



London Ambulance Service **NHS**
NHS Trust

Policy and Procedure for the use of BASICS (London) Doctors

DOCUMENT PROFILE and CONTROL.

Purpose of the document: Is to outline the way that the London Ambulance Service NHS Trust (LAS) will utilise the services of doctors belonging to the British Association for Immediate Care, London (BASICS London).

Sponsor Department: Medical Directorate

Author/Reviewer: Senior Clinical Adviser to the Medical Director. To be reviewed by April 2019.

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22/04/16	2.1	Senior Clinical Advisor	Reviewed. No changes.
25/01/10	2.0	CGC	5.3 added ' <i>and will carry out a CRB check</i> '
06/05/09	1.1	Senior Clinical Advisor	Amended: renumbered document, scope, objectives, Equality Human Rights statement removed, 4.3, 5.1, 5.2, monitoring, communications. Deleted: 4.3.9, appendix 1. Added: training
10/11/08	0.1	Senior Clinical Advisor	First draft

***Version Control Note:** All documents in development are indicated by minor versions i.e. 0.1; 0.2 etc. The first version of a document to be approved for release is given major version 1.0. Upon review the first version of a revised document is given the designation 1.1, the second 1.2 etc. until the revised version is approved, whereupon it becomes version 2.0. The system continues in numerical order each time a document is reviewed and approved.

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Links to Related documents or references providing additional information		
Ref. No.	Title	Version

Document Status: This is a controlled record as are the document(s) to which it relates. Whilst all or any part of it may be printed, the electronic version maintained in P&P-File remains the controlled master copy. Any printed copies are not controlled nor substantive.

1. Introduction

This document outlines the way that the London Ambulance Service NHS Trust (LAS) will utilise the services of doctors belonging to the British Association for Immediate Care, London (BASICS London). BASICS (London) is a group of doctors who give immediate, on scene care to victims of accidents, medical emergencies, and disasters. The service is voluntary and unpaid, and members may be on call for the LAS 24 hours a day.

Ambulance technicians and paramedics are trained to set standards and possess certain skills and experience in caring for patients from the time of injury or onset of acute medical problem to their arrival at hospital. BASICS (London) can if required bring additional skills in the overall management of a patient. This may involve advanced assessment of the patient, specialised analgesia and anaesthesia, and surgical procedures. They also have an important role in scene management, triage to the most appropriate facility, and providing medical advice and support to ambulance crews via the telephone if required.

2. Scope

This policy and procedure covers the interfaces and relationships between the LAS and BASICS (London). The Policy recognises that BASICS is a charitable organisation with a limited number of members who respond on a voluntary basis to calls for assistance when available.

3. Objectives

1. To set a framework to provide assurance that BASICS (London) can support their members who agree to work with the LAS.
2. To dispatch the most appropriate available BASICS (London) resource(s) to any incident to which the LAS are called.
3. To give guidance to the HEMS Desk about its role in the selection and dispatch of BASICS (London) resources.

4. Responsibilities

- 4.1 The **Medical Director** is responsible for ensuring that effective clinical governance and risk management processes are set up and functioning with regard to the use of BASICS (London).
- 4.2 The **Medical Director** in liaison with BASICS (London) will detail a member of LAS staff to assist in the process of inducting new BASICS doctors into BASICS (London). This is particularly so in the case of blue

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light driving, radio/ communications use, and those LAS policies and procedures pertinent to BASICS (London).

- 4.3 Given that new BASICS Doctors do not join the BASICS London scheme on a regular basis, and there may be as much as two years between each new doctor, It is the responsibility of **BASICS London and the LAS** to check that the induction process utilised follows the current guidance / advice from BASICS UK, the NHSLA and the Defence Medical Services with regard to the use of volunteer doctors acting on behalf of NHS Ambulance Services.
- 4.4 **BASICS (London)** is responsible for ensuring that the organisation has its own clinical governance and risk management policy and processes, and that these reflect the philosophy and values of both BASICS (UK) and the LAS.
- 4.5 The **HEMS Desk** is the primary method by which a BASICS Doctor will be selected and dispatched to attend a call.
- 4.6 **Any member of staff** can request the attendance of a BASICS Doctor. The request is to be made to the Emergency Operations Centre, via the radio or telephone.
- 4.7 **BASICS Doctors** are responsible for completing the local induction and refresher procedures, and informing the LAS if they become unable to receive calls due to changes in registration or skill sets.

5. The BASICS/ LAS induction process

- 5.1 Ensure that the advice detailed above (4.3) is followed.
- 5.2 BASICS (London) is responsible for ensuring that any person wishing to join BASICS (London) fulfils the minimum criteria laid down by BASICS (UK) to perform the role expected of them.
- 5.3 BASICS (London) will check GMC registration and competence to practice (including a current post with a recognised employer) as a BASICS doctor within BASICS (London), and will carry out a CRB check.
- 5.4 The LAS will provide a nominated member of staff from the Medical Directorate, to liaise with BASICS (London) and any new BASICS (London) member to ensure that the new member has a point of initial contact within the LAS.
- 5.5 The nominated person will ensure that the new member understands and can comply with the following operational matters:

- The method of callout used by the HEMS Desk.
 - The type of calls to which a BASICS (London) doctor will be called to.
 - The use of blue lights and sirens – If required the LAS will arrange for blue light driver training tailored to individual needs.
 - The different skill levels of the various grades of LAS front line staff.
 - The manner of interaction required between BASICS (London) doctors, LAS staff and hospital staff – If required the LAS will arrange for BASICS doctors to spend operational time with a member of the Medical Directorate.
 - The policy of BASICS (London) and the LAS on personal protective equipment.
- 5.6 The nominated person will check that the new member understands and can comply with the following general/ administrative matters:
- The BASICS (London) and LAS policy with regard to patients clinical records, and how the BASICS patient report forms (PRF) are used alongside LAS PRFs.
 - How to access LAS policies and procedures.
 - Incident reporting and documentation.
- 5.7 Completion of the LAS induction process described in 5 above will be managed and recorded by the Medical Directorate.
- 5.8 A master list of BASICS (London) doctors will be held by the medical directorate, this will include dates of completed local induction and updates as required.

6. Emergency Operation Centre (EOC)

- 6.1 EOC will keep a list containing the requisite details of all doctors that have been agreed by BASICS London who can be tasked to a call by the LAS.
- 6.2 The details kept in EOC will be kept on a card index and contain the following information as a minimum:
- Call sign
 - Name
 - Home map reference- referenced to the LAS mapbook

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- Work map reference- referenced to the LAS mapbook.
 - Known availability – For example “Monday to Friday only”.
 - Geographical area(s) they are willing to cover – referenced to the LAS map book.
 - Contact numbers to include as a minimum a work number, a home number and a pager number.
 - Any medical specialities that they possess – IE “RSI Trained”, “CBRN Trained and equipped”.
 - Full make, model and index number of any vehicle they intend to use in order to respond to a call.
- 6.3 On receipt of a crew request for a BASICS Doctor, or a call is identified as requiring a BASICS Doctor, the HEMS Desk will dispatch the nearest/most appropriate BASICS Doctor(s). If the HEMS Desk is unmanned the Clinical Support Desk will be able to assist.
- 6.4 All calls to which a BASICS Doctor is dispatched will be recorded in the folder kept on the HEMS Desk for that purpose.
- 6.5 If the crew(s) did not make an initial request for a BASICS Doctor, they will be informed that a BASICS Doctor has been dispatched to the call with an approximate ETS for the doctor.

IMPLEMENTATION PLAN	
Intended Audience	Medical Directorate BASICS (London) Doctors. Emergency Operations Centre
Dissemination	Available to all staff on the Pulse Individual copies to BASICS (London) Doctors.
Communications	Revised policy and procedure to be announced in the RIB and a link provided to the document. New Policy and procedure to be communicated to the groups above.
Training	New Doctors to the BASICS service will be inducted by a nominated member of LAS staff This nominated staff member will ensure that the new member of the BASICS team understands and can comply with the requirements A record of inductions will be maintained by the Medical Directorate LAS clinical and EOC staff as part of their education and training will be told about the purpose and use of BASICS (London) by LAS
Monitoring	BASICS (London) will provide assurance to the Medical Director of compliance with risk management and professional registration requirements on a quarterly basis. The Medical Directorate will follow up new starters one month after being listed with the London Ambulance Service to ensure they have completed the local induction process. The Medical Director in liaison with Emergency Operations Centre will ensure Doctors that are not current with professional registration or mandatory updates do not receive calls for assistance. This will be achieved by reviewing on a quarterly basis the master list held by the medical directorate and the updated version held in EOC, listing Doctors permitted to receive calls.