



APPRENTICESHIP STANDARD

ASSOCIATE AMBULANCE PRACTITIONER

FULL SPECIFICATION

| | |
|-----------------|-----------------------------------|
| Level | 4 |
| Duration | 12 -18 Months (Not including EPA) |
| Maximum Funding | £15,000 |
| Code | ST0287 |
| QN | 610/0259/8 |



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About FutureQuals

FutureQuals works together with employers and industry experts to develop End-Point Assessments, materials and tools. We provide a first class service for your End-Point Assessment needs and we ensure that we support your employees in every step towards their End-Point Assessment.

Our processes ensure that the apprentice has sufficient knowledge, skills and behaviours in their area of work, as determined by the Level 4 Associate Ambulance Practitioner Apprenticeship Occupational Standard and Assessment Plan.

FutureQuals is a recognised and approved End-Point Assessment Organisation and appears on the Register of End- point Assessment Organisations (RoEPAO). FutureQuals are the EPAO within Future(Awards & Qualifications) Ltd.

More information on our processes and End-point Assessment can be found on our website or by contacting us at EPAO@futurequals.com.

The Associate Ambulance Practitioner Role

Overview of the Role

An Associate Ambulance Practitioner (AAP) works as part of the wider Emergency and Urgent Care setting, having direct contact with service users or others, providing high quality and compassionate care. Day to day duties and tasks for an AAP involve working as part of an ambulance crew responding to emergency (999) and urgent calls providing emergency and urgent assistance, driving safely and progressively at high speed.

The AAP will assess, treat and manage service users at the scene or assist with non-conveyance or onward referral if appropriate, reducing the need for hospital admission. Other tasks involve working closely with emergency services and the wider NHS. The tasks of an AAP include evaluating different approaches to solving problems, communicating those results accurately and reliably, with structured and coherent arguments.

AAPs work at a level above that of Healthcare Support Workers and have knowledge of the underlying concepts and associated principles within their area of study, including the ability to evaluate and interpret these. They will have the qualities and transferable skills necessary for employment, exercising some personal responsibility. AAPs will undertake further annual training and develop new skills within a structured and managed environment when employment is secured. The AAP will work under the supervision of a Registered Practitioner in accordance with Regulatory Policies and procedures for an initial probationary period of 20 weeks.

After successful completion, the AAP will be accountable for their own actions, operating within their own scope of practice and will work alongside professional colleagues of higher or lower grades.

Associate Ambulance Practitioner Apprenticeship

The aim of the AAP apprenticeship is to ensure that the apprentice will be fully competent and job ready to perform the role of AAP as required by the end of the programme and end-point assessment.

The Apprentice Standard provides a highly descriptive record of the knowledge, skills and behaviours (KS&B) that each AAP must meet whilst on the apprenticeship. Achievement of the Standard supports apprentices' eligibility for employment by any UK NHS Ambulance Service or other relevant organisation.

Employers determine the entry requirements for the AAP and will include behavioural recruitment to support organisational values, interview and a fitness test. Apprentices must be over 18 years of age and hold a full GB driving licence.

Upon successful completion of the apprenticeship, candidates can progress to undertake the Health and Care Professional Council (HCPC) Registered Paramedic status.

Apprentices must have achieved Level 2 Functional Skills in Maths and English, Level 2 Award in Ambulance Driving, Level 3 Certificate in Emergency Response Driving and Level 4 Diploma in AAP by the time the Gateway Declaration is made for end-point assessment.

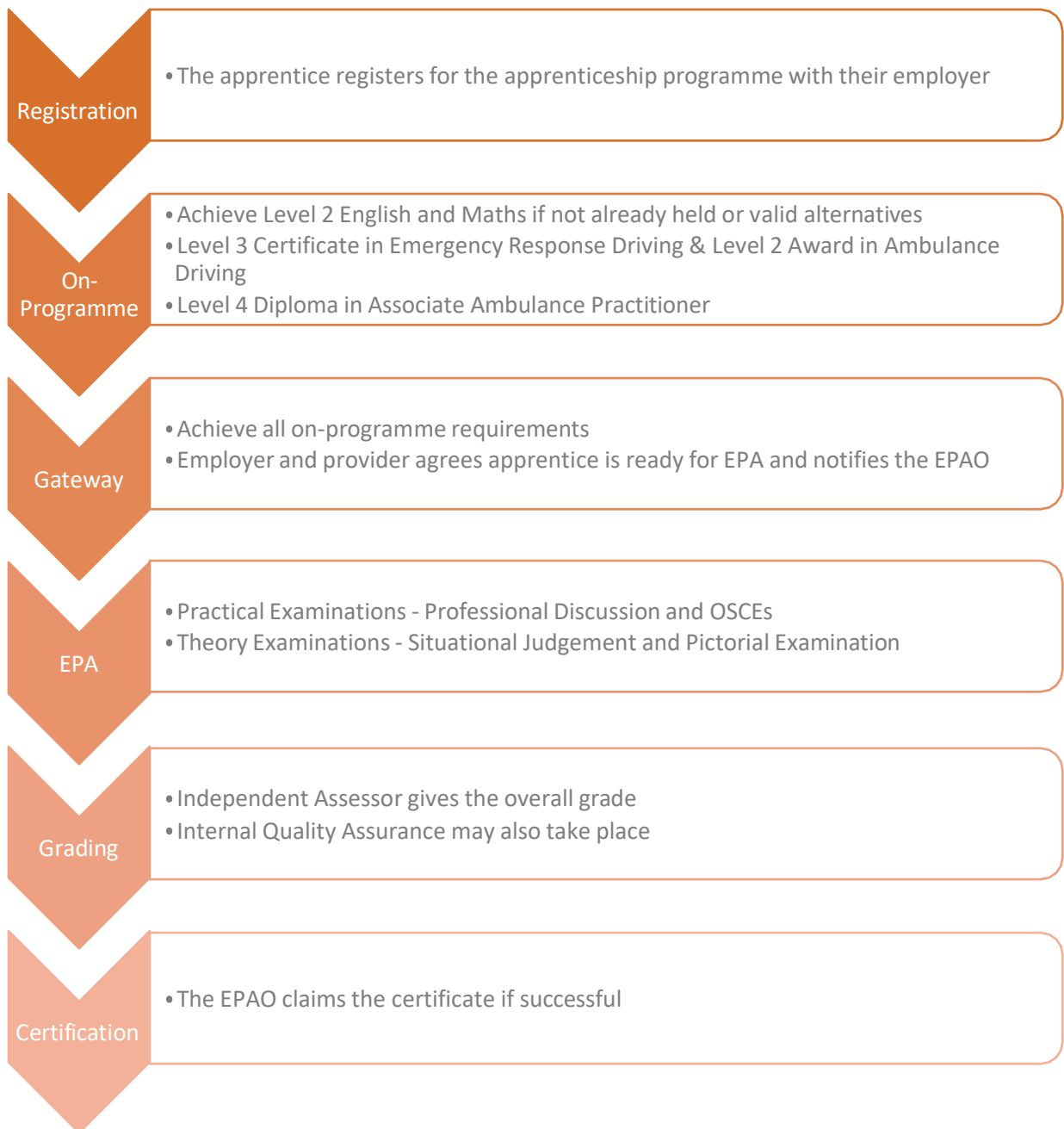
Knowledge, Skills and Behaviours

In order to be fully competent, the Standard requires that AAPs meet and demonstrate particular values and behaviours. They must also demonstrate particular skills and hold certain knowledge.

A full description of these Knowledge, Skills and Behaviours, as identified in the Standard, are detailed in *Appendix A*.

End-point Assessment Process

Overview of the EPA Process



End-point Assessment Structure

Overview of the EPA Structure

Once the apprentice has met all the requirements and the Gateway Declaration has been made, they can progress to the End-point assessment.

The EPA comprises five components, delivered via different assessment methods (see below).

Components can be completed in any order and will be determined by the Lead Independent End-point Assessor (LIEPA) on the day of assessment, subject to the number of Apprentices and Independent End-point Assessors (IEPA). Apprentices will need to be available for the whole day.

| | Component | Method of Assessment | Duration | Grading |
|-----------------------|--|--|---------------|--------------------------------|
| Practical Examination | Core Skills, Knowledge, Values and Behaviours | Professional Discussion (using Portfolio Submission) | 15-20 minutes | Fail/ Pass/ Merit/ Distinction |
| | Patient Assessment & Measurements | Objective Structured Clinical Examination (OSCE) | 15-20 minutes | Competent/Deferred |
| | Intermediate Life Support & assisting the practitioner | Objective Structured Clinical Examination (OSCE) | 15-20 minutes | Competent/Deferred |
| Theory Examination | Safeguarding & Capacity | Part 1: Situational Judgement Assessment Part 2: Multi Choice | 45 minutes | Fail/ Pass/ Merit/ Distinction |
| | Driving | Pictorial Examination Multiple Choice Questions | 30 minutes | Fail/ Pass/ Merit/ Distinction |

Sample assessment materials are available.

On-Programme

The minimum duration required for the apprenticeship is 12 months. It is anticipated that the apprentice will have completed all of the necessary mandatory qualifications from the Level 4 AAP Standard by month 13, including a post qualification consolidation period. Apprentices can be assessed after 12 months and one day. A duration of between 12-18 months is specified within the AAP Apprenticeship Standard.

If a break in learning occurs, the amount of time spent on the apprenticeship, including more than one episode of learning, must meet the minimum duration requirement. For example, 6 months learning followed by a 3 months break in learning would mean another 6 months learning is required to meet the 12 months minimum.

Anticipated durations set out in the AAP Apprenticeship Standard Assessment Plan

| Phase/ Qualification | Duration (Weeks) | Duration (Months) | % |
|---|------------------|-------------------|------------|
| Level 4 Diploma for Associate Ambulance Practitioners | 14 | 3.5 | 26 |
| Level 3 Certificate in Emergency Response Ambulance Driving | 4 | 1 | 7 |
| Practice Placement – 750 Hours | 20 | 5 | 37 |
| Post Qualification Consolidation | 16 | 4 | 30 |
| Total | 54 | 13.5 | 100 |

At the point of successful completion of the mandatory qualifications, and the required 20 weeks (750 hrs) practice placement, apprentices will undertake a period of 16 weeks post qualification consolidation.

During this consolidation period, the apprentice will undertake a number of clinical supervision and facilitation shifts (determined by the employer) with a Practice Placement Educator (mentor). The must hold a minimum Level 5 mentorship qualification and be occupationally competent at the same level or higher in the emergency and urgent care setting.

Gateway Readiness

- During the clinical supervision and facilitation shifts, both the mentor and the apprentice will discuss their readiness for end-point assessment. Once they are agreed, the Employer/Employer Provider can make the Gateway Declaration, usually between month 12 and 13. At Gateway Declaration, the apprentice must have achieved:
 - Level 2 Functional Skills, Maths and English
 - Level 2 Award in Ambulance Driving and Level 3 Certificate in Emergency Response Driving
 - Level 4 Diploma in AAP

Evidence of qualification success should be submitted to FutureQuals via SharePoint or QMIS before an End-point Assessment can take place.

Although not a Gateway requirement, the AAP Apprenticeship Assessment Plan refers to the 15 Care Standards, which will be assessed during the Professional Discussion.

EPA Components

The Professional Discussion assessment element will cover 5 of the 15 standards from the Care Certificate, which encompasses the following behaviours: patient-centred care, dignity and respect, and care and compassion.

This assessment lasts for 15-20 minutes, consisting of a two-way conversation between the apprentice and assessor. It differs from a question and answer format; while both assess knowledge and understanding, a professional discussion goes beyond direct answers. It involves a conversational approach, meaning the Assessor may have follow-up questions based upon the apprentice's responses.

The professional discussion provides a holistic approach to assessment, providing the Apprentice with an opportunity to evidence not only their knowledge and understanding, but also their analytical and decision-making abilities.

The Patient Assessment and Measurements Objective Structured Clinical Examination (OSCE) will assess the Apprentice carrying out a stepwise approach to patient assessment of a conscious patient, in a simulated environment. They will undertake physiological measurements using appropriate equipment in a safe and effective manner, and make appropriate changes or recommendations to the treatment plan within their scope of practice.

The assessment lasts for 15-20 minutes.

The Intermediate Life Support and Assisting the Practitioner Objective Structured Clinical Examination (OSCE) will assess the Apprentice performing intermediate life support, in a simulated environment, assisting the practitioner in preparing for one of the following: advanced airway management (intubation) and intravenous Cannulation (IV) or Intraosseus (IO).

The assessment for lasts for 15-20 minutes.

The Safeguarding and Capacity (Behaviours) Situational Judgement Assessment will test the Apprentice's judgment for acting in the best interest of the patient. This is a sequencing and multiple-choice question assessment. For the sequencing section, the apprentice will be given 4 Situational Judgement scenarios that they are likely to have come across in their role as an Associate Ambulance Practitioner. They will be asked to identify the appropriate actions and rank them in the order that they would respond. For the multiple-choice questions, apprentices will be asked to answer 30 true/false, yes/no and other multiple-choice questions.

This examination is taken under controlled conditions using an online assessment platform, XAMS, with a time limit of 45 minutes applied.

Sample assessment materials are available.

Pictorial Examination Multiple Choice Questions will be used to assess the apprentice's Driving (Traffic Signs) knowledge. Apprentices are presented with 24 pictorial multiple-choice questions, which test their knowledge of traffic signs.

This examination is taken under controlled conditions using an online assessment platform, XAMS, with a time limit of 30 minutes applied.

Sample assessment materials are available.

Grading & Weighting

For assessment areas where a grading and weighting are applied, it will follow the format as set out below. For assessment areas where a grading and weighting exemption is applied, the assessment decision of competent will result in a distinction grade and 70% will be awarded. A deferral will result in a fail grade and 39% will be awarded. In order for the apprentice to achieve a successful overall assessment grade (as detailed below), no assessment decision of Fail and/or Deferred should be awarded for any aspect of the assessment elements.

| Grading | Fail | Pass | Merit | Distinction |
|-----------|-------|-----------|-----------|-------------|
| Weighting | 39% - | 40% - 59% | 60% - 69% | 70% + |

| Grading | Deferred/ Fail | Competent |
|-----------|----------------|-----------|
| Weighting | <40% | 70% |

The overall assessment grade will be determined by the mean average of the assessment areas against the grading and weighting table.

All five areas of assessment must individually meet or exceed the required pass mark standard of 40%, in order to achieve the Apprenticeship Standard. The overall average assessment grade will determine the grading and weighting applied, unless any area of assessment is <40%, in such cases this will result in a fail. The table below provides examples of how overall assessment grading is determined by mean average achieved in each area of assessment:

| Core Skills, Knowledge, Values & Behaviours | Patient Assessment | Intermediate Life Support | Safeguarding & Capacity | Driving (Traffic Signs) | Total | % Average | Overall Assessment Grade |
|---|--------------------|---------------------------|-------------------------|-------------------------|-------|-----------|--------------------------|
| 35% | 70% | 70% | 67% | 68% | 310 | 62% | Fail |
| 40% | 70% | 70% | 50% | 60% | 290 | 58% | Pass |
| 55% | 70% | 70% | 69% | 57% | 321 | 64% | Merit |
| 89% | 70% | 70% | 58% | 94% | 381 | 76% | Distinction |

Once the EPA has been successful (including resits), the IEPA will inform FutureQuals, who will then claim the certificate on behalf of the apprentice. Internal Quality Assurance will take place in some cases as per FutureQuals Policy and procedures.

EPAO Role

In line with the assessment plan, as an EPAO, we will:

- Take no part in the training of apprentices who complete the EPAs
- Devise assessment materials and administer the EPA
- Recruit and train Independent End-point Assessors, Lead IEPAs and IQAs
- Ensure IEPAs, Lead IEPAs and IQAs are occupationally competent, are able to assess the performance of the apprentice using the EPA method and are able to determine grade achieved
- Undertake annual standardisations and moderation activities
- Actively participate in quality assurance procedures described in the assessment plan
- Follow Internal Quality Assurance Procedures and adhere to External Quality Assurance procedures and requests
- Comply with the Conditions for EPAOs
- Comply with the EQA Framework

Contact Us

For more information about the EPAO, FutureQuals or the EPA please contact us on:

Phone: 01530 836668

Email: EPAO@futurequals.com

Web: www.futurequals.com

List of Appendices

Appendix A: KSB Criteria

Appendix B: Room & Equipment Requirements

Appendix C: Session Checklist for EPAs

Appendix D: Policies and Procedures

Appendix A: KSB criteria

| Behaviours | |
|-----------------------------|--|
| Values | The AAP must always: |
| Patient Centred | Be professional and passionate about the emergency and urgent care services; have a commitment to quality of care for service users and their relatives, a positive attitude in helping to improve patient care/ experience, learning from successes and mistakes in line with the NHS constitution |
| Dignity and Respect for all | Show an understanding and be respectful of all service users, carers and all those who the AAP come into contact with. The AAP will promote equality of opportunity and celebrate diversity, demonstrating high standards of behaviour and conduct with honesty and openness at all times. |
| Teamwork | Work closely and collaboratively with users of all levels in an open, honest and supportive way, acting in the best interest of the service users and others. Promoting teamwork and taking a genuine interest in those whom we work with, offering support and guidance when it is needed. Inspire each other to work together to create better services. |
| Care & Compassion | Deliver a first class service which is responsive to individual's needs, recognising and celebrating good performance, striving to maintain a positive, safe, caring and compassionate working environment for all. Ensure that compassion is central to the care provided with humanity and kindness. |
| Effective Communication | Be open and honest with individuals choosing the most appropriate way of communicating, using everyday language, avoiding jargon. Respect confidentiality and personal information of service users and others. |
| Competence | Be personally responsible for own learning and development. Engage with advancing technologies, maximising learning opportunities. Encourage and support others in their personal development to increase and maintain high levels of competency. |
| Skills | |
| | The AAP will be able to: |
| Core Skills | Engage in organisational effectiveness and personal & professional development by using & promoting: <ul style="list-style-type: none"> • Effective communication • Conflict resolution training • Equality & inclusion • Implementation of health & safety • Safeguarding and protecting individuals and groups • Person centred approaches • Good practice in information governance • Infection prevention and control measures • Duty of care to patients privacy & dignity |
| Moving and handling | Undertake risk assessment prior to moving & positioning individuals, using equipment and other items safely. |
| Assessments & Measurements | Follow a stepwise and holistic approach to patient assessment, undertaking a range of physiological measurements using appropriate equipment in a safe and effective manner. Make appropriate changes or recommendations to the treatment plan within their scope of practice, reporting changes where applicable or necessary. |
| Treatment & Intervention | Manage service users and others across the age ranges – from babies & children to care for the elderly – within the emergency and urgent care setting, to include: <ul style="list-style-type: none"> • Airway, respiratory and circulatory management • Wounds and bleeding • Burns and scalds |

| | |
|--|---|
| | <ul style="list-style-type: none"> • Medical conditions • Bones/ joints/ ligaments/ tendons injuries • Use of medical gases • Pregnancy and childbirth • Hostile and major incidents • Substances hazardous to health • Pain management |
| Intermediate Life Support & assisting the practitioner | Perform immediate life support for individuals across the age ranges using appropriate equipment and techniques safely and effectively. Assist the practitioner in the skills of Cannulation, Fluids Treatment and Intubation, including the preparation of life saving drugs, using the skills necessary to deliver effective medicines management criteria. |
| Light Rescue & Extrication | Perform a range of light rescue and extrication techniques in a safe and effective manner, using a range of equipment. |
| Knowledge | |
| The AAP will know and understand: | |
| Core Knowledge | <ul style="list-style-type: none"> • How the AAP role engages in supporting the organisation in delivering high quality care and meeting its targets • How to develop and use personal & professional development plan including the importance of reflective practice • How to communicate effectively, including writing clear, concise information • The importance of health, safety and dynamic risk assessments. How to report incidents, near misses and follow the correct processes to promote health and safety at work. • The organisation's safeguarding procedures and to protect individuals and groups, including referral through the appropriate routes • How to promote person centred approaches and know how to adhere to relevant codes of practice and ethics. • How to practice and follow information governance by understanding data protection, Caldicott regulations and other legislation • How to follow policies and procedures in relation to infection prevention & control • The importance of treating patients and their carer's with privacy and dignity. |
| Moving & Handling, Light Rescue, Extrication & Environmental Safety | <ul style="list-style-type: none"> • How to undertake dynamic risk assessment prior to moving & positioning individuals in accordance with their care plan, as well as using equipment and other items safely • The Health & Safety at Work Act and related regulations. They will know how to manage their own safety and that of others in a range of environments • How to perform a range of light rescue and extrication techniques responsibly and in a safe and effective manner. Understand the meaning of Common Law and know what criteria must be met to undertake gaining and entry with good intent. |
| Assessment & Physiological Measurements, Administration of Medications, Treatment & Intervention, Safe discharging & referrals | <ul style="list-style-type: none"> • How to follow a stepwise and holistic approach to patient assessment by understanding and applying codes of practice and ethics, etc. Understand how to carry out and interpret a range of physiological measurements. Know how to make appropriate changes or recommendations to the treatment plan as directed. • How to operate under given exemptions, clinical guidelines and will understand their own restrictions of the administration of medicines in accordance with the AAP's scope of practice. They will know how to prepare medications and undertake the relevant safety checks prior to administration. They will know and understand how to use the UK Ambulance Service Clinical Practice Guidelines and other documents to support the AAP role • How to manage the acute care of service users and others across the age ranges, to include airway management, intermediate life support, wounds and bleeding, burns and scalds, medical conditions, bones/ joints/ ligaments/ tendon injuries, use of medical gases, babies and children, pregnancy & child birth, hostile and major |

| | |
|---|---|
| | incidents, substances hazardous to health, care for the elderly, pain management by understanding all the SOP's, policies, procedures and guidelines. The necessity of safety netting prior to discharging following organisations referral pathways including completion of relevant documentation. Know how to create clear & concise records to support all referrals to all agencies. |
| Mental Health, Mental Capacity, Dementia & Learning Disability, End of Life & Bereavement | <ul style="list-style-type: none"> • The importance of promoting mental health and well-being; understands the current Mental Health Act and the roles of other partner agencies • How to undertake the diagnostic and functional assessment of mental capacity and respond appropriately, acting in the best interest of the service user at all times • Understand and be able to support those with dementia and learning disabilities • How to support individuals across the age ranges with end of life care plan in a compassionate and supportive manner. They will be able to identify and respond to their own and others feelings when dealing with bereavement. |
| Intermediate Life Support & Assisting the registered Practitioner | <ul style="list-style-type: none"> • How to effectively perform intermediate life support for individuals across the age range using appropriate equipment and techniques safely • Know what equipment a registered practitioner will need to effectively apply the skill of intubation, cannulation and fluid therapy • How to assist when required within own scope of practice • Know what drug therapy is needed by the registered practitioner when dealing with service users in cardiac arrest. |
| Driving and electronic communication | <ul style="list-style-type: none"> • How to operate a range of electronic devices to communicate effectively with all colleagues internally and externally • How to prepare a range of vehicles prior to use, operate and drive safely at all times adhering to legislation, Highway Code and policies. |

Appendix B: Room & Equipment Requirements

As part of the provider agreement with FutureQuals, centres are required to provide the necessary equipment and rooms needed for the end-point assessment to be able to take place at the required venue.

These will be checked on the day by the Lead Independent End-point Assessor (LIEPA) and if deemed not suitable the LIEPA can potentially decide not to continue the EPA until suitable rooms and equipment have been sourced and checked.

| Room & Equipment Requirements |
|--|
| Dependent on the number of apprentices, at least 3 rooms are required: |
| <ul style="list-style-type: none">• Room one for ILS with necessary equipment – details will be provided by FutureQuals• Room two for observed practice (equipment in working order)• Room three for Professional Discussion (small quiet area for 2 people) |
| |

Appendix C: Session Checklist for EPAs

As part of FutureQuals' requirements, we require that the Lead Independent End-point Assessor (LIEPA) completes a Session Checklist.

The checklist is for information only and must be completed at the start of the assessment day itself. An idea of what is included on the checklist is displayed below.

| To be discussed | Discussed with who | Details |
|--------------------------|---|---|
| Health & Safety | To be discussed with IEPAs on the day | <ul style="list-style-type: none"> • Assessment pack unopened • Rooms available and fit for purpose • Equipment available and fit for purpose • Fire exits and evacuation points noted • Conflicts of interest – between IEPAs and apprentices |
| Health & Safety | To be discussed with the apprentices | <ul style="list-style-type: none"> • Arrangements in the events of the fire (including everyone has time adjusted if in the unlikely event of an alarm) • Toilets • Food arrangements, where they can be brought if applicable |
| Introduction for the day | Discussed with apprentices | <ul style="list-style-type: none"> • Welcome and introductions • How the day will run through • Overview of assessments • Checking ID requirements • Outline that feedback will not be given on the day • FutureQuals website has all the policies relating to EPA and contact details for the office • Register taken and correct • Explain that a survey QR code and link will be given out at the end of the day |
| Other Points | Discuss with apprentices individually as required | <ul style="list-style-type: none"> • Any adjustments for individuals • Check IDs of apprentices • Confirm that all relevant Gateway evidence has been submitted – relevant to the EPA Standard for the day |
| Confirmed | | <ul style="list-style-type: none"> • Occurrence Log on the Assessment & Materials Tracker |

Appendix D: Policies and Procedures

Full access to our policies and procedures can be found on our website or shared in your individual SharePoint folder.

A list of our common policies and procedures can be found below:

- Appeals and enquiries about results policy
- Conflicts of Interest policy
- Fair access policy
- Internal Quality Assurance Policy
- Moderation & Internal Verification Process
- Mitigating Circumstances Policy
- Reasonable Adjustment Policy
- Equality & Diversity Policy

Should FutureQuals make any additions or changes to our policies and procedures, then a notification will be sent out via relevant lines of communication. It is the responsibility of the centers and associates to ensure they are using the most relevant and correct policy



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