**Job Description**

**Emergency Care Practitioner (ECP)**

**Post title:** Emergency Care Practitioner (ECP)

**Responsible to:** Operational Management Team

**Accountable to:** Operations Support Manager

**Job Summary:**

The ECP is a member of the home visiting service which aims to support patients to receive treatment and care at home, where possible, and reduce unnecessary hospital admissions. They must be someone who is careful, who listens to patients, their families and friends and who can work collaboratively to develop effective packages of care for people.

The ECP will work autonomously, in collaboration with their multi-professional colleagues, to support and treat patients within a defined locality across a number of GP practices.

Within the team the ECP will focus on the acutely unwell patients who may not require a hospital admission with prompt assessment and treatment at home. The ECP will triage, take a comprehensive history, examine, diagnose and treat/refer for a range of minor injuries/illnesses/infections as required. You are expected to work autonomously but will have the support of a multi-professional primary care team made up of doctors, nurses, advanced nurse practitioners and pharmacists.

**Main Duties and Responsibilities:**

Clinical Responsibilities

* To undertake practice at an advanced level using expert knowledge and clinical skills to deliver holistic care to registered patients.
* Assess patients with a range of acute conditions. To take a history, conduct appropriate physical examinations, formulate differential diagnoses and carry through management treatment plans ensuring relevant follow-up.
* Request appropriate investigations, including pathological investigations and diagnostic imaging, in accordance with established procedures.
* Undertake single assessment of patients following request to emergency and unscheduled care requests.
* Empower patients through clearly explaining the results of any assessments and tests and their consequent options.
* Play an increasing role in the promotion of health and well-being and preventative health care strategies.
* Advise patients on general health care and minor ailments.
* Follow patients’ wishes as long as safe and appropriate and to provide empathy and reassurance when required to patients and their families and friends.
* Where appropriate make referrals to other healthcare professionals in primary and secondary care and arrange hospital admission for applicable cases.
* Undertake telephone triage work and provide telephone advice calls/signposting to other services as appropriate.
* Attend MDTs and maintain effective relationships with multi-professional colleagues; such as the community palliative care team, district nurses, specialist nurses, mental health and social care.
* Manage caseloads where appropriate, deliver on personal ECP project portfolio responsibilities and deliver clinical leadership on cases referred to the ECP.

Clinical Governance

* Ensure that home visits are undertaken safely in line with the organisation’s lone worker and health & safety policies.
* To maintain infection control standards in varied and challenging environments in line with the organisation’s infection control policy.
* Ensure that patient identifiable information, laptops and smart cards are transported in line with the information governance policy.
* To maintain confidentiality at all times.
* Prescribe treatment in line with local and national guidelines, Patient Group Directions, ECP Clinical Guidelines, CCG formulary and scope of professional practice.
* Ensure clinical practice is safe and effective and remains within the boundaries of competence, and to acknowledge limitations.
* Remain up-to-date with clinical guidelines to ensure that practice remains evidence based.
* Work in line with organisational policies and procedural guidelines.
* Take an active part in planning and policy development as related to the role.
* Ensure accurate and legible notes of all consultations and treatments are recorded promptly in the patients’ electronic medical records.
* To ensure the safety of patients, relatives and colleagues and to report all incidents and “near misses” in line with the Significant Event Policy.
* To maintain up-to-date knowledge of safeguarding adult and children guidance to ensure that those at risk of abuse/suffering abuse are identified and the necessary process to protect them is followed;
* Take part in clinical audit to continually review and improve the quality of care provision.
* Attend and participate in practice meetings as required.

Professional Responsibilities

* To work within the professional code and other directives as defined by your relevant professional body (i.e. nurse/paramedic/allied health professional).
* Work autonomously and be accountable for his/her professional actions.
* To develop and maintain an up to date Personal Development Plan.
* Be responsible for remaining up-to-date with CPD requirements to maintain professional registration (including revalidation every three years for registered nurses).
* To ensure own mandatory and statutory training certificates are current and in line with the organisational policy. Undertake any re-certification and patient care training as required by West Locality Group.
* Highlight any gaps in knowledge/training needs to the Clinical Nurse Lead to allow them the opportunity to offer support in order to fulfil the duties of this post
* To adhere to ECP Clinical Guidelines and the limits of your professional scope of practice as detailed and evidenced in your personal ‘Clinical Progress’ folder and by your professional body.
* Provide support and information to other roles and services about the ECP contribution to patient independence and care.
* To participate in clinical supervision.
* To demonstrate a clear understanding of the accountability and legal implications of the ECP role.
* To participate in relevant service evaluation and improvement processes.
* To participate in a regular performance review with Clinical Nurse Lead, using agreed competency framework appropriate to the individual’s scope of practice.
* Develop and apply the best available research evidence and evaluative and reflective thinking in all practices.
* To maintain and maximise patient confidentiality, dignity and privacy.
* To comply with equal opportunities policies and procedures.
* To comply with health and safety and infection control policies, including use of personal protective equipment where supplied.
* To maintain a professional attitude and public image at all times.

*This JD is not intended to be an exhaustive list of activities but rather an outline of the main areas of responsibility. The role is likely to evolve to meet the changing needs of the service and the ECP should be prepared to undertake further training as required in order to fulfil the duties of this post.*