

JOB DESCRIPTION

JOB TITLE:	Primary Care Practitioner (Paramedic) or Primary Care Specialist Practitioner (Specialist Paramedic)
GRADE/SALARY:	Dependent on qualification and experience Plus professional indemnity cover
REPORTS TO:	Clinically: GP partners Administratively: Finance & HR Manager
HOURS:	Full Time at 37.5 hours per week – Part Time to be agreed

JOB SUMMARY

The post holder will be an experienced paramedic/ specialist paramedic acting within their professional boundary to provide care for the presenting patient. This role is expected to develop and evolve over time as the successful post holder gains experience.

The primary care practitioner will work closely with our GPs to advise on treatment and healthcare for patients, to include those presenting in the primary care setting and those in the community.

The post holder will attend home visits to include residential and nursing homes, where they will liaise with staff, family and other stakeholders in the production of care plans to be shared with other providers, to include the Out of Hours (OOH) service.

The practitioner will also assess and treat acute patients presenting in the surgery environment.

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

They will work collaboratively with the multi-disciplinary team to meet the needs of our patients.

JOB RESPONSIBILITIES

The primary care practitioner (paramedic/ specialist paramedic) will provide clinical support to our GPs and will work closely with the doctors to provide healthcare for our patients. The post holder will work within their professional boundary and capabilities at all times, referring cases to GPs and other healthcare professionals as necessary.

- Conduct visits to patients in either their own home or a care home environment.
- Assess patients with a range of acute, non-acute and chronic medical conditions.
- Diagnose and/or liaise with GPs to agree diagnosis, any further investigations which may be needed and appropriate treatment.
- Liaise with GPs to admit patients to secondary care if they are in acute medical need.
- Refer patients as appropriate to other members of the multidisciplinary team, secondary care and to other relevant care providers.
- To collaborate with GPs, nursing staff and non-clinical support staff. Use his/her individual skill and experience in order to make a positive contribution to the practice and the development of a team approach.
- To help develop innovative concepts, models, methods and practices which deliver new and improved primary care services to meet the changing needs of our practice population.
- To provide education and training to other staff as appropriate and to encourage team work and the sharing of best practice.
- To help develop our practice for the overall benefit of our patients.

Clinical Duties

- 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 to agree the appropriate follow-up treatment and care plans.
- Maintain accurate record keeping on our medical record system (EMIS Web).
- Undertakes and interprets a range of diagnostic tests and routine clinical procedures, including but not exclusively ECG, venepuncture, blood pressure monitoring, etc.
- Works within all relevant practice policies and procedural guidelines e.g. infection control, chaperoning, risk management, etc.
- Develops and manages specialised programmes of care and care packages.
- Contributes to the management of disease registers.

Communication

- Effectively communicates sensitive condition related information to patients, relatives and carers.
- Provide and receive highly complex, sensitive and sometimes contentious information and occasionally deal with situations which are hostile or contentious.
- Use developed consultation, negotiation and conflict management skills which require empathy, reassurance and persuasive skills to overcome barriers to acceptance.
- Regularly communicates service related information to partners, the practice manager, clinical and administrative staff, patients, relatives and carers.
- Builds and communicates effective working relationships with a wide array of statutory and voluntary organisations for the benefit of patient care and facilitate good working relationships.
- Participate in team meetings and when required deliver training and presentations.

Managing Self and Others

- Participate in an annual individual performance review taking responsibility for maintaining a record of own personal and professional development.
- Manage own time, workload and resources effectively.
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the practice performance.
- Assess own performance and take accountability for own actions, either directly or under supervision.
- Undertake professional development as required by the role.
- Encourage and motivate others to be forward thinking in ideas that address the health needs of our patients and be innovative whilst managing and developing new ways of working.
- Promote effective communication and relationships within the team.
- Engage in clinical supervision with peers and expect clinical supervision for own development.
- Participate positively and actively in clinical and other practice meetings.
- Develop own knowledge and clinical practice to meet own objectives and changes in service.
- Assist in the training and assessment of team members.
- Lead on standards setting and promote best practice.
- Operate a high standard of probity.

Manage and Use Information

- Alert other team members to issues of quality and risk. Take part in the practice Significant Event Audit process and commit to continuous learning.
- Make effective use of up to date information technology in order to collate accurate and timely information as and when required by the practice.
- Assist in the development of practice and clinical protocols for the surgery.
- Identify, monitor and review deficiencies in procedure and implement remedial action liaising with the practice manager as necessary.
- Make effective use of the clinical medical record system by ensuring the consistent and accurate entering of data and read codes.

Working Conditions

- Frequent exposure to body fluids, blood, wounds, fleas and lice.
- Occasional exposure to aggressive behavior which we mitigate via our zero tolerance policy.
- Frequent use of VDU equipment.
- Frequent requirement to travel on home visits and occasional travel for training.

Confidentiality Duties

- In the course of seeking treatment, patients entrust us with and 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 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's business affairs. All such information 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 authorised persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.

Quality Duties

The post-holder will strive to maintain quality within the practice at all times and will:

- Alert other team members and the Management Team 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.
- Effectively manage own time, workload and resources.

Health and Safety Duties

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the practice's Health & Safety Policy, to include:

- Using personal security systems within the workplace according to practice guidelines.
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks.
- Making effective use of training to update knowledge and skills.
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards.
- Reporting potential risks identified to the Management Team.

Equality and Diversity

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

- Acting in a way that recognises 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.
- Behaving in a manner which is welcoming to all, non-judgmental, and is respectful of circumstances, feelings, priorities and rights.

General

- This job description reflects the current situation. It is subject to review and updating in the light of changing service needs. Details may be changed in consultation with the role holder and/or reviewed at their annual appraisal.
- Job descriptions are not designed to be all-inclusive although they will, as far as practicable, be a reasonably accurate and understandable specification of duties. Whilst this job description sets out the duties this role normally entails, it should not be regarded as exhaustive. The nature of our practice demands a flexible approach in order to provide efficient and modern services to our patients. This job description may be amended by the practice and you may be required to carry out additional or other duties as may be reasonably required.

PERSON SPECIFICATION

POSITION: Primary Care Practitioner (Paramedic)

	ESSENTIAL	DESIRABLE
QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> Qualified paramedic or specialist paramedic registered with the HCPC 	
EXPERIENCE	<ul style="list-style-type: none"> A minimum of 3 years' paramedic work experience Evidence of appropriate continuing professional development activity Proven ability to evaluate the safety and effectiveness of their own clinical practice 	<ul style="list-style-type: none"> Skills in training and education
KNOWLEDGE	<ul style="list-style-type: none"> Understanding of equal opportunity and diversity issues 	
SKILLS	<ul style="list-style-type: none"> Full driving licence Ability to assess and manage patient risk effectively and safely Well-developed data collection and IT skills Excellent interpersonal, verbal and written communication skills Reflective practitioner Time management skills and the ability to prioritise workload Ability to analyse data and information, drawing out implications for the individual patient/impact on care plan Ability to establish and maintain effective communication pathways within the organisation, 	

	with commissioners, other providers and key external stakeholders	
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Demonstrates motivation, reliability and commitment to team working and development • Demonstrates flexibility, commitment and adaptability • Can demonstrate an ability to value the opinions of others 	<ul style="list-style-type: none"> • Non smoker
PHYSICAL & EMOTIONAL ATTRIBUTES	<ul style="list-style-type: none"> • Hep B immune or willing to undergo an immunisation course • Physical dexterity to undertake examinations and procedures • Able to concentrate for long periods • Able to multi-task and cope with an unpredictable work pattern • Able to deal with exposure to distressing circumstances • Recognises the need to work outside of normal hours as and when required • Able to cope with exposure to verbally aggressive behaviour 	