**JOB DESCRIPTION**

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| **JOB TITLE** | Trainee Advanced Clinical Practitioner (Paramedic) / First Contact Practitioner |
| **RESPONSIBLE TO** |  |
| **ACCOUNTABLE TO** |  |
| **PAY** |  |
| **HOURS** |  |
| **Work place** |  |

**Job Overview**

Established ACPs are encouraged to diversify their role and develop areas of special interest, including but not limited to frailty, women’s health, respiratory, Rheumatoid, learning disability, mental health, heart failure, with the opportunity for the provision of specialist clinics; Educational sessions, provided by those with areas of special interest, benefit both individual clinicians and the wider team.

It is expected that the post holder would demonstrate an awareness of one’s own requirement for continuing professional development, whilst engaging in both receiving and facilitating learning within the team.

**Job summary**

* Provide care for the presenting patient from initial history taking, clinical assessment, diagnosis, treatment, and evaluation of their care at point of first contact, by attending to patients in a variety of clinical or non-clinical settings according to patient’s needs.
* Demonstrate safe, clinical decision-making and expert care for patients within general practice.
* Work collaboratively with the multi-disciplinary general practice team to meet the needs of patients, supporting the delivery of policy and procedures.
* To act as an autonomous clinician with the full support of the practice team to provide safe, evidence-based, cost-effective, individualised patient care.
* Provide a first point of clinical contact within the Practice for patients presenting with undifferentiated, undiagnosed problems, making use of skills in history taking, physical examination, problem-solving and clinical decision-making, to establish a diagnosis and management plan.

**Duties and responsibilities:**

* To undertake telephone triage in line with practice procedures
* Triage and allocate home visits.
* To see patients, face to face in the surgery and visiting patients within their own home to assess their medical condition.
* Prescribe appropriate medication or liaise with duty GP or ACP regarding issue of medication.
* Arrange admission or refer patients for investigations and/or the appropriate specialist care where appropriate.
* Involving wider multidisciplinary team members and other local agencies as required
* To manage own clinical workload in general practice responding effectively to patient need and ensuring patient choice and ease of access to services.
* Assess and evaluate with patients the effectiveness of the treatment and care provided and make changes as needed.
* Ensure the provision of continuity of care including follow up consultations or visits.
* Support patients to adopt health promotion strategies that promote healthy lifestyles and apply principles of self-care using a health coaching approach.
* Communicate effectively with patients and carers recognising the need for alternative methods of communication to overcome barriers to communication.
* Interpret a range of diagnostic tests and routine clinical procedures including but not exclusively ECG’s, microbiology, virology, haematology, biochemistry, blood pressure and initiating further investigations and referral to secondary care where appropriate.
* Undertake the collection of pathological specimens including but not exclusively blood samples, swabs.
* Actively and attend practice meetings where necessary.
* Support QOF requirements
* Maintain accurate record keeping on our medical record system (EMIS web)
* Recognise and understand the importance of observing, documenting, and communicating the signs and symptoms of a child and adult abuse.

**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 careers, 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

**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.

**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.

**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, the practice health & safety manual, and the practice infection control policy and published procedures. This will 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
* Actively reporting of health and safety hazards and infection hazards immediately when recognised
* Keeping own work areas and general / patient areas generally clean, assisting in the maintenance of general standards of cleanliness consistent with the scope of the job holder’s role
* Undertaking periodic infection control training (minimum annually)
* Reporting potential risks identified.

**REHABILITATION OF OFFENDERS ACT 1994**

Because of the nature of the work, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1994 (Exceptions) Order 1995. Applicants for posts are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in disciplinary action or dismissal by the Practice. Any information given will be completely confidential and will be considered only in relation to an applicant of a position to which the order applies.

**This job description is intended to provide an outline of key tasks and responsibilities only. There may be other duties required of the post holder commensurate with the position. This job description will be open to regular review and may be amended to take onto account development within the Practice. All members of staff should be prepared to take on additional duties or relinquish existing duties in order to maintain the efficient running of the Practice.**

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| CRITERIA | ESSENTIAL | DESIRABLE |
| Qualification | Registered paramedic with a BSc in paramedicine or equivalent  Current registration with the HCPC professional body  Level 7 learning  Full driving licence | Post graduate diploma or degree (Advanced Practice Qualification)  Completed Level 7 competencies of the Advanced Clinical Practice Framework  Non-medical prescriber qualification  Teaching qualification  Completed Stage 1: Knowledge, Skills & Attributes (KSA) |
| Experience | At least 3 years post registration clinical experience in Practice OR proof of equivalent experience in Practice relevant to Urgent Care or General Practice  Experience in examination of adults and children  Demonstrable experience of CPD and desire to actively engage in ongoing learning of self and others.  Able to work under pressure and managing varying workloads and changing demands  Experience as an autonomous practitioner diagnosing and treating patients. | Walk in Centre, /A&E/Primary Care experience  Experience of chronic disease management  Teaching / Mentoring experience |
| Skills and knowledge | Demonstrates specialist clinical expertise underpinned by theory acquired through CPD  Effective communicator able to deliver complex and highly sensitive information.  Excellent clinical reasoning / clinical decision making  Ability to work as part of a multi skilled team  Excellent computer skills  Able to work autonomously and within professional boundaries, prioritising own workload  Able to seek support from peers as necessary – recognising that help is required if patients present with conditions outside the sphere of their own clinical knowledge  Excellent interpersonal skills  Understands the importance of evidence based practice  Experience with clinical risk management  Knowledge of national standards that inform practice (e.g. National Service Frameworks, NICE guidelines etc) | Evidence of involvement in the development of programmes of care, protocols and clinical audit  Requesting pathology tests and processing the results, advising patients accordingly  Knowledge of public health issues in the local area  Awareness of issues within the wider health arena  Knowledge of health promotion strategies  Ability to think strategically  Experience of presenting information to wider audience |
| Personal | Willing to embrace change that will enhance the quality of service at the practice  Punctual and committed to supporting the team effort  Committed to improving the healthcare for people living in are of high deprivation and clinical and social need.  Flexibility of working hours and commitment to team working  Sensitive and empathetic in distressing situations  Commitment to ongoing professional development |  |