

Paramedic Job Description

Reports to: Practice Manager and Partners

Job Summary

Paramedics work autonomously within the community using their enhanced clinical assessment and treatment skills, to provide first point of contact for patients presenting with undifferentiated, undiagnosed problems relating to minor illness or injury, abdominal pains, chest pains and headaches. They are health professionals who have the capability to make sound judgements in the absence of full information and to manage varying degrees of risk when there are complex, competing or ambiguous information or uncertainty.

Key duties and responsibilities

1. assess and triage patients, including same day triage, and as appropriate provide definitive treatment or make necessary referrals to other members of the practice team
2. advise patients on general healthcare and promote self-management where appropriate, including signposting patients to other community or voluntary services.
3. be able to:
 - a. perform specialist health checks and reviews
 - b. perform and interpret ECGs; alongside other results as appropriate
 - c. perform investigatory procedures as required
 - d. undertake the collection of pathological specimens including intravenous blood samples, swabs, etc.
 - e. perform investigatory procedures needed by patients and those requested by GPs and the wider PCN
4. 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)
5. provide an alternative model to urgent and same day home visits for the PCN and undertake clinical audits
6. communicate at all levels across practice, PCNs and other organizations, ensuring effective, patient-centred service
7. communicate proactively and effectively with all colleagues across the multi-disciplinary team, attending and contributing to meetings as required
8. collaborate with other members of the practice including doctors, nurses and other AHPs, accepting referrals and referring to them for specialist care
9. maintain accurate and contemporaneous health records appropriate to the consultation, ensuring accurate completion of all necessary documentation associated with patient health care and registration with the practice
10. prescribe, issue and review medications as appropriate following policy, patient group directives, NICE (national) and local clinical guidelines and local care pathways. This will be done in accordance with evidence-based practice and national and practice protocols, and within scope of practice
11. work with patients in order to support compliance with and adherence to prescribed treatments

12. provide information and advice on prescribed or over-the-counter medication on medication regimens, side-effects and interactions
13. assess, diagnose, plan, implement and evaluate treatment/interventions and care for patients presenting with an undifferentiated diagnosis, and patients with complex needs
14. clinically examine and assess patient needs from a physiological and psychological perspective, and plan clinical care accordingly
15. prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care
16. diagnose and manage both acute and chronic conditions, integrating both drug- and non-drug-based treatment methods into a management plan
17. support patients to adopt health promotion strategies that promote healthy lifestyles, and apply principles of self-care

Quality Requirements

18. enhance own performance through continuous professional development, keep up to date with current evidence-based practice, and impart own knowledge and skills to PCN colleagues to meet the needs of the service
19. be verified against the paramedic primary care roadmap
20. recognise and work within own competence and professional code of conduct as regulated by the HCPC and College of Paramedics
21. assess effectiveness of care delivery through self and peer review, benchmarking and formal evaluation
22. participate in research and utilise the audit cycle as a means of evaluating the quality of the work of self and the team, implementing improvements where required
23. in partnership with other clinical teams, collaborate on improving the quality of health care responding to local and national policies and initiatives as appropriate

Administrative requirements

24. produce accurate, contemporaneous and complete records of patient consultation, consistent with legislation, policies and procedures
25. be aware of data protection (GDPR) and confidentiality issues particularly within a practice and PCN
26. use technology and appropriate software as an aid to management in planning, implementation and monitoring of care, presenting and communicating information
27. review and process data using accurate read codes in order to ensure easy and accurate information retrieval for monitoring and audit processes.

Supervision

The postholder will have access to appropriate clinical supervision and an appropriate named individual in the practice to provide general advice and support on a day to day basis.

Knowledge, Skills and Experience Required

- BSc in a training programme approved by the College of Paramedics
- Health & Care Professions Council (HCPC) registration
- Completed 2 year “consolidation of learning” period as a “newly qualified paramedic”
- Has further 3 years’ experience as a band 6 (or equivalent)
- Level 7 paramedic

Health and Safety/Risk Management

- The post-holder must comply at all times with the Practice’s Health and Safety policies, in particular by following agreed safe working procedures and reporting incidents using the organisations Incident Reporting System
- The post-holder will comply with the Data Protection Act (1984) and the Access to Health Records Act (1990)

Equality and Diversity

- The post-holder must co-operate with all policies and procedures designed to ensure equality of employment. Co-workers, patients and visitors must be treated equally irrespective of gender, ethnic origin, age, disability, sexual orientation, religion etc

Respect for Patient Confidentiality

- The post-holder should respect patient confidentiality at all times and not divulge patient information unless sanctioned by the requirements of the role

Special Working Conditions

- The post-holder is required to travel independently between practice sites (where applicable), and to attend meetings etc. hosted by other agencies.
- The post-holder may have contact with body fluids i.e., wound exudates; urine etc. while in clinical practice.

This job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post-holder commensurate with the position. This description is open to review and change, to take in to account current legislation, government initiatives and the changing needs of the Grand Union PCN.

The job description is intended as a guide to the responsibilities of the Paramedic but is not exhaustive. The Paramedic should be prepared to take on other tasks, as appropriate and within their competency to align with the needs of the Grand Union PCN.

Person Specification

[Note: this Person Specification is for information only and subject to change.]

Element	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Pre-reg MSc in a training programme approved by the College of Paramedics non-medical prescribing qualification Full UK driving license Evidence of verification against the paramedic primary care roadmap
Knowledge	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> working towards advanced clinical practitioner status mentorship or supervisory skills training ability to undertake nails surgery assessments, procedure and post-operative care be aware of data protection (GDPR) and confidentiality issues particularly within a PCN cognitive behavioural and motivational interviewing approaches / skills
Analysis skills	<ul style="list-style-type: none"> ability to evidence a sound understanding of the NHS principles and values ability to analyse and interpret complex/ often incomplete information, pre-empt and evaluate issues, and recommend and appropriate course of action to address the issues 	<ul style="list-style-type: none"> 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
Communication	<ul style="list-style-type: none"> excellent interpersonal and organisational skills excellent interpersonal and communication skills, able to influence and persuade others articulating a balanced view and able to constructively question information ability to negotiate effectively build effective relationships with a range of stakeholders which are based on openness, honesty trust and confidence 	<ul style="list-style-type: none"> clear communicator with excellent writing, report writing and presentation skills; capable of constructing and delivering clear ideas and concepts concisely and accurately for diverse audiences evidence of success in efficient and effective project and programme management evidence of inspiring and motivating teams with the ability to communicate passionately, effectively and persuasively across a diverse set of stakeholders
Personal attributes & abilities	<ul style="list-style-type: none"> strong and inspirational leadership ability to co-ordinate and prioritise workloads – able to multi-task as well as be self-disciplined and highly motivated 	<ul style="list-style-type: none"> high degree of personal credibility, emotional intelligence, patience and flexibility ability to cope with unpredictable situations confident in facilitating and challenging others demonstrates a flexible approach in order to ensure patient care is delivered