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|  | S:\D83061\DHG PCN\DHG PCN Logo\DHG Logo 2023\DHG Logo JPEG.jpegJOB DESCRIPTION & PERSON SPECIFICATION JOB TITLE: PCN Prescribing Nurse Practitioner or Paramedic REPORTS TO: Clinically PCN CLINICAL DIRECTOR Administratively; Practice Managers HR; PCN ManagerUSUAL PLACE OF WORK: Framfield House & Little St. John Street Surgery SURGERY (WOODBRIDGE) PLUS possible TRAVEL ACROSS PCN SURGERIES HOURS: FULL TIME or 2x PART TIME (MONDAY – FRIDAY) PAY: DEPENDANT ON EXPERIENCE |

The Deben Health Group PCN compromises four member practices, Wickham Market Medical Centre, The Peninsula Practice, Little St John’s Street Surgery and Framfield House Surgery with a joint patient population of 40,000 (approximately), each with its unique strengths and expertise. Our aim is to leverage these strengths and foster collaboration among our network members to Deliver its key objectives contained in the Directed Enhanced Service Contract (DES) from NHS England and NHS Improvement and enhance the quality and efficiency of care delivery and By working together, we can offer a wide range of services, support and coordinated care effectively, and improve patient outcomes.

# JOB SUMMARY

To work as an autonomous, first contact practitioner providing clinical care (including triage, diagnosis, treatment, referral, review or discharge) as appropriate, utilising a range of advanced skills and knowledge for patients presenting with undifferentiated and undiagnosed conditions.

You will be responsible for consulting with patients both within the practice and visiting patients in their place of residence who present with a wide range of minor illness, urgent and same day requests for treatment and chronic disease management, providing care for the presenting patient from initial history taking, clinical assessment, diagnosis, treatment and evaluation of care. You will need to demonstrate safe, clinical decision-making and expert care, including assessment and diagnostic skills. You will need to prioritise and triage the needs of patients accordingly making any necessary referrals for investigations in the appropriate manner.

The post holder will work within skills and knowledge to recognise the limitations of practice and work within boundaries of training and capability according to the HCP Council code of practice.

# MAIN DUTIES & RESPONSIBILITIES

Works as an integral part of the PCN’s Multi-disciplinary team including, GP partners, Salaried GP’s, GP Registrars, Nurse practitioners, Mental Health Workers, Practice nurses, HCA, Care Coordinators and Clinical Pharmacist.

* Assess and triage patients, including same day triage, and as appropriate provide definitive treatment (including prescribing medications following policy, patient group directives, NICE (national) and local clinical guidelines and local care pathways) or make necessary referrals to other members of the primary care team;
* Advise patients on general health and promote self-management where appropriate, including signposting patients to the PCN’s social prescribing service, and where appropriate, other community or voluntary services;
* Perform and interpret ECGs;
* Perform investigatory procedures, specialist health checks and QOF investigations as required within their scope of practice and in line with local and national guidance
* Undertake the collection of pathological specimens including intravenous blood samples, swabs, and other samples within their scope of practice, and within line of local and national guidance;
* Support the delivery of ‘anticipatory care plans’ and lead certain community services (e.g. monitoring blood pressure and diabetes risk of elderly patients living in sheltered housing);
* Provide an alternative model to urgent and same day GP home visit for the network and clinical audits
* Communicate at all levels across organisations ensuring that an effective, person-centred service is delivered;
* Communicate proactively and effectively with all colleagues across the multi-disciplinary team, attending and contributing to meetings as required.
* Support the PCN care-home population by providing medical services (ward rounds, urgent care visits where necessary).

# PERSON SPECIFICATION

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| **Criteria**  | **Description**  | **Essential**  | **Desirable**  |
| Professional Registration  | Registered with the Health and Care Professions Council (HCPC)  | √  |   |
| Qualifications  | Holds a degree / diploma in Paramedicine or equivalent  | √  |   |
|   | Holds (or is working towards) a Master’s Degree in Paramedical Science or equivalent  |   | √  |
| Skills Knowledge and Experience  | Minimum of 2 years post-qualification experience as a “newly qualified paramedic”  | √  |   |
|   | Has a minimum of 3 years’ experience at a band 6 (or equivalent) and is working towards band 7 capabilities in paramedic practice.  |   | √  |
|   | An appreciation of the nature of GPs and general practice.  | √  |   |
|   | In depth therapeutic and clinical knowledge and understanding of the principles of evidence-based healthcare.  |   | √  |
|   | Able to obtain and analyse complex technical information.  | √  |   |
|   | Can work independently on a day-to-day basis  | √  |   |
|   | Excellent written and verbal communication skills (Email, telephone & online meetings)  | √  |   |
|   | Strong IT skills (System one, Microsoft Packages & ARDENS)  |   | √  |
| Personal Qualities  | Self-motivation  | √  |   |
|   | Adaptable  | √  |   |
|   | A forward-thinker  | √  |   |
|   | Sensitive & empathetic in distressing situations  | √  |   |
|   | Able to work under pressure  | √  |   |
| Other  | Full driving licence  | √  |   |
|   | Enhanced DBS Check  | √  |   |
|   | Evidence of continuing professional development  | √  |   |

# GENERAL DUTIES and RESPONSIBILITIES

Amending the job description: It is expected that as the organisation develops and changes it may be necessary to vary the tasks and/or the responsibilities of the post holder. This will be done in consultation with the post holder and it is hoped that agreement can be reached to any reasonable changes.

The Deben Health Group PCN Limited, is responsible for the payment of salaries and employment of all staff engaged to work for the Deben Health Group PCN. All PCN staff are expected to conform to any generic responsibilities as set out in the Staff handbook, and general duties identified in this document.

Travel: Travel across multiple sites should be anticipated.

Probation period: This role is subject to a satisfactory probation period and review of 6 months.

Confidentiality: The post holder must always maintain complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or information relating to diagnoses and treatment of patients and individual staff records must not, under any circumstances, be divulged or passed on to any unauthorised person or persons. The post holder must respect patient named confidentiality in keeping with “Caldicott principles”.

Data Protection: The post holder must always respect the confidentiality of information in line with the requirements of the General Data Protection Regulation. This includes, if required to do so, obtaining, processing and/or using information held on a computer in a fair and lawful way, holding data only for the specified registered purposes and using or disclosing data only to authorised persons or organisations as instructed.

Policies & Procedures: The post holder will be expected to comply with all statutory legislation, the organisations governance framework and approved national and local policy. All employees are expected to comply with all the organisations Policies and Procedures.

General: The post holder will be expected to be responsible for his/her continuing professional development and to take a proactive approach to maintaining personal and professional effectiveness in an evolving role.

The duties and responsibilities described in this Job Description are intended to be indicative but not exhaustive of the responsibilities of the post holder. As the organisation develops, the requirements of the job may change, and the post holder is expected to adapt to these changes.

Health & Safety: Employees must share responsibility for abiding by health and safety policies and regulations, infection prevention and control policies and act in accordance with the Risk Management Policy. This includes compliance with The Health Act 2006 Code of Practice for the prevention and control of healthcare associated infection. In addition, be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedure is carried out to maintain a safe environment for themselves, other employees, and visitors.

Equal Opportunities Policy and Ani-Harassment: The post holder will immediately report to their line manager any breach or suspected breach of both equal opportunity and anti-harassment guidelines.

Safeguarding Children: Everyone employed by the organisation regardless of the work they do has a statutory duty to safeguard and promote the welfare of children. When children and/or their carers use our services, it is essential that all child protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with child protection procedures and the organisations safeguarding policy to ensure you are equipped to carry out your duties effectively, you must also attend mandatory child protection training and updates at the competency level appropriate to the work you do.

Safeguarding Adults: Everyone employed by the Organisation regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services, it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow relevant policies in relation to safeguarding vulnerable adults. To ensure you are equipped to carry out your duties effectively, you must also attend mandatory vulnerable adult protection training and updates at the competency level appropriate to the work you do.