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PARAMEDIC PRACTITIONER (PP) PERSON SPECIFICATION & JOB DESCRIPTION

PP GENERAL PRACTICE SPECIALIST ASSOCIATE (GPSA) JOB SUMMARY

The PP GPSA will act autonomously within their professional scope of practice through the delivery of bespoke clinical advice to the clients of General Practice Solutions (GPS). Depending on the GPS services commissioned, PP GPSAs may also be required to care for the service users face to face, via telephone consultations and/or undertake video consults.

The PP GPSA will use their skills, knowledge, and competencies as a qualified Paramedic Practitioner to be responsible and accountable for mentoring GPS clients on the management of service user caseloads for treatments, referral, admission, and discharge. The PP GPSA may also be required to simultaneously apply the same standards for the direct care of service users depending on the GPS services commissioned.

The PP GPSA will be required to implement robust workflows and processes dependent on the client's needs and as outlined in the GPS mobilisation brief. Ones duties may well vary from paper-based exercises such as introducing best practice guidelines and processes to the physical management of service users.

PP GPSA PERSON SPECIFICATION

This person specification provides a list of essential and desirable skills and competencies that a candidate should have in order to perform the job

QUALIFICATIONS AND TRAINING

ESSENTIAL	DESIRABLE
Qualified paramedic or specialist paramedic - FDS or BSc qualified and registered with HPCP.	Post registration certificate (Level 3) in first contact care, chronic disease management and mental health experience or another related subject.

EXPERIENCE

ESSENTIAL	DESIRABLE
Previous paramedic work experience.	Skills in training and education.

<p>Post registration experience (including evidence) of working in any of the following clinical areas:</p> <ul style="list-style-type: none"> • Accident & Emergency • Primary Care environments • Minor Injuries / Illness Units • Acute specialities 	<p>Work as an independent prescriber, or willing to train to achieve this qualification.</p>
<p>Experience of working as part of a multi-disciplinary team.</p>	<p>Experience within A&E, Urgent Care and Primary Care environments.</p>
<p>Evidence of relevant and continuing professional development activity and learning.</p>	
<p>Evaluates the appropriateness, safety and effectiveness of their own clinical practice.</p>	

PERSONAL ATTRIBUTES

ESSENTIAL	DESIRABLE
<p>Motivation, dependability, and commitment to team working and development.</p>	
<p>Flexibility, commitment, and adaptability to deliver a quality service.</p>	
<p>Ability to respect and value the opinions of others.</p>	

SKILLS AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<p>Ability to assess and manage patient risk effectively and safely.</p>	<p>Full driving licence.</p>
<p>Evidence of autonomous working and the skills in physical assessment required diagnosis and treatment.</p>	<p>Experience of presenting information to a wider audience.</p>
<p>Evidence of extended skills eg suturing, x-ray interpretation and plastering as appropriate.</p>	<p>Experience in use of clinical software and coding, e.g. EMIS, SystemOne.</p>
<p>Ability to demonstrate clinical expertise and knowledge of audit.</p>	<p>Knowledge and awareness of current professional nursing issues, e.g. clinical governance, NICE guidance.</p>
<p>Shows critical reasoning skills and decision making.</p>	

Well-developed data gathering and IT skills.	
Fully understanding of equal opportunities, diversity and cultural issue which may arise in the role.	
Excellent interpersonal, verbal and written communication skills.	
Time management skills and the ability to prioritise workload.	
Ability to analyse data and information, drawing out implications for the individual service user/impact on care plan.	
Ability to establish and maintain effective communication pathways within the organisation, with commissioners, other providers and key external stakeholders.	

OTHER FACTORS

ESSENTIAL	DESIRABLE
Friendly and approachable.	
Presentable, enthusiastic, and innovative.	
Can evidence Hep B immunisation or willing to undergo an immunisation course.	
Ability to multi-task and work within a pressurised environment.	
Able to deal with exposure to distressing circumstances.	
Recognises the need to work outside of normal hours as and when required.	
Open to feedback and willing to learn and develop.	

PP GPSA JOB DESCRIPTION

CLINICAL

- To practice as an emergency care practitioner and demonstrate advanced clinical competence and knowledge above those associated with conventional nursing roles.
- Assess, plan, treat and refer service users appropriately, carrying out consultations in the surgery or the community as an autonomous practitioner.
- Using own clinical judgement to diagnose and treat service users either face to face consultation, clinical telephone triage and other mediums.
- Making appropriate referrals to primary, secondary, and social services care, following GPS (and/or locally agreed) pathways and protocols.
- Deliver high quality clinical care in a timely manner.
- Supply, administer and prescribe medicines as indicated (and appropriate) to address patient need, according to medicines management policy, Patient Group Directions (PGDs), NMC standards or referring to registered GP as necessary.
- To recognise the need for and initiate where appropriate relevant diagnostic investigations, using their skills in this area to take the correct course of action.
- Understanding local safeguarding referral process and be aware of appropriate referral mechanisms for children and vulnerable adults.
- Ensure complete and accurate documentation of every service user contact, including advice given. Records must be accurate and reflect the clinical activity in accordance with NMC guidelines on clinical record keeping.
- To develop care plans for service users when required.
- Be involved with continuity of care of patients, e.g. end of life care, chronic disease management.
- Ensure practitioner has the appropriate indemnity cover in place.

CLINICAL GOVERNANCE

- To participate in the clinical governance requirements.
- To practice within the parameters of GPS policies, protocols, and guidelines.
- To participate in quality improvement plans.
- Reflect and assess results of own decisions, outcomes, and treatment; identify any shortfalls in delivery of services and report to relevant management.
- Ensure they follow Health and Safety legislation and COSHH regulations, reporting any breaches as necessary.
- Awareness of personal responsibilities in maintaining knowledge of PGD's, medicines policy and legislation regarding safe and secure medicines management.
- Take part in research and development activities where necessary.
- Be confident in exercising the GPS procedures as outlined in the mobilisation brief.
- Provide clinical leadership and act within their professional remit to establish proven workflows and mechanisms of working.

CARE MANAGEMENT

- Communicate confidential and sensitive information to service users, relatives and carers in relation to their condition.
- Provide highly specialised care advice beyond the scope of normal paramedic practice e.g. care treatment plans, making referrals as appropriate (including fast track referrals).

- Contribute to local and national targets clinical remit e.g. QOF, prescribing incentive scheme, National benchmarking.
- To monitor and meet care outcomes against standards and recommend or initiate changes as necessary.

HEALTH IMPROVEMENT

- Management of health screening programmes and ensures other team members are aware of health priorities and screening objectives and programmes.
- Innovation in practice to meet ongoing demands on the practice's delivery of care.
- Improve health outcomes by introducing new developments and can demonstrate them as reports and presentations where appropriate.
- Makes referrals to appropriate agencies (statutory and voluntary) where necessary.

ADMINISTRATION AND PROFESSIONAL RESPONSIBILITIES

- Produce accurate, contemporaneous, and complete records of consultation, consistent with legislation, policies and procedures.
- Participate in the administrative and professional responsibilities of the practice team.
- Accurate and legible notes of all consultations and treatments are recorded in the service user notes.
- Ensure clinical systems kept up to date, recording and/or amending accurate details.
- Ensure appropriate items of service claims are made accurately, reporting any problems to a manager.
- Ensure accurate completion of all necessary documentation associated with patient health care and registration with the client provider.
- Attend and participate in client provider meetings as required.
- Restocking and maintenance of clinical areas and consulting rooms.
- Attend GPS mobilisation meetings.

TRAINING AND PERSONAL DEVELOPMENT

- Maintain up to date skills and knowledge, maintaining awareness of professional issues at an advanced level.
- Training needs will be monitored by yearly appraisal and will be in accordance with GPS requirements. Personal development will be encouraged and supported by GPS.
- Assess effectiveness of care delivery through self-reflection and peer review, as well as benchmarking and formal evaluation.
- Contribute to the identification and assessment of learning needs of other professionals and assist in planning effective programmes of education.
- Act as a mentor for GPS clients as per the GPS brief.
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work and ensure own educational commitment is at least sufficient to maintain revalidation requirements.
- Develop and maintain a Personal Learning Plan.
- Regularly participate in clinical supervision.

LEADERSHIP – PERSONAL AND PEOPLE DEVELOPMENT

- Act as a clinical leader on behalf of GPS in the delivery of paramedic practitioner services ensuring that the needs of the patient are a priority.
- Support development to maximise potential.
- Actively promote a learning environment, encouraging everyone to learn from each other and from external good practice.
- Critically evaluate and review innovations and developments that are relevant to the area of work.
- Take part in recruitment processes where appropriate.
- Maintain effective communication and active involvement in the planning and processes of practice-based commissioning or similar initiatives.

CONFIDENTIALITY

In the course of seeking treatment, service users entrust professionals with, or allow them to gather, sensitive information in relation to their health and other matters.

- GPSAs will comply with Legislation with regards to data protection act and ensure confidentiality is always maintained.
- The PP GPSA must regard all information relating to service users and their carers, and other healthcare workers (as well as information relating to the client provider / GPS as a business organisation) as strictly confidential.
- Information relating to service users, carers, colleagues, other healthcare workers or the business of the client provider / GPS may only be divulged to authorised persons in accordance with the GPS policies and procedures relating to confidentiality, data protection legislation and the protection of personal and sensitive data, as well as other related healthcare legislation (e.g. the NHS Confidentiality Code of Practice).

HEALTH & SAFETY

The GPSA will comply with policies, procedures and clinical guidelines for oneself and others. This includes but not limited to:

- Identifying, reporting, and correcting health and safety hazards and infection hazards immediately when recognised.
- Identifying issues and hazards / risks in relation to other work areas within the business.
- Awareness of national standards of infection control and cleanliness, as well as ownership of infection control and clinically based care protocols and implementing them across the practice.
- Active observation of current working practices across the practice in relation to infection control, cleanliness and related activities, ensuring that procedures are followed, and weaknesses / training needs are identified, escalating issues as appropriate.
- Identifying the risks involved in work activities, raising them with appropriate management and managing those risks across clinical processes.
- Safe management of sharps procedures, including training, use, storage, and disposal.
- Keeping own work areas and general / service user areas are generally clean, sterile, assuming responsibility in the maintenance of general standards of cleanliness across the business in consultation (where appropriate) with other managers.
- Demonstrate due regard for safeguarding and promoting the welfare of children.

- Routine management of own team / team areas, and maintenance of workspace standards;
 - Waste management, including collection, handling, segregation, container management, storage, and collection.
 - Spillage control procedures, management, and training.
 - Decontamination control procedures, management and training, and equipment maintenance.

EQUALITY AND DIVERSITY

The PP GPSA 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 procedures and policies, and current legislation.
- Respecting the privacy, dignity, needs and beliefs of service users, carers and colleagues
- Identify patterns of discrimination and take action to overcome this and promote diversity and equality of opportunity.
- Behaving in a manner that is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.
- Support people who need assistance in exercising their rights.

QUALITY

The PP GPSA will strive to maintain quality and will:

- Alert other team members to issues of quality and risk.
- Assess own performance and take accountability for own actions, either directly or under supervision.
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance.
- Work effectively with individuals in other agencies to meet service user need.
- Effectively manage own time, workload, and resources.

COMMUNICATION

The PP GPSA should recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members.
- Communicate effectively with service users and carers.
- Recognise people's needs for alternative methods of communication and respond accordingly.
- Ensure awareness of sources of support and guidance (e.g. PALS) and provide information in an acceptable format to all service users recognising any difficulties and referring where appropriate.

CONTRIBUTION TO THE IMPLEMENTATION OF SERVICES

The PP GPSA will:

- Apply policies, standards, and guidance.
- Discuss with other members of the team how the policies, standards and guidelines will affect own work.
- Participate in audit where appropriate.

LRD: October 2022