

<b>JOB TITLE</b>	<b>Paramedic</b>
<b>RESPONSIBLE TO</b>	Practice Manager
<b>ACCOUNTABLE TO</b>	Nursing Operations Manager
<b>GRADE</b>	Dependent on experience
<b>HOURS</b>	<b>Flexible (up to 20 hours per week)</b>

The Windrush Medical Practice, Witney, Oxfordshire (Edge of the Cotswolds and 13 miles from Oxford).

This is an excellent opportunity for a registered Paramedic wishing to join Primary care.

We have a rapidly expanding team of healthcare professionals within the Practice, including GPs, Nurses, health care assistants, care-co-ordinators and clinical pharmacists. We are also a training practice for GP Registrars and regularly have medical students with us from both the University of Oxford and University of Buckingham.

#### **Job Purpose**

- To work alongside our Acute Care team, delivering urgent on the day assessments to patients in the surgery. This will involve face to face consultations with patients (adults and children) who present with a wide range of minor illness, urgent and same day requests for treatment.
- To work autonomously, as part of a multidisciplinary team with support from the GPs, from the initial history taking and clinical assessment of a patient through to the diagnosis, treatment and evaluation of care.

***Key working relationships***

- Patients
- Windrush Medical Practice Staff
- GP Clinical Lead(s)
- Community nurses and other allied health professionals
- Secondary care clinicians.

**Responsibilities underpinning the role**

The following are the core responsibilities expected of the paramedic fulfilling this role. On occasion there may be a requirement to carry out other tasks; this will be dependent on factors such as workload and staffing levels:

- Ensure that patients receive high quality clinical care, delivered in a timely manner.
- Ensure complete and accurate documentation of each patient contact using the Emis record system.
- Work as an autonomous practitioner, as part of a multi-disciplinary and multiagency team to ensure patients' needs are met.
- Act under/in conjunction with the emergency care lead for the practice, assisting in reviewing emergency protocols and providing updates and training to staff as appropriate.
- To make direct referrals to Primary, Secondary and Social services within locally agreed pathways and protocols
- Communicate effectively with patients and families regarding complex information about their care.
- Provide advice and information to patients, carers and their families where appropriate.
- Communicate effectively and work collaboratively with medical, nursing, allied health professionals and operational staff to ensure delivery of a co-ordinated service.
- Ensure accurate record keeping in line with local policies and HCPC guidelines.
- Promote and demonstrate effective communication networks within the organisation, with partner organisations and other service providers.
- Contribute to the development and implementation of clinical audits identifying areas of best practice and areas for improvement.
- Provide support and supervision to assist others to develop knowledge, skills and abilities.
- Participate in quality improvement within the service.
- Contribute to the on-going development of the service to address identified needs.
- Contribute to research projects undertaken by the practice as appropriate
- Be aware of, and comply with infection prevention and control policies. It is the responsibility of all staff to adhere to infection control policies in order to promote

cleanliness and reduce infections. Hand hygiene must be undertaken correctly to prevent the spread of infection. Staff must contribute to the cleanliness of the work environment and keep it clutter free and tidy and must also attend all mandatory training and updates to ensure receipt of training appropriate to role.

- Tackle discrimination and harassment, and promote equality and diversity in the workplace.
- Demonstrate professional and ethical behaviours at all times when liaising with internal and external colleagues.

This job description is intended as a guide to the duties and responsibilities of the post and should not be regarded as a complete list of those required to be fulfilled under the written statement of the main terms and condition of employment.

This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will have the opportunity to develop the role and participate in initial and ongoing discussions with their line manager as to the development of the team.

**Code of Conduct:**

Paramedics must comply with the Standards for Proficiency set by the Health and Care Professions Council.

**Professional registration requirements.**

- Participate in defining own developmental plan to maintain and develop own clinical skills and ensure own professional development.
- Undertake and complete all statutory and mandatory training.
- Participate in an appraisal and regular performance reviews.
- Ensure that all mandatory training is completed in line with organisational policy.
- Contribute to the planning and implementation of the teaching of and support for new and existing staff in the Practice, including GP registrars, medical students, student Paramedics and newly-recruited Paramedics.

## Person Specification

Qualifications	Essential	Desirable
Registered Paramedic (HPC)	X	
Completed mentorship programme.		X
Completed ALS/APLS	X	
Evidence of continued professional development.	X	
ENP/ ECP Minor Injuries and Minor Illness course Level 6	X	
X-ray/IRMER course		X
Relevant MSc or BSc		X
Experience and skills	Essential	Desirable
Ability to manage and prioritise workload	X	
Experience of working in Primary care		X
Evidence of clinical leadership		X
Experience of non-medical prescribing and using PSDs		X
Understanding of Clinical governance and its significance on clinical practice	X	
Experience of computer based clinical systems such as EMIS Web		X
Experience of independent assessment	X	
Understanding of Health Education or Promotion		X
Experience of using referral pathways	X	
Skills	Essential	Desirable
Ability to work autonomously, using clinical judgement to form a diagnosis	X	
Skills for managing acute care presentations	X	
Able to record/interpret ECGs		X
Good interpersonal skills with the ability to communicate effectively with a diverse range of people.	X	
Knowledge of IT systems – email / word / Microsoft teams	X	
Excellent written and verbal communication skills	X	
Knowledge of audit and research		X
Good time management skills, able to prioritise and organise workload for best effect	X	

Leadership skills		x
Ability to maintain a high level of confidentiality and discretion at all times	x	
Problem solving & analytical skills	x	
Current knowledge of NHS five year plan, as well as Government initiatives and NICE guidelines	x	
Ability to follow policy and procedure	x	
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Sensitive and empathetic in distressing situations	x	
Ability to work under pressure	x	
<b>Other requirements</b>	<b>Essential</b>	<b>Desirable</b>
Flexibility to work outside of core office hours if required	x	
Clear vision of role and commitment to working in Primary Care	x	
Disclosure Barring Service (DBS) check	x	

Under the Data Protection Act 1998 and GDPR, the post holder must maintain the confidentiality of information about patients and staff. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognized course of duty. Unauthorised disclosure of confidential information will result in disciplinary action and may lead to your dismissal.

We expect all of our staff to actively promote equality and diversity and encourage colleagues to do the same. We encourage staff to support a zero tolerance approach to bullying and harassment in all forms, and to lead by example in this area.

This post is deemed to require a Disclosure check Enhanced Level with the Disclosure & Barring Service (DBS). This is due to the fact the post has access to children and vulnerable adults. Further information on the disclosure Service is available from [www.disclosure.gov.uk](http://www.disclosure.gov.uk)