

## **JOB DESCRIPTION**

Post Title:	Paramedic
Level/Salary:	Based on Experience
Hours:	20+ hours per week
Location:	Hemel Hempstead
Responsible to:	Practice Manager/GP Partners

### **Job summary**

The candidate will be an experienced paramedic who can work autonomously and within their professional boundary to provide care for the presenting patient, working alongside the multi-disciplinary team referring cases to GPs and other healthcare professionals as necessary.

Primarily the role is acute care work in a minor illness setting using your enhanced clinical assessment and treatment skills.

This post is subject to an Enhanced Disclosure with the DBS. The Paramedic must adhere to the practice's operating procedures and policies, CQC guidelines and respective, relevant codes of conduct.

The paramedic will work closely with our GPs and wider multi-disciplinary team to advise on treatment and healthcare for patients, to include those presenting in the primary care setting as well as those in the community in care settings.

The post holder will also attend home visits, to include residential and nursing homes, where they will liaise with staff, family, and other stakeholders in the acute treatment of problems, post discharge reviews and production of care plans to be shared with other providers. This will include elements of post admission and discharge review work to ascertain if such were appropriate or other action could have been taken.

The practitioner will demonstrate safe, clinical decision-making and expert care for patients.

This role is expected to develop and evolve over time as the post holder gains experience and works alongside the Primary Care team. Also, to develop new and innovative ways of providing primary care and who are keen to work in a supported, multi-disciplinary team.

### **Key Responsibilities**

- Assess patients with a range of acute, non-acute and chronic medical conditions.
- Conduct visits to patients in either their own home or a care home environment.
- Liaise with GPs to agree diagnosis, any further investigations which may be required and/or admit patients to secondary care if they are in acute medical need.
- Advise patients on general healthcare and promote self-management where appropriate, including signposting patients to other community or voluntary services.
- Refer patients as appropriate to other members of the multidisciplinary team, secondary care and to other relevant care providers.
- Collaborate with GPs, other healthcare professionals and non-clinical support staff.
- Use his/her individual skill and experience in order to make a positive contribution to the service and the development of a team approach.

- Be involved in the development of innovative concepts, models, methods, and practices which deliver new and improved primary care services to meet the changing needs of our practice population.
- Provide education and training to other staff as appropriate and to encourage teamwork and the sharing of best practice.
- Be involved in the development of our practice for the overall benefit of our patients.

## **Clinical**

- Assess undifferentiated patients with a range of acute, non-acute and chronic medical conditions.
- Take history, make appropriate physical examinations, formulate differential diagnoses and liaise with GPs and Nursing Team to agree the appropriate follow-up treatment and care plans.
- Maintain accurate record keeping on GP Practice medical record systems (EMIS Web).
- Undertake and interpret a range of diagnostic tests and routine clinical procedures, including but not exclusively ECG, venepuncture, blood pressure monitoring, and so on.
- Develop and manage specialised programmes of care and care packages.
- Assist with the management of disease registers.
- Assist with meeting targets the practice is required to achieve from time to time.

## **General**

- Work within all relevant service policies and procedural guidelines, for example infection control, chaperoning, risk management, and so on.
- Promote patient involvement in their care.
- Participate in regular supervision sessions and appraisals with your line manager, attending training and development activities as identified and participate in meetings as required.
- Maintain administration systems and workspace in a clean and tidy condition.
- Work flexibly to meet the needs of patients.
- Develop own knowledge and clinical practice to meet own objectives and changes in service.
- Operate a high standard of probity.
- Undertake any other duties appropriate to the grade and purpose of the role as may be agreed between the post holder and their line manager.
- Punctuality is required.
- Clear verbal communication skills with patients and staff.
- Demonstrate clear, concise documentation.
- Maintain a high level of confidentiality at all times.
- Computer literacy is essential.
- Ensure the Practice's ongoing compliance with the CQC's (Care Quality Commission) essential standards of quality and safety.
- Take an active part in the appraisal process.
- Comply with all relevant Health and Safety regulations and assist the Practice in the implementation of its own Health and Safety Policy.
- Comply with and actively promote the Practice's Equality and Diversity Policy.
- Support sustainability practices and recognise the shared responsibility of carrying out duties in a resourceful efficient way.
- Undertake any other duties as appropriate.

*General Practice is an ever-changing service, and all staff are expected to participate constructively in Practice activities and to adopt a flexible approach to their work.*

*This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the Practice.*

*The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.*

## **Person Specification**

### **Qualifications**

#### **Essential**

- Regulated Healthcare Professional with HCPC (Health and Care Professions Council) Registration.
- Relevant degree level modules or equivalent experience of working at a senior clinical level
- Additional professional knowledge acquired through specialist training, experience, or other significant accredited courses.

#### **Desirable**

- Leadership modules.
- Current Advanced Life Support/Immediate Life Support Course.
- Independent Prescribing qualification.

### **Experience**

#### **Essential**

- Extensive experience working in emergency, urgent, unscheduled care and minor ailments/injuries.
- Experience of working as an autonomous practitioner undertaking complex assessments and management of own caseload.
- Experience of working in a multi-disciplinary team.
- Experience of working collaboratively with a variety of agencies and professionals and across organisational boundaries.
- Experience of successfully working to deadlines and completing tasks.

#### **Desirable**

- Experience of developing and implementing clinical protocols, clinical pathways and clinical policies.

### **Knowledge**

#### **Essential**

- Ability to apply research findings and support evidence-based practice.
- Understanding of Safeguarding procedures for vulnerable adults, children and young people.

#### **Desirable**

- Have knowledge of changes in primary care and the wider healthcare environment

## **Key Skills**

### **Essential**

- Advanced patient assessment skills.
- Advanced clinical skills required.
- Ability to communicate highly complex and technical information both verbally and in writing to other healthcare professionals.
- Highly effective organisational skills and ability to prioritise personal workload effectively.

### **Desirable**

- Information technology skills, including use of common clinical systems, Microsoft office and email.

## **Personal Attributes**

### **Essential**

- Excellent communication and interpersonal skills.
- Able to be flexible and adaptable.
- Positive attitude to change and service development.
- Able to work independently.
- Active team member.
- Ability to keep calm under pressure and meet deadlines.

## **Other**

### **Essential**

- Hold a current full UK licence for a minimum of 2 years.
- No current or previous convictions for driving under the influence of alcohol or drugs will be accepted.
- Willingness and ability to drive within the geographical area of the service.

## **Disclosure and Barring Service Check**

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

## **UK Registration**

Applicants must have current UK professional registration.

**Terms**

NHS Pension Scheme.

Holiday – 5.6 weeks per annum – pro rata during first year. Holiday year January to December, plus Bank Holidays.

Remuneration – Dependent on experience. All posts are subject to annual pay reviews.