and care
- Suction unit use and care
- Ventilator use and care
- Clinical waste
- On-call medical advice
- Calidocott / Confidentiality / Data protection
- Photography and Video at Scene
- Management of Major Haemorrhage
- Post Return Of Spontaneous Circulation (ROSC)
- Traumatic cardiac arrest
- Asthma
- Drowning
- Burns
- Defibrillation in flight

### Operational

- Management of operational SOP's
- Aircraft call-out guidelines / Dispatch criteria
- Responsibilities in-flight of crew-members
- Equipment check and use
- Hospitals, hospital landing sites & specialities
- Operating limits for HEMS / Air Ambulance
- Communications
- Major incidents
- HEMS Alerting System
- Personal Protective Equipment
- Working with Mountain Rescue units
- Infection control and equipment cleaning
- Aircraft safety
- Management of missions database
- Carriage of media personnel
- Incident reporting and management
- Selection of Aircrew Paramedics
- Dispatch personnel
- Patient feedback
- Tasking

### Miscellaneous

- Police interviews
- Housekeeping
- Aircraft washing procedure
- Helilift/aircraft towing policy and procedures
- APU (auxiliary power units)
- Personal accident reporting
- Incident reporting procedure
- Press interviews
- CPD
- Unit hangar
- Patient property
- Unit visitors

This extensive list of SOPs covers the majority of the daily tasks and responsibilities. The Ambulance Service policies and procedures applicable to each individual Ambulance NHS Trust can cover other daily routines and duties.

Other policies and procedures will need to be written to accommodate future night transfer/HEMS operations within the UK.

# Appendix E

## List of People Consulted

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Peter Aldrick, CEO Lincolnshire and Nottinghamshire Air Ambulance Trust  
Dave Bramley, Great North Air Ambulance Charity  
Dr. Gareth Davies, London's Air Ambulance Charity  
Clive Dickin, National Director of the AAA  
Cliff Gale, Essex and Herts Air Ambulance Trust  
Nigel Hare, Devon Air Ambulance Trust and South Western Ambulance Service  
Gerry Hermer, East Anglian Air Ambulance Trust  
Helena Holt, CEO Devon Air Ambulance Trust  
Roger Linnell, Lincolnshire and Nottinghamshire Air Ambulance Trust  
Mark McGeown, CEO Thames Valley and Chiltern Air Ambulance Trust  
Dr Carl McQueen, Midland Air Ambulance Charity  
Paul Owen, Dorset and Somerset Air Ambulance Charity and South Western Ambulance Service  
Becky Tinsley, Chair of AAA Operational Subcommittee, Midland Air Ambulance Charity  
Dr. Anne Weaver, London's Air Ambulance Charity  
Steve Wheaton, Deputy CEO West Midlands Ambulance Service  
Dr. David Zideman, Chair, BASICS



# Appendix F

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