

JOB DESCRIPTION

Title:	Advanced Practitioner Paramedic
Responsible To:	Partners

Main Purpose of the Post:

The advanced paramedic practitioner at the Atrium Health Centre is a registered paramedic with post graduate qualifications who acts within their professional boundaries.

This role will provide care for the presenting patient from initial history taking, clinical assessment, diagnosis, treatment and evaluation of their care. They will demonstrate safe, clinical decision-making and expert care for patients within the Atrium Health Centre.

The advanced paramedic practitioner is expected to attend to patients within the defined list of conditions, including assessment, diagnosis and treatment to deliver quality patient services in conjunction with the daily duty doctor.

The advanced paramedic practitioner will work collaboratively with the multi-disciplinary general practice team to meet the needs of patients, supporting the delivery of policy and procedures. There is an expectation that training across the practice is maintained to an expected level with use of appropriate equipment and facilities as directed by the post holder who is an autonomous allied healthcare professional.

The post holder will use advanced clinical skills to provide education to service users, promoting self-care and empowering them to make informed choices about their treatment.

The post holder must own their own vehicle as home visits will also be an expectation.

The advanced paramedic practitioner will actively support integrated neighbourhood ways of working to support standardisation for efficiency purposes.

Basic Duties & Responsibilities of the Post:

The following are the core responsibilities of the advanced paramedic practitioner

- a. Alongside the GP Partners, 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
- b. To 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 patients' needs
- c. To undertake home visits in accordance with the relevant protocols
- d. To make professionally autonomous decisions for which they are accountable
- e. To refer patients to an alternative care setting or treat and discharge as appropriate
- f. To instigate necessary invasive and non-invasive diagnostic tests or investigations and interpret findings/reports
- g. To ensure that professional standards are maintained and within the guidance provided by the Department of Health, the Health and Care Professions Council (HCPC) and the College of Paramedics (COP)
- h. To support the development of excellent relationships across the practice and wider PCN to enable collaboration for better patient outcomes
- i. To support network implementation of agreed service changes and pathways, working closely with the practice, the wider PCN and the commissioner to develop, support and deliver local improvement programmes aligned to national and local priorities
- j. To contribute to the practice achieving its quality targets and enhanced services to sustain high standards of patient care and service delivery

- k. To participate in identification of community health needs and develop patient/family-centred strategies to address them
- l. To help develop and set up new patient services and participate in initiatives to improve existing patient services
- m. To participate in the management of patient complaints when requested to do so and participate in the identification of any necessary learning brought about through clinical incidents and near-miss events
- n. To undertake all mandatory training and induction programmes
- o. To contribute to and embrace the spectrum of clinical governance
- p. To attend a formal appraisal with their manager at least every 12 months.
- q. To provide effective visible leadership that fosters a culture of professionalism, compassion, excellence and the development of effective team working
- r. To develop yourself and the role through participation in training and service redesign activities
- s. To contribute to public health campaigns (e.g. flu clinics) through advice or direct care.
- t. To maintain a clean, tidy, effective working area at all times

In addition to the primary responsibilities, the advanced paramedic practitioner may be requested to:

- a. Support delivery of QOF, incentive schemes, QIPP and other quality or cost effectiveness initiatives
- b. Undertake any tasks consistent with the level of the post and the scope of the role, ensuring that work is delivered in a timely and effective manner
- c. Duties may vary from time to time without changing the general character of the post or the level of responsibility

All staff at the Atrium Health Centre have a duty to conform to the following:

Equality, Diversity and Inclusion

A good attitude and positive action towards ED&I creates an environment where all individuals are able to achieve their full potential. Creating such an environment is important for three reasons; it improves operational effectiveness, and it is morally the right thing to do. It is also required by law.

Patients and their families have the right to be treated fairly and be routinely involved in decisions about their treatment and care. They can expect to be treated with dignity and respect and will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Patients have a responsibility to treat other patients and our staff with dignity and respect.

Staff have the right to be treated fairly in recruitment and career progression. Staff can expect to work in an environment where diversity is valued, and equality of opportunity is promoted. Staff will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Staff have a responsibility to ensure that they treat our patients and their colleagues with dignity and respect.

Safety, Health, Environment and Fire (SHEF)

This practice is committed to supporting and promoting opportunities for staff to maintain their health, well-being and safety.

The post holder is to manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients and monitor work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, procedures and guidelines.

All personnel have a duty to take reasonable care of health and safety at work for themselves, their team and others and to cooperate with employers to ensure compliance with health and safety requirements. All personnel are to comply with the Health and Safety at Work Act 1974, Environmental Protection Act 1990, Environment Act 1995, Fire Precautions (workplace) Regulations 1999 and other statutory legislation.

Confidentiality

The Atrium Health Centre and wider PCN are committed to maintaining an outstanding confidential service. Patients entrust and permit us to collect and retain sensitive information relating to their health and other matters pertaining to their care. They do so in confidence and have a right to expect all staff will respect their privacy and maintain confidentiality at all times.

It is essential that, if the legal requirements are to be met and the trust of our patients is to be retained, all staff protect patient information and provide a confidential service.

Quality and Continuous Improvement (CI)

To preserve and improve the quality of practice outputs, all personnel are required to think not only of what they do but how they achieve it. By continually re-examining our processes, we will be able to develop and improve the overall effectiveness of the way we work.

The responsibility for this rests with everyone working within the practice to look for opportunities to improve quality and share good practice and to discuss, highlight and work with the team to create opportunities to improve patient care.

The Atrium Health Centre continually strives to improve work processes which deliver healthcare with improved results across all areas of our service provision. We promote a culture of continuous improvement where everyone counts, and staff are permitted to make suggestions and contributions to improve our service delivery and enhance patient care.

Staff should interpret national strategies and policies into local implementation strategies that are aligned to the values and culture of general practice.

All staff are to contribute to investigations and root cause analyses whilst participating in serious incident investigations and multidisciplinary case reviews.

Learning and development

The effective use of training and development is fundamental in ensuring that all staff are equipped with the appropriate skills, knowledge, attitude and competences to perform their role. All staff will be required to partake in an initial induction and complete mandatory training as directed by The Practice Business Manager. It is an expectation for this post holder to assess their own learning needs and undertake learning as appropriate

The post holder will undertake mentorship for team members and disseminate learning and information gained to other team members in order to share good practice and inform others about current and future developments (e.g. courses and conferences).

The post holder will provide an educational role to patients, carers, families and colleagues in an environment that facilitates learning.

Collaborative working

All staff are to recognise the significance of collaborative working and understand their own role and scope and identify how this may develop over time. Staff are to prioritise their own workload and ensure effective time-management strategies are embedded within the culture of the team.

Teamwork is essential in multidisciplinary environments and the post holder is to work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working. To work effectively with others to clearly define values, direction and policies impacting upon care delivery

Effective communication is essential, and all staff must ensure they communicate in a manner which enables the sharing of information in an appropriate manner.

All staff should delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence.

Managing information

All staff should use technology and appropriate software as an aid to management in the planning, implementation and monitoring of care and presenting and communicating information.

Data should be reviewed and processed using accurate SNOMED/read codes in order to ensure easy and accurate information retrieval for monitoring and audit processes.

Service delivery

Staff will be given detailed information during the induction process regarding policy and procedure.

The post holder must adhere to the information contained within practice policies and regional directives, ensuring protocols are adhered to at all times.

Security

The security of the practice is the responsibility of all personnel. The post holder must ensure they remain vigilant at all times and report any suspicious activity immediately to their line manager.

Under no circumstances are staff to share the codes for the door locks with anyone and are to ensure that restricted areas remain effectively secured. Likewise, password controls are to be maintained and are not to be shared.

Professional conduct

All staff are required to dress appropriately for their role.

This document may be amended following consultation with the post holder to facilitate the development of the role, the practice and the individual.

All personnel should be prepared to accept additional or surrender existing duties to enable the efficient running of the practice.

JOB DESCRIPTION

Person specification – PCN Advanced Paramedic Practitioner		
Qualifications	Essential	Desirable
Registered paramedic	✓	
Evidence of continual learning and professional development	✓	
Experience	Essential	Desirable
Minimum of two years working as an advanced paramedic		✓
An appreciation of the nature of GPs and general practice. An appreciation of the nature of primary care prescribing, concepts of rational prescribing and strategies for improving prescribing	✓	
Awareness of telephone triage assessment	✓	
Management of common minor injuries/illnesses	✓	
Clinical examination skills	✓	
Knowledge of needs of patients with long-term conditions	✓	
Management of long term (chronic) conditions	✓	
Clinical knowledge and understanding of the principles of evidence-based healthcare		✓
Understanding of the mentorship process		✓
An appreciation of the new NHS landscape including the relationships between individual practices, PCNs and the commissioners		✓
Experience of clinical governance including audit		✓
Broad knowledge of general practice		✓
Skills	Essential	Desirable
Ability to communicate complex and sensitive information effectively with people at all levels by telephone, email and face to face	✓	
Willingness to work flexibly to deliver safe and effective healthcare	✓	
Excellent interpersonal, influencing and negotiation skills, organisational skills with the ability to constructively challenge the view and practices of managers and clinicians	✓	
Knowledge of IT systems, including ability to use word processing skills, emails and the internet to create simple plans and reports	✓	
Clear, polite telephone manner	✓	
Good clinical system IT knowledge of SystemOne		✓
Ability to promote best practice regarding all pharmaceutical matters	✓	
Effective time management (planning and organising)	✓	
Demonstrate personal accountability, emotional resilience and work well under pressure	✓	
Personal qualities	Essential	Desirable
Ability to follow legal, ethical, professional and organisational policies/procedures and codes of conduct	✓	
Ability to use own initiative, discretion and sensitivity	✓	
Able to get along with people from all backgrounds and communities, respecting lifestyles and diversity	✓	
Flexible and cooperative	✓	
Ability to identify risk and assess/manage risk when working with individuals	✓	
Able to provide leadership and to finish work tasks	✓	
Problem solving and analytical skills	✓	
Ability to maintain confidentiality	✓	
Knowledge of and ability to work to policies and procedures	✓	
Other requirements	Essential	Desirable
Disclosure Barring Service (DBS) check	✓	
Access to own transport and ability to travel across the practice area on a regular basis, including visiting people in their own home	✓	