



## Frome Valley Medical Centre

### PARAMEDIC

Hours of duty: 32hrs per week  
Responsible to: Practice Manager  
Accountable to: The Partners  
Salary: £41,710 per annum pro rata

### JOB SUMMARY

Your role will require you to participate in all aspects of patient care through knowledge gained from your training. As a paramedic you will provide care for patients from initial history taking, clinical assessment, diagnosis, treatment, prescribing and evaluation of their care and include on call responsibilities under ANP/GP supervision. You will also review patient documents and pathology results and assist in maintaining patient records. You will be working as part of an allied healthcare professional team including Pharmacists, Paramedics, Physicians Associates, Nurses and Healthcare Assistants, and will be supported and supervised by the lead Nurse Practitioner and assigned GP.

### KEY RESPONSIBILITIES

- The role will provide a Specialist / Advanced Paramedic resource for health care professionals and service users, working in collaboration with other members of the Multidisciplinary Team
- To work within the community, as an autonomous, accountable, Specialist / Advanced Paramedic, in the provision of a holistic approach for individuals including assessment, management and treatment, to deliver high quality patient services
- To assess, manage, treat, refer and/or signpost patients/service users who attend surgery with undifferentiated or undiagnosed condition relating to minor illness or minor injury
- The post holder will use advanced clinical skills to provide education to service users, promoting self-care and empower them to make informed choices about their treatment

### CLINICAL RESPONSIBILITIES:

- Managing and treating patients presenting with minor illness
- Triage and treat patients wishing to see a health care professional, making any necessary referrals to other members of the primary health care team
- Patients with problems needing referral to secondary care should be discussed with the registered GP before making such referral
- Ensure clinical practice is safe and effective and remains within boundaries of competence, and to acknowledge limitations
- Advise patients on general health care and minor ailments, with referral to other members of the primary and secondary health care team as necessary
- Work from the surgery and within communities as an autonomous practitioner caring for patients and families
- Work as an autonomous practitioner, in accordance with the Health and Care Professions Council. Ensure that personal and professional clinical standards are maintained
- Undertake assessment for patients within the community and those attending the surgery, using diagnostic skills and initiation of investigations where appropriate



- Prescribe/issue medications as appropriate following policy, patient group directives NICE (national) and local clinical guidelines and local care pathways.
- Formally and informally impart knowledge and skills to colleagues promoting peer review and best practice within the work environment
- Communicate at all levels within the team ensuring an effective service is delivered
- 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
- Work within local policies and procedures
- Enhance own performance through Continuous Professional Development, imparting own knowledge and behaviours to meet the needs of the service
- Achieve and demonstrate agreed standards of personal and professional development in order to meet the needs of the service
- Participate in the audit process, evaluation and implementing plans and practice change in order to meet patient need
- Actively participate in mentoring and supervision, plus practice-derived CPD opportunities
- Contribute positively to the effectiveness and efficiency of the team and work colleagues
- Pathological specimens and investigatory procedures
- Undertake the collection of pathological specimens including intravenous blood samples, swabs etc. Perform investigatory procedures needed by patients and those requested by the GPs

#### **ADMINISTRATION AND PROFESSIONAL RESPONSIBILITIES**

- Participate in the administrative and professional responsibilities of the practice team
- Ensure the clinical computer system is kept up to date, with accurate details recorded and amended
- Ensure appropriate items of service and contract claims are made accurately, reporting any problems to the practice manager
- Ensure accurate completion of all necessary documentation associated with patient health care and registration with the practice
- Ensure collection and maintenance of statistical information required for regular and adhoc reports and audit
- Attend and participate in practice meetings as required
- Restocking and maintenance of clinical areas and consulting rooms

#### **TRAINING AND PERSONAL/PROFESSIONAL DEVELOPMENT**

- Training requirements will be monitored by yearly appraisal and will be in accordance with practice requirements.
- In addition to maintaining continued education through attendance at any courses and/or study days necessary to ensure that professional development requirements are met, the post-holder will participate in any training programme implemented by the practice as part of this employment
- Personal development will be encouraged and supported by the practice.
- It is the individuals' responsibility to remain up to date with recent developments.



- Participate in the education and training of students of all disciplines and the introduction of all members of the practice team where appropriate
- Maintain continued education by attendance at courses and study days as deemed useful or necessary for professional development, ensuring PREP requirements are met
- If it is necessary to expand the role to include additional responsibilities, full training will be given
- Develop and maintain a Personal Learning Plan
- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development.
- Reflective practice and portfolio building.
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work

### **LIAISON**

- Work closely with the multi-professional, management and administration teams to ensure the smooth running of the practice, reporting any problems encountered to the relevant person and ensuring everyone is aware of the different roles within the team
- There is also the need to establish and maintain good liaison with other surgeries and agencies, including secondary and social care

### **MEETINGS**

- It will be necessary to attend and contribute to various practice meetings as requested. The only reason for not attending will be annual, study or sick leave

### **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 so 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

### **DATA PROTECTION**

You must not at any time use the personal data held by the organisation for a purpose not described in the Register entry or disclose such data to a third party. If you are in any doubt regarding what you should or should not do in connection with the Data Protection Act then you must contact your line manager or appropriate senior lead at the time.

### **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

### **QUALITY**

Under supervision and support of GPs in the practice, the post-holder will strive to maintain quality within the practice, and will:

- Alert other team members to issues of Clinical Governance, 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
- Participate in clinical governance activity and contribute to the improvement in quality of health outcomes through audit and the Quality and Outcomes Framework
- Participate in Significant Event Analysis reviews
- Effectively manage own time, workload and resources. He/she will also contribute to the overall team-working of the Practice putting the needs of the Practice first
- Participate and contribute to the practice achieving other quality standards such as ISO 9001, Investors in People, RCGP Quality Practice award

### **COMMUNICATION**

The post-holder should recognize the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognise people's needs for alternative methods of communication and respond accordingly

### **CONTRIBUTION TO THE IMPLEMENTATION OF SERVICES**

The post-holder will:

- Apply practice policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audit where appropriate

### **GENERAL DUTIES**

To behave in a professional way at all times that encourages quality care and the development of a team spirit. 360 degree feedback is used to assess clinicians and you will be required to participate in this.

### **HEALTH & 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

### **FLEXIBILITY**

This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude towards the duties outlined which may be subject to amendment at any time in consultation with the post-holder and in line with the needs of the organisation.

The post holder may be required to fulfil other duties, as agreed with the practice manager to meet the needs of the organisation. This may involve travel to other sites within the organisation.

This job description is not exhaustive and may be adjusted periodically to reflect any changes to your role. You will also be expected to carry out any reasonable duties which may be requested from time to time.

**Reviewed and updated: Jun 26**