

Example job description – Paramedic

Please note:

This complementary guidance has been provided to support PCNs where they are choosing to recruit or engage paramedics at this stage. Paramedics will be included in the Additional Roles Reimbursement Scheme from April 2021 and will become eligible for reimbursement in line with the terms of the Scheme from this point.

This Job Description template is for information only and is subject to national update following publication of the 2021/22 Network Contract DES Specification.

However, they are intended as helpful resources only: **they are not mandatory for use and PCNs should create their own versions of each resource to align to their individual needs.**

Job Title: Paramedic

Responsible to: To be determined by the PCN

Accountable to: To be determined by the PCN

Hours of work: To be determined by the PCN

Salary: To be determine by the PCN [*note: Paramedics will be eligible for reimbursement through the Network Contract DES Additional Roles Reimbursement Scheme from April 2021. The future reimbursement under the Additional Roles Reimbursement Scheme from April 2021 is based on indicative AfC Band 7*]

Paramedics work autonomously within the community using their enhanced clinical assessment and treatment skills, to provide first point of contact for patients presenting with undifferentiated, undiagnosed problems relating to minor illness or injury, abdominal pains, chest pains and headaches. They are health professionals who have the capability to make sound judgements in the absence of full information and to manage varying degrees of risk when there are complex, competing or ambiguous information or uncertainty.

Key duties and responsibilities

1. assess and triage patients, including same day triage, and as appropriate provide definitive treatment or make necessary referrals to other members of the PCN team
2. advise patients on general healthcare and promote self-management where appropriate, including signposting patients to other community or voluntary services.
3. be able to:
 - a. perform specialist health checks and reviews
 - b. perform and interpret ECGs; alongside other results as appropriate
 - c. perform investigatory procedures as required
 - d. undertake the collection of pathological specimens including intravenous blood samples, swabs, etc.
 - e. perform investigatory procedures needed by patients and those

Example job description – Paramedic

requested by GPs and the wider PCN

4. support the delivery of anticipatory care plans and lead certain community services (e.g. monitoring blood pressure and diabetes risk of elderly patients living in sheltered housing)
5. provide an alternative model to urgent and same day home visits for the PCN and undertake clinical audits
6. communicate at all levels across PCNs and other organizations, ensuring effective, patient-centred service
7. communicate proactively and effectively with all colleagues across the multi-disciplinary team, attending and contributing to meetings as required
8. collaborate with other members of the PCN including doctors, nurses and other AHPs, accepting referrals and referring to them for specialist care
9. maintain accurate and contemporaneous health records appropriate to the consultation, ensuring accurate completion of all necessary documentation associated with patient health care and registration with the practice
10. prescribe, issue and review medications as appropriate following policy, patient group directives, NICE (national) and local clinical guidelines and local care pathways. This will be done in accordance with evidence-based practice and national and practice protocols, and within scope of practice
11. work with patients in order to support compliance with and adherence to prescribed treatments
12. provide information and advice on prescribed or over-the-counter medication on medication regimens, side-effects and interactions
13. assess, diagnose, plan, implement and evaluate treatment/interventions and care for patients presenting with an undifferentiated diagnosis, and patients with complex needs
14. clinically examine and assess patient needs from a physiological and psychological perspective, and plan clinical care accordingly
15. prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care
16. diagnose and manage both acute and chronic conditions, integrating both drug- and non-drug-based treatment methods into a management plan
17. support patients to adopt health promotion strategies that promote healthy lifestyles, and apply principles of self-care

Quality Requirements

18. enhance own performance through continuous professional development, keep up to date with current evidence-based practice, and impart own knowledge and skills to PCN colleagues to meet the needs of the service
19. be verified against the paramedic primary care roadmap
20. recognise and work within own competence and professional code of conduct as regulated by the HCPC and College of Paramedics
21. assess effectiveness of care delivery through self and peer review, benchmarking and formal evaluation
22. participate in research and utilise the audit cycle as a means of evaluating the quality of the work of self and the team, implementing improvements where required

Example job description – Paramedic

23. in partnership with other clinical teams, collaborate on improving the quality of health care responding to local and national policies and initiatives as appropriate

Administrative requirements

24. produce accurate, contemporaneous and complete records of patient consultation, consistent with legislation, policies and procedures
25. be aware of data protection (GDPR) and confidentiality issues particularly within a PCN
26. use technology and appropriate software as an aid to management in planning, implementation and monitoring of care, presenting and communicating information
27. review and process data using accurate read codes in order to ensure easy and accurate information retrieval for monitoring and audit processes.

Supervision

The postholder will have access to appropriate clinical supervision and an appropriate named individual in the PCN to provide general advice and support on a day to day basis.

Example job description – Paramedic

Person Specification

[Note: this Person Specification is for information only and subject to change.]

Element	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • BSc in a training programme approved by the College of Paramedics • Health & Care Professions Council (HCPC) registration • able to operate at an advanced level of clinical practice • Framework for Higher Education Qualification (FHEQ) Level 7 or Scottish Credit and Qualifications Framework (SCOF) Level 11 	<ul style="list-style-type: none"> • Pre-reg MSc in a training programme approved by the College of Paramedics • non-medical prescribing qualification • Full UK driving license • Evidence of verification against the paramedic primary care roadmap
Knowledge	<ul style="list-style-type: none"> • experience in managing a designated caseload using theoretical and practical experience, completing assessments, planning, implementing interventions, and evaluating outcomes aligned to care plans • working knowledge of Microsoft and GP practice and prescribing data monitoring systems • ability to write comprehensive clinical notes, implement and evaluate care plans 	<ul style="list-style-type: none"> • working towards advanced clinical practitioner status • mentorship or supervisory skills training • ability to undertake nails surgery assessments, procedure and post-operative care • be aware of data protection (GDPR) and confidentiality issues particularly within a PCN • cognitive behavioural and motivational interviewing approaches / skills
Analysis skills	<ul style="list-style-type: none"> • ability to evidence a sound understanding of the NHS principles and values • ability to analyse and interpret complex/ often incomplete information, 	<ul style="list-style-type: none"> • experience of working within a primary care setting • evidence of working across organisational boundaries within health

Example job description – Paramedic

	<p>preempt and evaluate issues, and recommend and appropriate course of action to address the issues</p>	<p>and social care</p> <ul style="list-style-type: none"> independent thinker with good judgement, problem-solving and analytical skills
Communication	<ul style="list-style-type: none"> excellent interpersonal and organisational skills excellent interpersonal and communication skills, able to influence and persuade others articulating a balanced view and able to constructively question information ability to negotiate effectively build effective relationships with a range of stakeholders which are based on openness, honesty trust and confidence 	<ul style="list-style-type: none"> clear communicator with excellent writing, report writing and presentation skills; capable of constructing and delivering clear ideas and concepts concisely and accurately for diverse audiences evidence of success in efficient and effective project and programme management evidence of inspiring and motivating teams with the ability to communicate passionately, effectively and persuasively across a diverse set of stakeholders
Personal attributes & abilities	<ul style="list-style-type: none"> strong and inspirational leadership ability to co-ordinate and prioritise workloads – able to multi-task as well as be self-disciplined and highly motivated 	<ul style="list-style-type: none"> high degree of personal credibility, emotional intelligence, patience and flexibility ability to cope with unpredictable situations confident in facilitating and challenging others demonstrates a flexible approach in order to ensure patient care is delivered