



## **JOB DESCRIPTION**

<b>Job Title</b>	Advanced Paramedic Practitioner	<b>Employing Organisation</b>	Devon Doctors
<b>Directorate and / or Dept</b>	Operations	<b>Location</b>	Devon and Somerset
<b>Pay / Band*</b>	£25.05 - 27.52 (Plus 30% during out-of-hours period)  Dependent on experience and qualifications	<b>Hours / Days</b>	Hours per week depending on specific role / location. Cover required over 7 days during out-of-hours periods

\* This rate is for the substantive position, some positions are subject to a training / probationary pay rate which will be discussed at the interview stage.

<b>Type of Contract</b>	Annualised Hours / Contracted hours
<b>Direct Line Manager:</b>	Head of Nursing & Allied Health Professionals
<b>Key Account Manager:</b>	Chief Executive

<b>Qualifications:</b>	See Personal Specification
<b>Computer Skills:</b>	MS Office applications

<b>Key Working Relationships</b>	<ul style="list-style-type: none"> <li>• Managers and Staff at all levels and locations within the Devon Doctors Group</li> <li>• Patients and their Carers / Representatives</li> <li>• GPs, Advanced Nurse Practitioners and Allied Health Professionals within the Devon Doctors Group.</li> <li>• Local Health and Social Care Providers</li> </ul>
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### **Job Summary:**

The post holder will be a key member of Devon Doctors Group Paramedic Practitioner/Advanced Paramedic Practitioner service. The Advanced Paramedic Practitioner will contribute towards a 'one team' culture throughout the organisation and promote a patient centred ethos as articulated in the organisation's by line "Putting Patients First".

The core business of the Group is to provide out-of-hours services and

therefore the post holder will be expected to work weekends, evenings and Bank Holidays on a rota basis or, if on a bank contract, when available.

The Advanced Paramedic Practitioner service will operate across Devon and Somerset. The primary role of the service is to visit patients within their own home should they require face to face clinical assessment but be unable to travel to a treatment centre.

In addition to the core home visiting function, the post holder may be expected to see patients in the treatment centre and, where appropriately trained and experienced, undertake telephone consultations.

## **Key Areas of Responsibility**

### **Clinical**

- Make an assessment of the patient's physical, psychological and social needs through focused history taking either via telephone triage or face to face consultation
- Develop a clear management plan with patients including appropriate prescribing and referral where required, undertaking to avoid acute hospital admission where possible, engaging with local guidance on utilising appropriate community resources where safe to do so.
- Employ an evidence based approach to patient care as part of the ethos of advanced clinical practice.
- Have a broad range of knowledge, clinical skills and competencies to enable the needs of patients to be met
- Maintain clinical skills in anaphylaxis management of the acutely unwell/recognition of sepsis and resuscitation techniques
- Must maintain a safeguarding level 3 qualification and have an understanding of the different ways in which child abuse can occur and be able to recognise the signs and symptoms of such abuse.
- Have an understanding of local child safeguarding referral routes.
- Must maintain Level 2 safeguarding of the vulnerable Adult up to date PREVENT training and recognise and be aware of appropriate referral mechanisms for vulnerable adults
- Recognise the psychological needs of patients with depression (including those with suicidal ideation) and respond appropriately, referring to local agencies as required
- Diagnose, discharge and refer independently
- Work within legal framework of prescribing
- Autonomously manage urgent primary care needs

### **Professional**

- Provide a high standard of professional conduct and care at all times in accordance with the Health and Care Professionals Council (HCPC)
- Attend relevant training and education to maintain professional and

clinical competencies

- Adhere to the Medicines Act of 1968 and the HCPC Guidelines for the administration of medicines
- Work within own professional competence at all times and refer to Out of Hours (OOH) -General Practitioner as necessary
- Ensure accurate record keeping of all consultations at all times
- Support audit and research undertaken within the OOH setting, undertaking an active role where appropriate, with the broad objective of improving or re-evaluating this service
- Ensure compliance with Devon Doctors Ltd processes, policies and procedures
- Abide by the National Health Service (NHS) Code of Conduct
- Perform any other duties as may from time to time be reasonably required
- Attend mandatory and organisational training

**Organisational Responsibilities for the Post Holder:**

- Unless there is a locally agreed operational process, the post holder will be expected to adhere to all Devon Doctors Group policies, procedures and guidelines, these being available on the organisational intranet.
- Report any incidences of safety breaches, including but not limited to accidents, complaints and defects in equipment.
- Troubleshoot simple computer problems and initiate repair or recovery.
- Ensure familiarisation with disaster recovery and emergency procedures
- Complete all paperwork and maintain administrative systems appropriate to Company needs.
- Provide assistance to colleagues to ensure smooth operations and to provide effective responses to both individual and group needs.
- Adhere to all protocols, policies and guidelines in line with Company requirements.
- The post holder must maintain a safe environment, taking care to avoid injuries and assist the company in meeting statutory requirements.
- Undertake all mandatory training and other training as required by the organisation and / or Line Manager.
- Attend staff meetings, check e-mails regularly and read all communications from the organisation in order to keep up-to-date with operational practices.
- Wear identification badges when carrying out duties on behalf of the organisation.
- Where supplied, wear the organisational uniform when undertaking duties on behalf of the organisation. Where uniform is not supplied, adhere to the organisational Dress Code.
- Be conversant with local and organisational regulations and Health and Safety responsibilities.
- Conform to, and actively commit to and promote, Devon Doctors Group Customer Service Standards both with internal and external stakeholders.
- Apply infection control measures within the organisation according to

- local and national guidelines and Standard Operating Procedures
- Abide by the NHS Code of Conduct
  - Comply with the Duty of Candour
  
  - Comply with all policies, protocols, procedures and specific training on:
    - The safeguarding of children and vulnerable adults.
    - Infection prevention and control.
    - Equality and diversity.
    - Health and safety.
    - Information Governance.

## **Information Governance**

### Data Protection Act 1998

All staff are under a personal and legal obligation to comply with information governance requirements. These include statutory responsibilities (such as compliance with the Data Protection Act 1998), following national guidance (such as the NHS Confidentiality Code of Practice) and compliance with local policies and procedures. Staff must also comply with the Caldicott Principles and common law duty of confidence.

Staff are responsible for any personal and commercially sensitive or confidential information, belonging to individuals including patients, and must ensure it is processed in a secure and appropriate manner. Failure of any staff member, contractor or third party to adhere to this instruction can be regarded as serious misconduct and may lead to disciplinary action in accordance with our HR policies/procedures and any relevant criminal legislation. Where the incident is serious, this may result in dismissal.

### Confidentiality

You will process personal details and information relating to patients, staff, visitors and other individuals. This information is highly confidential and must not be discussed or divulged to any unauthorised person or in an unauthorised way. You are required at all times to comply with our rules, policies and procedures including guidance contained in any staff handbook(s). From time to time the company will exercise the right to change or update existing these documents and introduce new ones. Any breach of confidentiality could result in disciplinary action, including dismissal.

Other terms and conditions of your employment are detailed in our organisational policies that are available to all staff on SharePoint. These include our remote access and off-site working policies, code of conduct, IG and IT policies. All staff are responsible for adhering to our policies and procedures at all times. This includes taking appropriate measures to comply and enforce our expected standards in information sharing, records management and information quality.

This is an outline of the Job Description and may be subject to change depending on the needs of the service, in consultation with the post holder.

Level of DSB Check required –Enhanced

Does this post require Occupational Health Clearance? Yes

<b>Signature (Employer)</b>	
<b>Name Printed</b>	
<b>Date</b>	

<b>Signature (Employee)</b>	
<b>Name Printed</b>	
<b>Date</b>	

## PERSON SPECIFICATION

### Advanced Home Visiting Paramedic

Factor	Essential	Desirable
<b>Qualification</b>	<ul style="list-style-type: none"> <li>• Registered Paramedic Qualification (HCPC)</li> <li>• Degree / MSc modules in Advanced Clinical Skills / diagnostics</li> <li>• Non-Medical Prescribing Qualification</li> <li>• Full UK Driving License</li> </ul>	<ul style="list-style-type: none"> <li>• MSC in Advanced Practice</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Demonstrates specialist expertise underpinned by theory</li> <li>• Higher level thinking, reasoning / clinical decision making</li> <li>• Involvement and leadership in teaching and mentoring learners</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of EMIS-Web</li> <li>• Experience of Adasta</li> <li>• Experience of System one</li> <li>•</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of 5 years post registration experience</li> <li>• Evidence of working in an advanced role (Ambulance Service / GP practice / Walk-in centre / Urgent Care Centre) at a higher clinical level, as an autonomous practitioner</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of post registration CPD to include advanced clinical skills</li> <li>• Teaching / Mentoring qualification</li> <li>• Experience of work in a general practice team</li> </ul>
<b>Communication &amp; skills</b>	<ul style="list-style-type: none"> <li>• Effective communicator able to communicate complex and highly sensitive information (oral and written)</li> <li>• Evidence of involvement in changing and developing practice</li> <li>• Evidence of excellent clinical record working in an autonomous way</li> <li>• Highly developed leadership skills, able to inspire confidence and trust</li> </ul>	<ul style="list-style-type: none"> <li>• Involvement in research and audit activities</li> </ul>
<b>Personal Attributes &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to understand the limits of his or her competencies and the wisdom to seek advice when these are reached</li> <li>• Demonstrates ability and knowledge of how to undertake audit and feedback to clinicians</li> <li>• Evidence of implementation of evidence based practice</li> <li>• Flexibility</li> <li>• Enthusiasm</li> <li>• Ability to work across boundaries</li> <li>• Ability to work within a team, be part of and to create a positive culture and atmosphere for patients and staff.</li> <li>• Ability to work under pressure and remain</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in General Practice Environment</li> <li>• Understanding of local service and referral pathways</li> <li>• Development of programmes of care, protocols and clinical audit</li> </ul>

	<p>professional</p> <ul style="list-style-type: none"><li>• Work within the guidelines set by CQC to ensure that the Practice is safe, efficient and provides the best possible care for patients.</li></ul>	
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