

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Paramedic in Primary Care |
| **Reports to** | Lead GP/Practice manager |
| **Band** | 6 |
| **Department/Directorate** | Community Services/Castle Place Practice, TIVERTON |

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| **JOB PURPOSE** |
| The overall job purpose of this post holder is to be part of the on-day service for patients of the practice. Working closely with the Duty doctor, advanced nurse practitioner, clinical pharmacist and practice nurse teams to provide on day support for our patient’s needs. The post holder will act as an expert resource for the on-day service team supporting patients in residential homes, in patients’ homes and at the practice alongside all clinical disciplines in the delivery of evidence based effective care. **K** |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| The post holder will be expected to play a proactive role in governance and quality and service improvement working closely with the Lead GP and the Practice management team and will be responsible for the monitoring and auditing of clinical standards of care within a defined area.  The post holder will undertake routine assessment of patients with acute and long-term conditions, treating minor illnesses and exacerbations of common long-term conditions. Provide advice and guidance to manage symptoms. Working closely with all the network of resources across Tiverton, to provide medical services necessary and identify the alternative services most appropriate to the patient needs in the community. |
| **KEY WORKING RELATIONSHIPS** |
| Areas of Responsibility:  Day to day support and visits for house bound patients including long term care, liaising with GPs, UCR, nurses and wider health care team. Providing acute and chronic care for patients registered with the practice as part of the same day service.  No. of Staff reporting to this role: None    The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis.  In addition, the post holder will deal with the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media. Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Lead GP Clinician | * Patients/Relatives | | * Duty GP | * Social Services | | * Lead Practice Nurse |  | | * Advanced Nurse Practitioner * Pharmacists * Practice Manager * District Nurses * Therapists * Patient Liaison Services * Human Resources * Learning & Development Team |  | |

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| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| Organises with others own workload on a day to day basis.  Ability to use own initiative, work is managed rather than supervised.  Working within competencies of qualifications and experience, following appropriate local protocols. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| To communicate at all levels within the team ensuring an effective service is delivered  Recognize people’s needs for alternative methods of communication and respond accordingly  To maintain accurate, contemporaneous healthcare records appropriate to the consultation.  Ensure evidenced-based care is delivered at the highest standards ensuring delivery of high-quality patient care.  Works in accordance with local policies and procedures.  Patient confidentiality is the highest of priorities  Enhance own performance through Continuous Professional Development, imparting own knowledge and behaviours to meet the needs of the service.  To achieve and demonstrate agreed standards of personal and professional development in order to meet the needs of the service.  To participate in the audit process, evaluation and implementing plans and practice change in order to meet patient need.  Contribute positively to the effectiveness and efficiency of the team and work colleagues including asking colleagues for advice or support when working at the limit of personal knowledge and/or competence.  Provide and receive complex information and sensitive information where persuasion and empathy is required. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| Ensure the environment and home visit and same day processes are responsive to the needs of patients and their carers, recognising the importance of privacy, dignity and diversity.  Actively use complaints feedback to review practice within own area.  Promoting a blame free culture in reporting incidents and where appropriate initiate a local investigation in a timely manner.  Undertake judgments made up of a range of facts or situations which require analysis. Assess patient situations, decides on courses of action in accordance with guidelines and protocols. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| Plans and organises straightforward activities. Support both the clinical area and the patient home/residential home visits as appropriate supporting the daily needs of the practice same day team.  Undertake a variety of learning opportunities to assist in the development including clinical updates, significant event audits and one to one feedback. |
| **PATIENT/CLIENT CARE** |
| The post holder is required to develop programmes of care for patients, including assessments of patients in their own homes and occasionally in clinics and development of suitable care programmes and referrals to appropriate local services and social prescribing and wellbeing activities locally.  Patients who call into the practice requesting a home visit, assessment of patients with falls/confusion/reduce mobility. Able to assess patients with common infection such as UTI/chest infection. Management flare of COPD in the home, common treatments salbutamol nebuliser if required under PGDs.  The post holder will be highly visible in their clinical area, working alongside and supporting the on day service. This will require the individual to spend at least 75% of their time in direct clinical practice, with a maximum of 25% transition between locations in the community.  Be responsible for ensuring personal high standards of patient care are given in relation to agreed standards and evidence-based practice. |
| **POLICY/SERVICE DEVELOPMENT** |
| Personal responsibility to be aware of and follow appropriate policies and legislation.  Look to support and actively contribute to improvement of services.  Support the risk management approach to working as a paramedic. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| Work with practice equipment and systems provided.  Home visit bag will be provided with core equipment required to provide care in the home |
| **HUMAN RESOURCES** |
| Participate in regular feedback and appraisals. Complete mandatory and role specific training requirements. Adhere to policies within the department. Participate in induction programme.  Support and mentor any other paramedics and provide training within own discipline boundaries.  Work as part of an MDT team and provide appropriate discipline cross cover. |
| **INFORMATION RESOURCES** |
| Appropriate use of information and systems. Adherence to strict information governance guidelines. |
| **RESEARCH AND DEVELOPMENT** |
| Participates in any research required. |
| **PHYSICAL SKILLS** |
| Able to drive to home visits and access patients' properties. |
| **PHYSICAL EFFORT** |
| Frequently required to assist patients with movement i.e. transferring from couch to chair or chair to standing. Daily home visits to patients (Mon-Fri) clinically assessing up to 10 patients in their home setting. Around 50% of those could need assistance.  Requires assistance of patients over 15kgs  May be required to resuscitate patient over a period of time.  Driving across a location to see patients. |
| **MENTAL EFFORT** |
| Participate in audits and key reports for the same day service.  Work with frequent interruptions as the work pattern is unpredictable.  Mix of daily tasks will be mostly demand led, but will look to achieve proactive workload over time.  Frequent concentration required when driving. |
| **EMOTIONAL EFFORT** |
| Frequent contact with patients and relatives in discussing complex conditions and treatment plans.  Occasional contact in breaking bad news to patients and relatives |
| **WORKING CONDITIONS** |
| Frequent exposure to bodily fluids.  Infrequent exposure to aggressive behaviour  Working in patient homes for significant part of working day  Considerable exposure to hazards due to the nature of paramedic work. |
| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  Contribute to and work within a safe working environment  You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  You must also take responsibility for your workplace health and wellbeing:   * When required, gain support from Occupational Health, Human Resources or other sources. * Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health. * Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you. * Undertake a Display Screen Equipment assessment (DES) if appropriate to role. |
| **DISCLOSURE AND BARRING SERVICE CHECKS** |
| This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check. |
| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.  Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E’s track record of excellence in research, teaching and links to the university with NDHT’s innovation and adaptability.  T*his is* |

PERSON SPECIFICATION

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| **Job Title** | Paramedic in Primary Care |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATIONS / TRAINING**  Paramedic Degree (BSc) or equivalent  Registered Paramedic (HPC)  Evidence of continued professional development  ALS/APLS provider | X  X  X  X |  |
| **KNOWLEDGE / SKILLS**  Ability to manage and prioritise workload.  Proven ability to work autonomously and as part of a team.  Previous experience of non-medical prescribing and using PGDs.  Experience as an autonomous practitioner within a minor injury/illness centre or mobile service.  Experience of the ECP/Advanced Practitioner role within Primary or Secondary Care.  Current knowledge of government targets and initiatives and N.I.C.E. guidelines and their impact on clinical practice.  Understanding of the N.M.C/H.P.C Code of Professional Conduct.  Knowledge of child protection issues.  Understanding of clinical governance and its significance and impact upon practice.  Good communication skills.  Basic IT skills in word processing and e-mail.  Experience in using I.T based patient documentation systems.  Sound organisational skills.  Able to professionally and appropriately challenge differing opinions as a patient advocate.  Record keeping skills.  Experience of triage/initial assessment.  Able to work autonomously, using own clinical judgment to form a diagnosis.  Able to give appropriate telephone advice.  Understanding of health education/promotion.  Able to give relevant safety net advice  Experience of following referral pathways.  Able to record/ interpret ECG.  Experience as a practitioner in an A&E Department or similar emergency care setting.  Evidence of experience / competency in the form of a professional portfolio.  Experience of clinical audit.  Experience of research projects. | X  X  X  X  X  X  X  X  X  X  X  X  X  X  X  X  X  X  X  X  X  X  X  X  X  X |  |
| **EXPERIENCE**  Proven experience in a paramedic role for min of 3 years post qualification experience.  Previous experience of working in primary care setting | X | X |
| **PERSONAL ATTRIBUTES**  Able to work under own initiative.  Excellent interpersonal skills.  Positive and Enthusiastic Attitude.  Flexible and adaptable.  Commitment to openness, honesty and integrity in undertaking role. | X  X  X  X  X |  |
| **OTHER REQUIREMENTS:**  The postholder must demonstrate a positive commitment to uphold diversity and equality policies approved by Royal Devon and Exeter NHS Foundation Trust  Hold a Driver’s licence/Travel within practice area  Clinical Audit – hold an interest.  Supporting employee health and well-being. | X  X  X  X |  |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | Y |  |  |  | X |
| Contact with patients | Y |  |  |  |  |
| Exposure Prone Procedures | Y |  |  |  | X |
| Blood/body fluids | Y |  |  |  | X |
| Laboratory specimens | Y |  |  |  | X |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | N |  |  |  |  |
| Animals | Y |  | X | m |  |
| Cytotoxic drugs | N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | Y |  | X |  |  |
| Noise (over 80dBA) | Y | X |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  | X |
| Heavy manual handling (>10kg) | Y |  |  |  | X |
| Driving | Y |  |  |  | X |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  |  |  | X |
| Mental Effort | Y |  |  |  | X |
| Emotional Effort | Y |  |  |  | X |
| Working in isolation | Y |  |  |  | X |
| Challenging behaviour | Y |  |  | X |  |