

<b>TITLE</b>	Advanced Paramedic Practitioner
<b>HOURS OF WORK:</b>	Negotiable
<b>SALARY BANDING:</b>	Agenda for change Band 6 Plus annual bonus dependent upon performance
<b>DIRECT REPORT:</b>	To GP Clinical Lead
<b>DATE:</b>	April 2019

ABOUT US	Abbey House Medical Practice (AHMP)	Danetre Medical Practice (DMP)	
<b>List Size</b>	12,800		Any increase over the last ten years has been due mainly to; natural change (more births than deaths); building development within Daventry itself and more recently migration from the rest of the UK and overseas.
<b>Current Resources</b>			Attached staff include; Health Visitors, Midwife and District Nurses
GP's	8		An advanced Practice Physiotherapist and Physician Associate is to be recruited in 2020/21 with a further paramedic being recruited in 2021/22
ANP's	2		
Practice Nurse's	3		
Health Care Assistants	3		
Clinical Pharmacist	.75 FTE	.25 FTE	
Social Prescribing Link Worker	.75 FTE	.25 FTE	
Advanced Paramedic Practitioner	1	0	
<b>Boundaries</b>	The boundaries of the Practice show we are large in terms of geographical size, with the majority of the land classified as rural ( <a href="#">map</a> )		
<b>Location:</b>	The practices themselves are located in close proximity to Daventry Town centre.		

### JOB SUMMARY

Advanced paramedic practitioners work autonomously within the community, using their enhanced clinical assessment and treatment skills, to provide first point of contact for patients presenting with undifferentiated, undiagnosed problems relating to minor illness or injury, abdominal pains, chest pains and headaches. Advanced Paramedic Practitioners will have a key role in supporting delivery of the new Network Contract DES Service specifications.

### JOB PURPOSE

To deliver a high standard of patient care as an Advanced paramedic practitioner (APP) in general practice working collaboratively to meet the needs of patients.

### ADDITIONAL INFORMATION

- Full training will be given in all aspects of the job.
- Telephone calls are monitored and used for training purposes and to accurately record patient and GP information
- You will be required to wear a name badge, which will be provided for you.
- You will be expected to attend regular staff meetings. The meetings provide an opportunity to discuss matters arising from the job and can be used for in-house training.
- The post holder will be expected to deliver a high quality, diverse, patient centred service

### KEY RESPONSIBILITIES

- Assess and triage patients, including same day triage, and as appropriate provide definitive treatment (including prescribing medications following policy, patient group directives, NICE (national) and local clinical guidelines and local care pathways) or make necessary referrals to other members of the primary care team.

- Advise patients on general healthcare and promote self-management where appropriate, including signposting patients to other community or voluntary services.
- Perform specialist health checks and reviews;
- Perform and interpret ECGs;
- Perform investigatory procedures as required, and undertake the collection of pathological specimens including intravenous blood samples, swabs etc.
- Support the delivery of 'anticipatory care plans' and lead certain community services (e.g. monitoring blood pressure and diabetes risk of elderly patients living in sheltered housing)
- Provide an alternative model to urgent and same day GP home visit for the network and undertake clinical audits.
- Communicate at all levels across organisations ensuring that an effective, patient-centered service is delivered.
- Communicate proactively and effectively with all colleagues across the multi-disciplinary team, attending and contributing to meetings as required.
- Maintain accurate and contemporaneous health records appropriate to the consultation, ensuring accurate completion of all necessary documentation associated with patient health care and registration with the practice.

#### **ADDITIONAL RESPONSIBILITIES**

- Develop relationships and work closely with other APP's across networks and the wider health system.
- Communicate effectively with patients and carers, recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communicating
- Adhere to quality governance systems, processes across the Practice and its activities; managing data collection to support data requirements/claims; ensuring information governance standards are implemented and maintained
- Ensure health and safety requirements are met
- Attend training courses identified as essential or beneficial to the role and take responsibility for identifying own learning needs
- Ensure all significant events are reported and discussed as appropriate and facilitate a full understanding of clinical governance requirements within the practice

## **INFORMATION GOVERNANCE**

Information is vitally important for the safe clinical management of patient care and the efficient administration of services. It is the responsibility of our entire workforce, regardless of employment status, to ensure they abide by the requirements of Information Governance as set out in the Employee Handbook and the Information Governance Policy.

## **CONFIDENTIALITY**

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.

## **REHABILITATION OF OFFENDERS ACT 1974**

This post is not exempt from the provisions of the Rehabilitation of Offenders Act 1974. Therefore the post holder is required to disclose any spent convictions.

## PERSON SPECIFICATION

HEADING	ESSENTIAL	DESIRABLE	ASSESSMENT
<i>Education and Qualifications</i>	<ul style="list-style-type: none"> <li>Registered Paramedic</li> <li>Demonstrate excellent clinical competence (evidenced through CPD and interview).</li> </ul>	<ul style="list-style-type: none"> <li>Clinical led management of minor illness, minor ailments and injuries</li> <li>Compiling protocols and clinical guidelines</li> </ul>	Original certificates, NMC card & CV
<i>Experience</i>	<ul style="list-style-type: none"> <li>Previous post registration experience</li> <li>Evidence of appropriate continuing professional activity to maintain up to date knowledge and ongoing competence in all aspects of the NP role</li> <li>Proven ability to evaluate the safety and effectiveness of their own clinical practice</li> </ul>	<ul style="list-style-type: none"> <li>Experience in managing long term conditions i.e. asthma, COPD, diabetes, CHD</li> <li>Evidence of working autonomously and as part of a team</li> </ul>	CV & Interview
<i>Skills, Abilities and knowledge required</i>	<ul style="list-style-type: none"> <li>Ability to assess and manage patient risk effectively and safely</li> <li>Reflective practitioner</li> <li>Able to analyse data and information, drawing out implications for the individual patient / impact on care plan</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of systems to gain an understanding of the health needs of the Practice population as they relate to care.</li> </ul>	CV & Interview
<i>IT Skills</i>	<ul style="list-style-type: none"> <li>Well-developed IT skills including use of clinical software and Microsoft packages</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of primary care clinical IT systems</li> <li>Knowledge of S1</li> </ul>	Application Form
<i>Motivation and personal characteristics</i>	<ul style="list-style-type: none"> <li>Excellent communication skills and an ability to communicate with a wide range of people.</li> <li>Ability to work flexibly to meet service needs</li> </ul>	<ul style="list-style-type: none"> <li>Commitment to provide effective and high quality service</li> <li>Values and respects the different cultures and beliefs of patients and colleagues</li> </ul>	Interview
<i>Working conditions</i>	<ul style="list-style-type: none"> <li>Ability to work with high patient turnover and a pressurised environment on a daily basis.</li> <li>Able to work flexible hours</li> </ul>	<ul style="list-style-type: none"> <li>Hold a valid driver's licence</li> </ul>	

**THIS JOB DESCRIPTION IS SUBJECT TO CONSTANT CHANGING NEEDS WITHIN THE WORK SITUATION AND WILL BE REVIEWED ANNUALLY IN CONSULTATION WITH THE POST HOLDER**