

JOB DESCRIPTION

Job Title	Primary Care Paramedic Practitioner / Advanced Clinical Practitioner (Paramedic)
REPORTS TO:	Allied Health Professional / Advanced Clinical Practitioner Lead Primary Care Network (PCN) Leadership Team
HOURS:	FULL TIME (part-time / job share would be considered)

Job Summary:

Responsible for assessing patients with undifferentiated diagnosis who present to Primary Care within the South Hams Primary Care Network; diagnosing and treating patients presenting with undifferentiated illness, assessing, advising and treating people in respect of their healthcare needs in adherence to the Paramedics own sphere of clinical competence; seeking professional advice and referring to other Healthcare professionals when required.

The Practitioner will be required to prioritise and triage the needs of patients accordingly, making any necessary referrals and / or investigations in the appropriate manner. Methods of consulting may include telephone consultations, face to face appointments and home visits according to Practitioner competence and PCN requirements.

The 'level' of Practitioner Competence will be evaluated in adherence with Health Education England's Framework for Specialist / Advanced Level Practice.

Job Responsibilities:

Clinical Care

- Assess patient's health care needs using multiple methods and make professional autonomous decisions (within the boundaries of individual competence) based on Specialist / Advanced Level clinical knowledge and skills as determined by National Standards including Health Education England.
- Make differential diagnosis using decision making and problem-solving skills.
- Triage and prioritise patients appropriately.
- Screen patients for disease risk factors and early signs of illness.
- Order and interpret necessary investigations and provide treatment both individually and as part of a team using referrals to other agencies when required.
- Provide a supportive role in helping people to manage and live with illness.
- Provide counselling and health education.
- Develop, with the patient, an ongoing care plan for health with the emphasis on preventative measures.
- Work collaboratively with other health care professionals and disciplines.
- Utilise leadership and clinical education skills as required by the PCN.
- Prescribe medications where clinically indicated and when competent to do so.
- Use underlying knowledge of pathophysiology and Primary Care Pathways to recognise and rule out red flags for Cancer and other serious illness (despite presenting problems being seemingly benign and minor), taking appropriate action (including completing 2 week wait referrals or referring to Primary Care colleagues).

Pathological specimens and investigatory procedures

- Undertake the collection of pathological specimens including intravenous blood samples, swabs etc. Perform investigatory procedures autonomously, seeking advice when required.

Administration and professional responsibilities

- Participate in the administrative and professional responsibilities of the Practice team.
- Ensure accurate and legible documentation of all consultations and treatments are recorded in the patients' notes.
- Ensure clinical systems are kept up to date with accurate details recorded and amended
- 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, audit, research, Quality and Outcomes Framework (QOF) and National PCN indicators.
- Attend and participate in meetings and peer support / learning as required
- Restocking and maintenance of clinical areas and consulting rooms.

Supplies and equipment

- Maintenance of equipment and stock relating to patient care

Training and personal development

- Develop and maintain a Professional Portfolio using national guidance such as Health Education England's Specialist / Advanced Level Practice guidance as structure.
- Maintain requirements for ongoing HPC registration and, if available in the future, national registration with any other Specialist / Advanced level directory of staff (HEE).
- 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 PCN. It is the individuals' responsibility to remain up to date with national guidance and seeking support when required.
- Participate in the education and training of students of all disciplines and the introduction of all members of the Practice staff where appropriate
- Maintain continued education by attendance at courses and study days as deemed useful or necessary for professional development.
- If it is necessary to expand the role to include additional responsibilities, full training will be given.

Liaison

- There is a requirement to work closely and communicate effectively with all clinical staff, Management and Admin and clerical teams to ensure the smooth running of the PCN, reporting any problems encountered to the relevant person and ensuring everyone is aware of the different roles within the Practice team.
- There is also the need to establish and maintain good liaison with other surgeries and agencies including secondary 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 authorised persons in accordance with the Practice policies and procedures relating to confidentiality and the protection of personal and sensitive data

Health & Safety

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the Practice 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

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
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

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.
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work
- Maintain a relevant Professional Portfolio of learning in adherence with Health Education England's standards for Primary Care Specialist / Advanced Paramedic Practitioners.

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 patients' needs
- Effectively manage 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
- Recognize people's needs for alternative methods of communication and respond accordingly

Contribution to the Implementation of Services

The post-holder will:

- Apply (and assist with development where relevant) Practice policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audit and research where appropriate
- Maintain professional registration and meet mandatory training requirements.
- Record data as required by QOF
- Work with entire PCN team to ensure we maintain the highest possible standards including CQC and national PCN standards (such as the investment and impact fund)
- Work to develop a cohesive Primary Care Network Team and engage regularly with the AHP / ACP lead to assist with audit, evaluation and development of the multi-professional team.

Person Specification

Essential	Desirable
Qualified Paramedic with active HCP registration Three years post HCP registration experience Independent Non-Medical Prescriber (or working towards) Willingness to progress to Advanced Clinical Practitioner level	Masters Level Qualification in Advanced Clinical Assessment / Practitioner Primary Care specific Qualifications (Chronic Disease management / minor ailments)
Primary Care Experience	Experience of working at ACP / Advanced Practitioner level Experience of working in: Walk-in Clinic / Out of Hours Service (ie Devon Doctors) / Emergency Department / General Practice
Excellent communication skills	Experience of clinical teaching / education
An ability to manage own caseload and ask for assistance from other clinicians as required.	Prior engagement with audit / service evaluation and design
Valid UK Driving Licence with access to a vehicle and willing to travel within the PCN area to complete home visits.	Evidence of a Portfolio of ongoing development which incorporates all Four Pillars of Advanced Level Practice
	Competent understanding of when (and which) appropriate investigations should be requested (blood tests, radiology etc), and an ability to interpret such tests.
	Competent understanding of when (and which) appropriate specialists should be referred to and have an understanding of Primary Care Clinical Pathways including Cancer red flags and referral guidance.