**Please note:**

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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**Job Title:** Paramedic

**Responsible to:** To be determined by the PCN

**Accountable to:**  To be determined by the PCN

**Hours of work:** To be determined by the PCN

**Salary:** To be determine by the PCN [*First contact practitioners will be eligible for reimbursement through the Network Contract DES Additional Roles Reimbursement Scheme at AfC Band 7. Advanced Practitioners will be eligible for reimbursement through the Network Contract DES Additional Roles Reimbursement Scheme at AfC Band 8a]*

**Brief Job Overview**

Example 1: Home visiting paramedic who will undertake same day and planned assessments on housebound patients for xxxxx surgery/PCN.

Example2: Provide same day appointments for patients presenting with minor illness and acute exacerbations. Your role may include undertaking urgent same day home visits for housebound patients.

**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 PCN 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:
   1. perform specialist health checks and reviews
   2. perform and interpret ECGs; alongside other results as appropriate
   3. perform investigatory procedures as required
   4. undertake the collection of pathological specimens including intravenous blood samples, swabs, etc.
   5. 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 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 PCN 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**

1. 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
2. recognise and work within own competence and professional code of conduct as regulated by the HCPC and College of Paramedics
3. assess effectiveness of care delivery through self and peer review, benchmarking and formal evaluation
4. 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
5. 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**

1. produce accurate, contemporaneous and complete records of patient consultation, consistent with legislation, policies and procedures
2. be aware of data protection (GDPR) and confidentiality issues particularly within a PCN
3. use technology and appropriate software as an aid to management in planning, implementation and monitoring of care, presenting and communicating information
4. 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 PCN to provide general advice and support on a day to day basis.

**Person Specification**

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

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| CRITERIA | ESSENTIAL | DESIRABLE |
| Qualification | Registered paramedic with a FdSc 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 |  |