

Job Description

Job Title: Paramedic, Acute Visiting and Care Home Team

Contract: Fixed term 12 months

Hours: 37.5, Monday to Friday

Reports to: PCN Management Team

Location: Worcester City PCN

Worcester City PCN

Formed in 2019 by the 10 GP practices in Worcester City, we're supporting our community by building a network of providers across the local area.

We were formed to meet the changing needs of our patient population, and we work together with community, mental health, social care, pharmacy, hospital and voluntary services as a PCN.

This has allowed us to build on existing services, allowing for more proactive, personalised, better coordinated and more integrated health and social care for people closer to home.

SW Healthcare (SWH)

SW Healthcare is a GP federation and provider of community-based healthcare services to NHS patients within South Worcestershire. The organisation utilises the excellent clinical expertise that already resides within the local NHS environment and harnesses it with efficient administration pathways to provide patients with more convenient and accessible services. We hope that by doing this we will not only deliver pathway improvements to patients but also go some way to relieving the growing volume pressures that are being experienced within local hospitals and GP practices.

Job Purpose

The successful candidate will work under the clinical supervision of the GPs, visiting patients in their homes to assess a variety of health conditions. Working together, the GP and Paramedic will devise a plan to meet the immediate care needs, and also plan to address any longer-term care requirements. Paramedics assist greatly in developing effective relationships between patients requiring regular care and the practice. Ideally candidates should be looking for a role where they can work as part of a team.





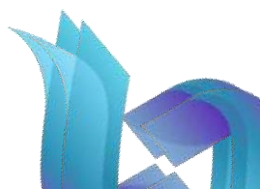
Main duties of the job

- The ability to assess the situation both from an immediate need perspective, such as doing observations that aid the GP in deciding treatment options but also considering if some of our other services may help the patient in the longer term.
- The role will provide a Paramedic resource for GPs working in collaboration with other members of the Multidisciplinary Team.
- To assess, record initial observations within their competency and feedback to a GP following a visit request.
- The post holder will use their proven clinical skills to provide education to service users, promoting self-care and empower them to make informed choices about their treatment.
- The role will provide a Paramedic resource for GPs working in collaboration with other members of the Multidisciplinary Team.
- To work within the locality, as Paramedic visiting patients at the request of a GP in their home environment to record observations regarding the effectiveness of how their longterm conditions are managed.
- To assess, record initial observations within their competency and feedback to a GP following a visit request.
- The post holder must own a vehicle for home visits with expenses remunerated.

Job responsibilities:

Clinical

- To undertake assessment for patients within the community and those attending the surgery, using diagnostic skills and initiation of investigations where appropriate.
- Patients with problems needing referral to secondary care should be discussed with the registered GP before making such referral.
- Ensure clinical practice is safe, effective and remains within boundaries of competence, and to acknowledge limitations.
- Advise patients on general health care, with referral to other members of the primary and secondary health care team as necessary
- Works from the surgery and within the locality as a paramedic operating within boundaries of competence caring for patients and families.
- Works in accordance with the Health Professions Council Standards of Conduct to ensure that personal and professional clinical standards are maintained.
- Carry out planned consultations to record observations, create agreed care plans, provide sign posting to other services that may help and advice how to improve general health outcomes with patients who have long term conditions in which you have undertaken training and demonstrated competency.
- To impart knowledge and skills formally and informally to colleagues promoting peer review and best practice within the work environment.
- To communicate at all levels within the team ensuring an effective service is delivered.
- To maintain accurate, contemporaneous healthcare records appropriate to the consultation.





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- Ensure evidenced-based care is delivered at the highest standards ensuring delivery of highquality patient care.
- Works with local policies and procedures.
- Enhance own performance through Continuous Professional Development, imparting own knowledge and behaviours to meet the needs of the service.
- To achieve and demonstrate agreed standards of personal and professional development in order to meet the needs of the service.
- To participate in the audit process, evaluation and implementing plans and practice change in order to meet patient need.
- Contribute positively to the effectiveness and efficiency of the team and work colleagues.

Pathological specimens and investigatory procedures

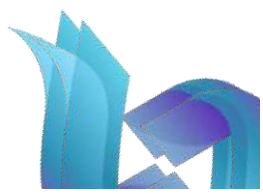
- Undertake the collection of pathological specimens including intravenous blood samples, swabs etc. Perform investigatory procedures requested by the GPs

Administration and professional responsibilities

- Participate in the administrative and professional responsibilities of the practice team
- Ensure accurate and legible notes of all consultations and treatments are recorded in the patients notes
- Ensure the clinical computer system is kept up to date, with accurate details recorded and amended
- Ensure appropriate items of service claims are made accurately, reporting any problems to the practice administrator
- 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 ad hoc reports and audit
- Attend and participate in practice meetings as required
- Restocking and maintenance of clinical areas and consulting rooms

Training and personal development

- Training requirements will be monitored by yearly appraisal and will be in accordance with practice requirements. Personal development will be encouraged and supported by the practice. It is the individual's 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 staff where appropriate
- Maintain continued education by attendance at courses and study days as deemed useful or necessary for professional development.
- If it is necessary to expand the role to include additional responsibilities, full training will be given.
- Develop and maintain a Personal Learning Plan





Liaison

- As well as the nursing team, there is a need to work closely with reception, office 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 nursing team
- There is also the need to establish and maintain good liaison with other surgeries and agencies, including secondary care

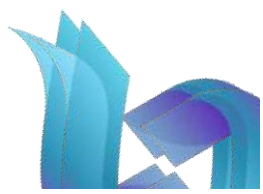
Meetings

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 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, and held in any format, 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

Communication:

The post-holder should recognise 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

Health & safety:

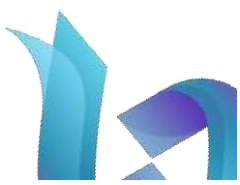
The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the practice health & safety policy, the practice health & safety manual, and the practice infection control policy and published procedures. This will include:

- 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
- Actively reporting of health and safety hazards and infection hazards immediately when recognised
- Keeping own work areas and general / patient areas generally clean, assisting in the maintenance of general standards of cleanliness consistent with the scope of the job holder's role
- Undertaking periodic infection control training (minimum annually)
- 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.

Person Specification

Essential

- Registered Paramedic HCPC (minimum 5 year post registration)
- Current and valid certification
- Evidence of continuing Professional Development
- A prescribing qualification

Experience Essential

- Extensive experience working in the NHS, including within General Practice
- Advanced clinical practice skills and clinical examination skills
- Management of patients with common acute medical conditions
- Experience of working to achieve standards within the Quality and Outcome Framework (QOF)
- Experience of working with patients across a range of settings

Desirable

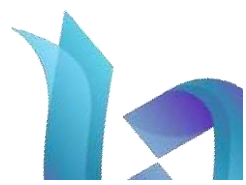
- Recent experience of working in an outreach service or with rough sleepers
- Experience of preventative medicine
- Experience of trauma informed care
- Experience of mental health, substance misuse management
- Experience of wound care
- Experience in managing conditions which affect rough sleeping and homeless populations

Knowledge Essential

- Knowledge of current national and London-wide agendas particularly the Long Term Plan.
- Knowledge of the local system and plans for developing an integrated care system.
- Knowledge of the role of Primary Care in the wider system and the potential role of federations within this.

Desirable

- Understanding of corporate, clinical and information governance and systems for managing particularly clinical governance.





- Management of patients with long-term conditions

Skills and Abilities Essential

- Ability to work on own initiative and organise workload, allocating work as necessary, working to tight and often changing deadlines.
- Ability to analyse complex issues and make decisions where information is conflicting, incomplete and drawn from multiple sources.
- Ability to communicate passionately, effectively, and persuasively across a diverse set of stakeholders; and able to create processes and structures to facilitate effective communication both internally and externally
- Ability to work well with colleagues and within a team
- Ability to work flexibly to meet the needs of a service

Desirable

- UK Driving Licence
- Disclosure and Barring Service Check

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (form

