

POSITION DESCRIPTION

Position: Fixed Wing Air Ambulance Crewperson

Reporting to: Head of Service Operations

Functional Working Relationships:

Internal:

- All staff at Life Flight Trust
- Trustees
- Pilots
- Medical Team

External:

- Public and Private Hospitals
- Wellington Free and other ambulance services
- Emergency Services
- Other Air Rescue and Air Ambulance Providers
- Wellington International Airport Limited (WIAL)
- Aviation Security Service
- Fieldair Engineering
- Sponsors Community groups
- Supporters
- Volunteers
- Media

Job Scope

The Crew Person is responsible to Head of Service Operations to provide a quality, timely, and safe service to meet the contractual requirements of the public and private hospitals.

Supporting the medical team's patients and their support people coupled with supporting the equipment and aircraft operations.

Duties include all Life Flight aircraft and equipment are cleaned, serviced and maintained according to the Life Flight Trusts Quality management programme.

Ensuring all aspects of the OSH policy, Aviation Security Service and WIAL procedures are maintained at all times.

The crew person is required to carry out their duties in a professional manner at all times

Key Result Areas and Responsibilities

Operational Tasks:

- Ensure a safe and secure working environment at all times both on and off base.
- Provide support of patients / families at the direction of clinical staff.
- Contribute to successful outcomes for patients by supporting clinicians as requested.
- Performing all duties and operations within the standards set out in Life Flight's quality management system.
- Keeping all parties informed of the mission status.
- Ensuring the aircraft is cleaned and re stocked as per the check list as soon as possible after each mission.
- At the commencement of each duty undertake the appropriate check lists for the aircraft and associated equipment.
- Assisting the medical staff with patient care as required.
- Completing all required tasks as per/weekly/monthly checklists
- Obtaining and recording accurate information on each patient and/or person rescued and file the appropriate reports
- Entering the details of each flight / person carried in the Air Maestro Database
- Reporting and action any equipment faults.
- Ensure maximum stock levels of consumable supplies, Oxygen and Medical Air are maintained
- Ensure the base is clean and tidy and secure.
- Reconfigure the Air Ambulance Aircraft as and when required (Back up Aircraft)
- Maintain delegated portfolio of set up and maintenance tasks and progress allocated projects.

Training and Development

- Maintaining a working knowledge of all Life Flight medical equipment and hospital owned Neonatal and paediatric equipment. Familiarisation of how it functions and fits within the various aircraft.
- Take part in the flight Safety training for the medical teams
- Attend case / Mission reviews as required
- Attending all training and arranged exercises.
- Ensure all in-service training modules are completed within the specified time
- Ensure skill levels are maintained to a high standard at all times

Promotion and Funding

- Assisting and participating in Life Flight's fund-raising and promotional activities
- Conduct public relations site visits with various organisations Complying with WIAL and Aviation Security Requirements
- Carrying out such other duties relevant to the operation of Life Flight as may from time to time be required

Person Specification:

Crew must exhibit a high level of competency in the areas:

- Customer service (Both Internal and External)
- Teamwork
- Self Development
- Professionalism
- Dealing with change
- Problem solving
- Delivering Results
- Verbal and written Communication
- Highly motivated
- Positive attitude
- Able to work unsupervised
- Good communicator
- Honest and trustworthy

Technical Competencies required are:

- To have to ability to drive an ambulance
- Radio Communications
- Patient Handling
- Maintenance and administration of plant and equipment

Minimum Requirements

- Essential to be able to obtain an Airport Identity Card by passing an Aviation Security Check.
- Must hold a clean drivers licence and maintain this during employment
- Must exhibit a customer focussed "can do" approach, be a team player, and have a willingness to learn,
- Ability to demonstrate an acceptable level of competency in literacy and numeracy.
- Medical fitness for Aviation duties
- Training will be provided if required for the skills needed and to meet the technical competency levels that the position requires.
- Must exhibit good people skills
- Must demonstrate as reliable and have a proven good work history and work attendance record
- Flexible with work hours