**Job description**

**Job responsibilities**

JOB TITLE: Paramedic Practitioner

HOURS Full Time 37.5 hours per week or we would consider 2part time staff who could make up full time hours.

LOCATION: Highview Medical Centre, Potters Bar, Herts EN6 5DA

REPORTS TO: The Partners (Clinically) The Practice Manager (Administratively)

**Job summary:**

The role will provide a Paramedic resource for health care professionals and service users, working in collaboration with other members of the Multidisciplinary Team.

To work within the community, as an autonomous, accountable Paramedic, in the provision of a holistic approach for individuals including assessment, management and treatment, to deliver high quality patient services.

To assess, manage, treat, refer and/or signpost patients who attend surgery with undifferentiated or undiagnosed condition relating to minor illness or minor injury.

The post holder will use advanced clinical skills to provide education to patients, promoting self-care and empower them to make informed choices about their treatment.

**Job responsibilities:**

Home visits

Managing and treating patients presenting with minor illness

Triage and treat patients wishing to see a health care professional, making any necessary referrals to other members of the primary health care team

Patients with problems needing referral to secondary care should be discussed with the registered GP before making such referral

Ensure clinical practice is safe and effective and remains within boundaries of competence, and to acknowledge limitations

Advise patients on general health care and minor ailments, with referral to other members of the primary and secondary health care team as necessary

Work from the surgery and within communities as an autonomous practitioner caring for patients and families

Support public health campaigns including vaccination programs

Work as an autonomous practitioner, in accordance with the Health and Care Professions Council.

Ensure that personal and professional clinical standards are maintained

Undertake assessment for patients within the community and those attending the surgery, using diagnostic skills and initiation of investigations where appropriate

Prescribe/issue medications as appropriate following policy, patient group directives NICE (national) and local clinical guidelines and local care pathways.

Formally and informally impart knowledge and skills to colleagues promoting peer review and best practice within the work environment

Communicate at all levels within the team ensuring an effective service is delivered

Maintain accurate, contemporaneous healthcare records appropriate to the consultation

Ensure evidenced-based care is delivered at the highest standards ensuring delivery of high-quality patient care

Work within local policies and procedures

Enhance own performance through Continuous Professional Development, imparting own knowledge and behaviors to meet the needs of the service

Achieve and demonstrate agreed standards of personal and professional development in order to meet the needs of the service

Participate in the audit process, evaluation and implementing plans and practice change in order to meet patient need

Actively participate in mentoring and supervision, plus practice-derived CPD opportunities

Contribute positively to the effectiveness and efficiency of the team and work colleagues

Undertake the collection of pathological specimens including intravenous blood samples, swabs etc. Perform investigatory procedures needed by patients and those requested by the GPs. Review the results of pathology tests (or work towards that capability)

**Administration and professional responsibilities**

Participate in the administrative and professional responsibilities of the practice team

Ensure the clinical computer system is kept up to date, with accurate details recorded and amended

Ensure appropriate items of service claims are made accurately, reporting any problems to the practice administrator

Ensure accurate completion of all necessary documentation associated with patient health care and registration with the practice

Ensure collection and maintenance of statistical information required for regular and ad hoc reports and audit

Attend and participate in practice meetings as required

Restocking and maintenance of clinical areas and consulting rooms

**Training and personal development**

Training requirements will be monitored by yearly appraisal and will be in accordance with practice requirements.

Personal development will be encouraged and supported by the practice. It is the individuals responsibility to remain up to date with recent developments.

Participate in the education and training of students of all disciplines and the introduction of all members of the practice team where appropriate

Maintain continued education by attendance at courses and study days as deemed useful or necessary for professional development, ensuring PREP requirements are met

If it is necessary to expand the role to include additional responsibilities, full training will be given.

Develop and maintain a Personal Learning Plan

**Liaison**

Work closely with the multi-professional, management and administration teams to ensure the smooth running of the practice, reporting any problems encountered to the relevant person and ensuring everyone is aware of the different roles within the team

There is also the need to establish and maintain good liaison with other surgeries and agencies, including secondary and social care

**Meetings:**

It will be necessary to attend and contribute to various practice meetings as requested. The only reason for not attending will be annual, study or sick leave

**Confidentiality:**

In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately

In the performance of the duties outlined in this job description, the post-holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as strictly confidential

Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorized persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data

**Equality and diversity:**

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

Acting in a way that recognizes the importance of people’s rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation.

Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues

**Personal/Professional development:**

The post-holder will participate in any training programme implemented by the practice as part of this employment, such training to include:

Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development.

Reflective practice and portfolio building.

Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work

**Quality:**

The post-holder will strive to maintain quality within the practice, and will:

Alert other team members to issues of quality and risk.

Assess own performance and take accountability for own actions, either directly or under supervision.

Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team’s performance.

Work effectively with individuals in other agencies to meet patient’s needs.

Effectively manage your own time, workload and resources.

**Communication:**

The post-holder should recognize the importance of effective communication within the team and will strive to:

Communicate effectively with other team members.

Communicate effectively with patients and carers.

Recognise people’s needs for alternative methods of communication and respond accordingly.

**Contribution to the implementation of services:**

**The post-holder will:**

Apply practice policies, standards and guidance.

Discuss with other members of the team how the policies, standards and guidelines will affect your own work.

Participate in an audit where appropriate.

**Person Specification**

Paramedic Practitioner

**Experience**

**Essential**

* Knowledge experience in managing a designated caseload using theoretical and practical experience, completing assessments, planning, implementing interventions, and evaluating outcomes aligned to care plans
* working knowledge of Microsoft and GP practice and prescribing data monitoring systems
* ability to write comprehensive clinical notes, implement and evaluate care plans working towards advanced clinical practitioner status
* mentorship or supervisory skills training
* be aware of data protection (GDPR) and confidentiality issues particularly within a PCN
* cognitive behavioral and motivational interviewing approaches / skills
* Analysis skills ability to evidence a sound understanding of the NHS principles and values
* ability to analyse and interpret complex/ often incomplete information, preempt and evaluate issues, and recommend and appropriate courses of action to address the issues experience of working within a primary care setting
* evidence of working across organisational boundaries within health and social care
* independent thinker with good judgement, problem-solving and analytical skills

**Desirable**

* -Experience of general practice and/or secondary care

**Qualifications**

**Essential**

* Qualifications
* BSc in a training programme approved by the College of Paramedics
* Health & Care Professions Council (HCPC) registration
* able to operate at an advanced level of clinical practice
* Framework for Higher Education Qualification (FHEQ) Level 7 or Scottish Credit and Qualifications Framework (SCOF) Level 11
* Pre-reg MSc in a training programme approved by the College of Paramedics
* non-medical prescribing qualification
* Full UK driving license

**Desirable**

* Pre-reg MSc in a training programme approved by the College of Paramedics
* non-medical prescribing qualification

**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. For further information please see [NHS Careers website (opens in a new window).](https://www.healthcareers.nhs.uk/working-health/overseas-health-professionals)

**Employer details**

Highview Medical Centre

The Elms

High Street

Potters Bar

Herts

EN6 5DA