

## Job description

<b>Job title:</b>	<b>Emergency Care Practitioner (Paramedic/Specialist Paramedic)</b>
<b>Reports to:</b>	<b>Clinical Lead</b>
<b>Place of work:</b>	<b>Unity Healthcare, Haverhill</b>

### Job Purpose

To work closely with the multidisciplinary clinical team (GPs, ACP, ANP, PAs, clinical pharmacists), nursing colleagues and non-clinical staff as an autonomous and accountable paramedic practitioner.

This will include telephone and electronic (eConsult) triage, clinical assessment, diagnosis, investigations, initiation of prescription for treatment as necessary, advising on patient self-care, or referral to other services within predetermined guidelines without automatic reference to a medical practitioner.

You will be working towards the delivery of the outcomes outlined in the Primary Care Network Contract Enhanced Service Specification.

The post holder will be employed by Haverhill Primary Care Network, but will be deployed and managed day to day from within the Unity Healthcare practice.

### Main Duties & Responsibilities

- The PCN primary care practitioner will provide clinical support to the clinical team and will work closely with all staff to provide healthcare for our patients.
- The post holder will work within their professional boundary and capabilities at all times, escalating care to senior colleagues as required.
- Undertake visits to patients in either their own home or a care home environment. Visiting car is available to use for visit the majority of the time.
- Assess patients with a range of acute, non-acute and chronic medical conditions.
- Diagnose and/or liaise with clinical team to agree diagnosis, any further investigations which may be needed and appropriate treatment.
- Liaise with secondary care colleagues to admit patients where there is a need for acute medical care.
- Perform anticipatory and personalised care plans
- Refer patients as appropriate to other members of the multidisciplinary team, secondary care and to other relevant care providers.

- Collaborate effectively with clinical colleagues, nursing staff and non-clinical support staff.
- Use his/her individual skill and experience in order to make a positive contribution to the practice and the development of a team approach.
- To help develop innovative concepts, models, methods and practices which deliver new and improved primary care services to meet the changing needs of our practice population.
- To provide education and training to other staff as appropriate and to encourage team work and the sharing of best practice to help develop our PCN wide practice for the overall benefit of our patients.

### **Clinical Responsibilities**

- Assess undifferentiated patients with a range of acute, non-acute and chronic medical conditions. Assessing, diagnosing and treating patients presenting with minor illness/ailments through clinical triage ensuring clinical practice is safe, effective and remains within boundaries of competence acknowledging limitations and seeking help appropriately.
- Take history, make appropriate physical examinations, formulate differential diagnoses and liaise with clinical colleagues to agree appropriate follow-up, treatment and care plans.
- Undertake and interpret a range of diagnostic tests and routine clinical procedures, including but not exclusively ECG, venepuncture, blood pressure monitoring, etc.
- Undertake the collection of pathological specimens including intravenous blood samples, swabs. Initiating any further investigations where appropriate and making any necessary referrals to other members of the clinical team with queries relating to any secondary care referrals as necessary.
- Actively promote self-care and provide opportunistic health promotion.
- Contribute to the management of the practice's disease registers.

### **Communication:**

- Effectively communicate sensitive condition related information to patients, relatives and carers.
- Communicate effectively with a wide array of statutory and voluntary organisations for the benefit of patient care and to facilitate good working relationships.
- Use developed consultation, negotiation and conflict management skills which require empathy, reassurance and persuasive skills to overcome barriers to acceptance.
- Participate in PCN and practice clinical team meetings and when required deliver training and presentations to help PCN practice members learn from your clinical knowledge and experiences.
- Ensuring collection and maintenance of statistical information required for regular and ad hoc reports, QOF and audit purposes.
- Ensuring evidenced-based care is delivered at the highest standards, working collaboratively with the MDT to improve and deliver high quality patient care.
- Enhancement of own performance through Continuous Professional Development, imparting own knowledge and behaviour to meet the needs of the service.
- Achievement of agreed standards of personal and professional development in order to meet the needs of the service.

### **Administrative and Professional Responsibilities:**

- Recognise and work within own competence and professional code of conduct.

- Participate in the administrative and professional responsibilities of the practice and PCN Team
- Maintaining accurate, contemporaneous healthcare records appropriate to the consultation on our PCN hub and member practices medical record system (SystemOne).
- Attend and participate in Practice and PCN meetings

**Managerial:**

- Contribute to the assessment of service needs
- Assist patients to identify their health needs
- Manage and organise individual patient consultations
- Aware of identification and reporting procedures relating to professional standards

**Quality:**

- Manage and assess risk within areas of responsibility, ensuring adequate measures are in place to protect staff and patients
- Alert team members of issues of quality & risk
- Follow Health & Safety guidance in workplace and patient's home
- Follow local and national guidance for Infection Control Policy

**Personal and Professional Development:**

- Participate in an annual individual performance review taking responsibility for maintaining a record of own personal and professional development.
- Manage own time, workload and resources effectively.
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance practice and performance.
- Assess own performance and take accountability for own actions, either directly or under supervision.
- Undertake professional development as required by the role.
- Encourage and motivate others to be forward thinking in ideas that address the health needs of our patients and be innovative whilst managing and developing new ways of working.
- Promote effective communication and relationships within the team.
- Engage in clinical supervision with peers and expect clinical supervision for own development.
- Participate positively and actively in clinical and other practice meetings.
- Develop own knowledge and clinical practice to meet own objectives and changes in service.
- Assist in the training and assessment of team members.
- Lead on standards setting and promote best practice.
- Operate a high standard of probity.

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**Amending the job description:** It is expected that as the organisation develops and changes it may be necessary to vary the tasks and/or the responsibilities of the post holder. This will be done in consultation with the post holder and it is hoped that agreement can be reached to any reasonable changes.

**Confidentiality:** The post holder must at all times maintain complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or in particular, information

relating to diagnoses and treatment of patients and individual staff records must not, under any circumstances, be divulged or passed on to any unauthorised person or persons. The post holder must respect patient named confidentiality in keeping with "Caldicott principles".

**Data Protection:** The post holder must at all times respect the confidentiality of information in line with the requirements of the General Data Protection Regulation. This includes, if required to do so, obtaining, processing and/or using information held on a computer in a fair and lawful way, holding data only for the specified registered purposes and using or disclosing data only to authorised persons or organisations as instructed.

**Policies & Procedures:** The post holder will be expected to comply with all statutory legislation, the organisations governance framework and approved national and local policy. All employees are expected to comply with all of the organisations Policies and Procedures.

**General:** The post holder will be expected to be responsible for his/her continuing professional development and to take a proactive approach to maintaining personal and professional effectiveness in an evolving role.

The duties and responsibilities described in this Job Description are intended to be indicative but not exhaustive of the responsibilities of the post holder. As the organisation develops, the requirements of the job may change and the post holder is expected to adapt to these changes.

**Health & Safety:** Employees must share responsibility for abiding by health and safety policies and regulations, infection prevention and control policies and act in accordance with the Risk Management Policy. This includes compliance with The Health Act 2006 Code of Practice for the prevention and control of healthcare associated infection. In addition, be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedure is carried out to maintain a safe environment for themselves, other employees and visitors.

**Equal Opportunities Policy and Anti-Harassment:** The post holder will immediately report to their line manager any breach or suspected breach of both equal opportunity and anti-harassment guidelines

**Safeguarding Children:** Everyone employed by the organisation regardless of the work they do has a statutory duty to safeguard and promote the welfare of children. When children and/or their carers use our services it is essential that all child protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow the Southend Essex and Thurrock (SET) child protection procedures and the organisations safeguarding policy to ensure you are equipped to carry out your duties effectively, you must also attend mandatory child protection training and updates at the competency level appropriate to the work you do.

**Safeguarding Adults:** Everyone employed by the Organisation regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow relevant policies in relation to safeguarding vulnerable adults. To ensure you are equipped to carry out your duties

effectively, you must also attend mandatory vulnerable adult protection training and updates at the competency level appropriate to the work you do.

## Organisation Structure Chart

