

# MEOPHAM MEDICAL CENTRE

Wrotham Road, Meopham, Kent, DA13 0AH

Appointments 01474 814811 Enquiries 01474 814288 Emergencies 01474 814068 Fax 01474 814699

## Paramedic Practitioner

Dear Candidate,

Thank you for your interest in our Paramedic Practitioner vacancy at Meopham Medical Centre. Attached is the job description for this role.

We are looking for an experienced Paramedic Practitioner to join our friendly and dynamic team. We need an enthusiastic, energetic, proactive practitioner committed to professional development and that of others. We are looking for a practitioner with demonstrable post-registration experience in a Primary Care setting to bring their skills to our team.

You will be responsible for the clinical assessment, treatment and/or referral or giving advice as appropriate to both adults and children presenting with a wide spectrum of clinical conditions either within one of our Primary Care Centres or while undertaking a Home Visit.

---

Dr. Jonathan Mountry   Dr. Jane Bailey   Dr Sarah MacDermott  
Dr R Chelmenciuc   Dr O Sandher

## **PRACTICE PROFILE**

### **Meopham Medical Centre**

#### **Job Summary**

The role will provide a specialist resource as a paramedic practitioner for our patients working with clinicians, nursing team and in collaboration with other members of the practice multidisciplinary teams.

To work within our practice community, as an autonomous, accountable paramedic practitioner providing holistic care whilst assessing, diagnosing and providing treatment to patients.

To use competent and up to date clinical skills.

To assess, diagnose, treat, refer or direct to other services; our patients who attend surgery or request domicile visits relating to unscheduled minor conditions, injuries or acute illness.

To promote self-care and educate service users to allow them to be empowered to make informed choices about treatment.

#### **Who we are looking for**

- Registered Paramedic Qualification (HCPC)
- Degree in MSc modules in Advanced Clinical Skills/Diagnostics
- Minimum 3 years post registration experience
- Substantial autonomous practice experience
- Experience using PGD's/non-medical prescriber
- Full UK Driving licence
- Involvement and leadership in teaching and mentoring learners
- Effective communicator able to communicate complex and highly sensitive information (oral and written)
- Ability to work within a team, be part of and to create a positive culture and atmosphere for patients and staff
- Ability to work autonomously

## Paramedic Practitioner – Job Description

Job Specifics	
Contract Type	Full Time
Hours per week	Full Time – Hours to be discussed
Responsible to	Lead Nurse / Lead GP

### JOB RESPONSIBILITIES

#### CLINICAL

1. To practice as an emergency care practitioner and demonstrate advanced clinical competence and knowledge above those associated with conventional nursing roles.
2. Assess, plan, treat and refer patients appropriately, carrying out consultations in the surgery or the community as an autonomous practitioner.
3. Using own clinical judgement to diagnose and treat patients either face to face consultation, clinical telephone triage and other mediums.
4. Making appropriate referrals to primary, secondary and social services care, following practice (and/or locally agreed) pathways and protocols.
5. Deliver high quality clinical care in a timely manner to patients.
6. 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.
7. 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.
8. Understanding local safeguarding referral process and be aware of appropriate referral mechanisms for children and vulnerable adults
9. Ensure complete and accurate documentation of every patient contact, including advice given. Records must be accurate and reflect the clinical activity in accordance with NMC guidelines on clinical record keeping.
10. Minor illness assessment, diagnosis and treatment with access to seek advice, review and onward referral within clinical teams at Meopham Medical Centre.
11. To develop care plans for patients when required (as developed and supervised with the Partners)
12. Be involved with continuity of care of our patients, e.g. end of life care, chronic disease management.
13. Ensure practitioner has the appropriate indemnity cover in place.

### **CLINICAL GOVERNANCE**

1. To participate in the clinical governance requirements within the Practice.
  - To practice within the parameters of practice policies, protocols and guidelines.
  - To participate in quality improvement within the practice as necessary.
  - Reflect and assess results of own decisions, outcomes and treatment; identify any shortfalls in delivery of patient 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 (as directed by the Lead GP, Partners and/or senior management team).

### **CONTINUED PROFESSIONAL DEVELOPMENT & LEARNING**

2. Maintain clinical knowledge and practice to standards of capabilities and competencies expected of the position of Paramedic Practitioner.
3. To participate in the ongoing clinical supervision framework and individual professional development for clinicians within the Practice.
4. Ensure registration and qualifications with the Health and Care Professionals Council is kept up to date.
5. Be involved in ongoing education within the practice; to support and provide training to staff members as identified through clinical supervision sessions and reflective practice with clinical colleagues.
6. Actively participate in annual performance review (with necessary audits), engage in self-appraisal and provide clear objectives and evidence and develop continuous professional development plans.

### **PROFESSIONAL**

- Effectively manage own time, workload and resources
- To work within the regulatory requirements, codes and guidance of the Health and Care Professions Council.
- Punctual and professional.
- Demonstrate highly effective communication skills with patients, carers, practice colleagues and other healthcare professionals and groups
- To lead by action and inspire others; to promote confidence and trust in patients and uphold the reputation and image of the Practice.

## **ADMINISTRATION**

1. Participate in the administrative and professional responsibilities of the practice team.
2. Ensure appropriate expenses are made accurately and submitted to the Finance Manager.
3. Ensure all necessary paperwork and registration documentation is completed and submitted to the Quality Assurance Manager.
4. Postholder has a legal responsibility to comply with the Health and Safety at Work Act 1974, other relevant information and any risk or safety related issues within the Practice in the interests of staff, patients and contractors.
5. Aware of their responsibilities under the Health Act 2008 Code of Practice for the Prevention and control of Healthcare Associated Infections.

## **CONFIDENTIALITY**

Under the Data Protection Act 2018 and (associated legislation for healthcare workers), the post holder must maintain the confidentiality of information relating to patients and staff. It is the responsibility of each member of staff to ensure that all personal data relating to patients and members of staff, whether held in manual or electronic format, is always kept secure.

Patients trust practice staff with personal and sensitive material in relation to their physical and mental health needs in confidence and have the right to expect that staff will respect their privacy and confidentiality.

In the course of carrying out the duties as a Paramedic Practitioner, the postholder may have access to confidential information relating to patients and their carers, practice staff and others. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as strictly confidential. Any information relating to the above 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. This work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty.

Any unauthorised disclosure of confidential information will result in disciplinary action and may ultimately lead to dismissal.

## **DATA PROTECTION**

Computer passwords must not be shared either between systems or users. The practice may monitor e-mail messages, any files stored on the networks or on equipment and usage of the Internet, NHS.net and computer systems, irrespective of whether these relate to practice or personal use.

Practice staff are legally responsible for all records gathered, created or used as part of their work within the practice and will remain the property of the practice. This includes patient, financial, personal and administrative records (paper based or digital).

All such records are considered public records and practice staff have a legal duty of confidence to all service users. The practice's Data Management Policy explains the correct

management of records and relevant information. All practice staff have a responsibility to ensure information quality standards are achieved.

### **EQUALITY AND DIVERSITY**

The postholder will support the equality, diversity and rights of patients, carers and colleagues. This includes recognising the importance of people's rights and interpreting them in a way that is consistent with practice procedures and current legislation;

- Show respect towards the privacy, dignity, needs and beliefs of patients, carers and colleagues.
- Actively promote equality and diversity and encourage colleagues to do the same.
- Direct staff as necessary to ensure compliance with practice policies in regard to acts of discrimination, irrespective of gender, age, marital status, disability, sexuality, race, colour, religion, ethnic or national origin.
- Support a zero-tolerance approach to bullying and harassment in all forms, and to lead by example.

### **SAFEGUARDING**

The Practice is committed to safeguarding children, young people and vulnerable adults within its care. As an employee of the practice, you will be accountable for ensuring that you know how to respond to concerns for the safety of a child, young person or vulnerable adult and are expected to undertake the required mandatory training as required.

The practice works in partnership with key agencies to protect children, young people and vulnerable adults. You should be aware of your responsibilities detailed in the Safeguarding Children and Young People Policy, and for vulnerable adults in the Safeguarding Vulnerable Adults Policy.

### **CHAPERONE POLICY**

Patients have the right to be assessed and examined in circumstances that allow them to be safe and for you to practice in a protected manner. The practice has a chaperone policy in place for any requests to have a consultation accompanied by an observer.