



Kingfisher Family Practice  
**JOB DESCRIPTION**

**JOB TITLE:** Paramedic Practitioner

**REPORTS TO:** The GP Partners

The Paramedic will use autonomous clinical skills to assess undifferentiated patients who present with acute, non-acute and chronic medical conditions. They will demonstrate safe clinical decision-making and expert care while working collaboratively with the multi-disciplinary general practice team to meet the needs of the patients.

The post holder will also assist in the development and implementation of relevant policies for the Practice and provide education to service users, promoting self-care and empower them to make informed choices about their treatment. The Paramedic will act within their professional boundary to provide care for the presenting patient.

**SPECIAL CONSIDERATIONS:**

- The Post Holder will undertake home visits and as such will need to have their own vehicle
- The practice operates extended hours on a rota basis and the post holder may be required to work some extended hours shifts
- There will be lone working when attending home visits
- The Post Holder must be committed to professional development and in particular to undertake a Non-Medical prescribing course at level 7

**JOB RESPONSIBILITIES:**

The post-holder will:

- 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 either a clinical setting or at the patient's own home

- Assess, plan, develop, implement and evaluate programmes to promote health and well-being, and prevent adverse effects on health and well-being
- Implement and evaluate individual treatment plans and management plans for patients with a known long-term condition
- Make professionally autonomous decisions for which he/she is accountable
- Promote evidence-based practice through the use of the latest research-based guidelines and the development of practice-based research
- Refer patients to an alternative care setting or treat and discharge as appropriate
- Instigate necessary diagnostic tests or investigations and interpret findings/reports
- Record accurate consultation data in patient's records.
- Work with the multi-disciplinary team within the Practice, and across the broader healthcare community, to promote integrated and seamless pathways of care
- Participate in identification of community health needs and develop patient/family-centred strategies to address them
- Help develop and set up new patient services and participate in initiatives to improve existing patient services
- Contribute to the planning and implementation of the teaching for existing staff, such as medical students, F2 students, GP registrars, Practice Nurses, Health Care Assistants etc
- Participate in practice meetings and practice management meetings, reporting progress as required

#### **COMMUNICATIONS AND WORKING RELATIONSHIPS:**

- The post-holder should recognise the importance of effective communication within the team and will strive to:
- Communicate effectively with service users
- Communicate effectively with other members of the team and external bodies
- Recognise 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 will 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 AND 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, to 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
- Reporting potential risks identified

#### **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 recognises 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:

- Ensuring that professional standards are maintained and within the guidance by the Department of Health, the Health and Care Professions Council (HCPC) and the College of Paramedics (COP)
- Identify own learning needs in order to remain current and improve performance
- Participate in continuing professional development opportunities to ensure that up-to-date evidence-based knowledge and competence in all aspects of the role is maintained including maintaining resus training accreditation
- Participation in an annual individual performance review
- Demonstrate skills and activities to others as required
- Maintain any professional registration

#### **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
- Monitor the effectiveness of own clinical practice through the quality assurance strategies such as the use of audit and peer review

- Work closely with the doctors and administrative managers in the setting up and/or improving of practice systems for monitoring/measuring performance against Clinical Governance and Quality Indicator targets
- 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
- Participate in audits and inspections as appropriate

**JOB DESCRIPTION AGREEMENT:**

This job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post-holder commensurate with the position. This description will be open to regular review and may be amended to take into 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.