

## Job Description

**Job Title** Primary Care Paramedic Practitioner  
Hours per week (negotiable full or part time)

### JOB SUMMARY

The post holder is a registered Paramedic, who, acting within their professional boundaries, will provide care for the presenting patient from initial history taking to clinical assessment, diagnosis, treatment and evaluation of their care. They will demonstrate safe, clinical decision making and expert care for patients within the general practice environment. They will work collaboratively within the multi-disciplinary general practice team to meet the needs of patients, supporting the delivery of policy and procedures.

### SCOPE AND PURPOSE OF ROLE

- To deliver a high standard of patient care as a Paramedic Practitioner within the practice, using advanced autonomous clinical skills and a broad, in-depth theoretical knowledge base.
- As a member of a varied clinical team, manage a clinical caseload, dealing with presenting patient's needs within a primary care setting, ensuring patient choice and ease of access to services.
- To support the Duty Doctor within the practice.
- To provide clinical leadership within the practice.
- To mentor and support staff in developing and maintaining clinical skills.

### PRIMARY DUTIES AND AREAS OF RESPONSIBILITY

#### CLINICAL ROLE

The post-holder will:

- Alongside the Duty Doctor, provide a first point of 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.
- Provide assessment, treatment and diagnosis at point of first contact, by attending to patients in a variety of clinical or non-clinical settings according to patient's needs.
- Undertake home visits, in accordance with the relevant protocols.
- Make professionally autonomous decisions for which he/she is accountable.
- Refer patients to an alternative care setting or treat & discharge as appropriate.
- Instigate necessary invasive/non-invasive diagnostic tests/investigations and interpret findings/reports.
- Ensure that professional standards are maintained and within the guidance issued by the DoH (Department of Health), the HCPC (Health and Care Professions Council) and the College of Paramedics (COP)
- Ensure that there is a robust system in place for maintaining clinical governance.
- Work with multi-disciplinary teams within the Practice and across the broader healthcare community, to promote integrated and seamless pathways of care.
- Contribute to the Practice achieving its quality targets to sustain the high standards of patient care and service delivery.

- Participate in the assessment of community health needs and help to develop patient and family-centred strategies to address them.
- Help to develop and set up new patient services and participate in initiatives to improve existing patient services.
- Act as the emergency care lead for the practice, reviewing emergency protocols and providing updates and training to staff as appropriate.

### **Teaching and mentoring role**

The post-holder will desirably:

- Promote a learning environment for patients, colleagues and other health professionals.
- Contribute to the planning and implementation of the teaching of and support for new and existing staff in the Practice, including medical students, student Paramedics and newly-recruited Paramedics.

### **Professional role**

The post-holder will:

- Promote evidence-based practice through the use of the latest research-based guidelines and the development of practice-based research.
- Monitor the effectiveness of their own clinical practice through the quality assurance strategies such as the use of audit and peer review.
- Maintain any professional registration such as with the HCPC.
- Participate in continuing professional development (CPD) opportunities to ensure that up to date evidence-based knowledge and competence in all aspects of the role is maintained including maintaining up to date CPR training.
- Record accurate consultation data within the patient's records
- Keep up to date with pertinent health-related policy and work with the Practice team to consider the impact and possible strategies for implementation.
- Work collaboratively with colleagues within and external to the Practice.
- Pro-actively promote the Paramedic role within the practice and externally to key stakeholders and agencies.
- Identify own learning needs in order to remain current and improve service delivery.

### **Non-clinical team role**

The post-holder will:

- Identify appropriate opportunities to delegate both clinical and administrative tasks to other appropriate staff
- Help the practice operate in a cost-effective manner.
- Identify and manage care risks on a continuing basis.
- Participate in practice meetings as required.
- Participate in audits and inspections as appropriate.
- Work closely with the doctors and managers in the setting up and/or improving of practice systems for monitoring/measuring performance against clinical governance and quality targets
- Ensure all practice policies are fully implemented

## **Communication**

The post-holder should recognise 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.

## **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 implement and lead on a full range of promotion and management their own and others' health and safety and infection control 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 (but will not be limited to):

- Using personal security systems within the workplace according to practice guidelines
- Awareness of national standards of infection control and cleanliness and regulatory / contractual / professional requirements, and good practice guidelines
- Correct use of Personal Protective Equipment (PPE)
- Use and monitoring of the correct use of Standard Operating Procedures for cleaning and infection control
- Responsible for correct hand hygiene of self and others
- Ownership of infection control and clinically based patient care protocols, and implementation of those protocols within the team
- Active observation of current working practices across the team in relation to infection control, cleanliness and related activities, ensuring that procedures are followed and weaknesses / training needs are identified, escalating issues as appropriate
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks across clinical and patient process
- Making effective use of training to update knowledge and skills, and initiate and manage the training of others across the full range of infection control and patient processes
- Monitoring practice facilities and equipment in relation to infection control, ensuring that provision of hand cleansing facilities, wipes etc are sufficient to ensure a good clinical working environment. Lack of facilities to be escalated as appropriate.
- Safe management of sharps procedures including training, use, storage and disposal
- Using appropriate infection control procedures, maintaining work areas in a tidy, clean and sterile, and safe way, free from hazards. Initiation of remedial / corrective action where needed or escalation to responsible management
- Actively identifying, reporting, and correction of health and safety hazards and infection hazards immediately when recognised

- Keeping own work areas and general / patient areas generally clean, sterile, identifying issues and hazards / risks in relation to other work areas within the business, and assuming responsibility in the maintenance of general standards of cleanliness across the business in consultation (where appropriate) with other sector managers
- Undertaking periodic infection control training (minimum twice annually)
- Routine management of own team / team areas, and maintenance of work space standards
- Waste management including collection, handling, segregation, container management, storage and collection
- Spillage control procedures, management and training
- Decontamination control procedures, management and training, and equipment maintenance
- Maintenance of sterile environments
- Correct cleaning of equipment used for near patient testing such as blood glucose monitoring equipment and smokerlyzer, using manufacturer's instructions as appropriate

### **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, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work

### **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