

PORTSDOWN GROUP PRACTICE  
PARAMEDIC PRACTITIONER  
VACANCY PACK



## Introduction

### Philosophy and Practice

Everyone working within the Practice is committed to the provision of high quality primary care for the benefit of our patients, whom we respect and value. We strive to be an open-minded, friendly, caring and inclusive team.

### Mission and Values

The Practice aims to deliver our philosophy by;

- Providing readily accessible medical and preventative health care within a structured and efficient environment.
- Encouraging the professional and personal growth of the whole team, clinicians and their support staff, promoting job satisfaction whilst maintaining financial viability.
- Optimising the use of our resources, commensurate with the size of our very large Practice, creating opportunities not always available to Practices with a smaller list of patients. Our size and innovative approach enables us to encompass and evolve with an ever changing NHS.
- Challenging pre-conceived ideas, leading to more efficient ways of working for the benefit of our patients.

### Practice Background

Portsmouth Group Practice covers the whole of Portsmouth from postcode PO1 to PO7.

The Practice operates out of 6 surgeries: Cosham Park House (PO6 3BG), Crookhorn Lane (PO7 5XP), Heyward Road (PO4 0DY), Kingston Crescent (PO2 8AL), Paulsgrove (PO6 4HJ) and Somerstown (PO5 4EZ).

We are our own Primary Care Network (PCN) with a list size of 44,000 patients. We have 12 Clinical Partners, 8 Salaried GPs and a comprehensive Nursing team overseen by our Nurse Manager and consisting of 8 Nurse / Paramedic Practitioners, 13 Registered Nurses, and 7 HCAs. The nursing team offers related wide range of services from chronic disease management to dressings and phlebotomy.

The Practice is well established, financially secure and successful. Over the last few years we have earned maximum QOF points.

### Team Approach / Organisational Structure

Multi-disciplinary teams work across all sites.

Our organisational structure includes a Management Team, based at Kingston Crescent (Group Business Manager, Operations Manager, Business Intelligence Manager, Finance Manager, Nurse Manager and Management Support Team) and a surgery support team at each site.

We recognise that our team needs to work as a strong anchor chain within the community we serve. Like a chain we acknowledge that every link has to be strong. We achieve this by working together, supporting each other and continuously inviting team members to make suggestions towards more efficient, safer processes for our patients.

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### **This Vacancy**

An opportunity has arisen for an enterprising Paramedic Practitioner to join our clinical team at an exciting time for the Practice. Our Model of Care will see you working alongside a multi-disciplinary team of experienced GPs, Nurse Practitioners, Clinical Pharmacists and, in due course, Physician Associates. Your role will be varied and wide-ranging, including telephone triage, face to face same-day consultations and home visits, supported by an experienced team of dedicated clinicians.

Portsmouth Group Practice is financially secure and already registered as a Primary Care Network in its own right. The partnership invests heavily in an active training programme which, for clinicians, includes prescribing, history taking and more specialised training. Staff are highly valued. Pay is reviewed annually and success is rewarded regularly.

Our large, urban Practice spans 6 sites and is rated 'Good' with the CQC (January 2020). The work we do is interesting and hugely varied, reflecting the demographic mix of our patients. We are proud to be a Real Living Wage employer, offering enhanced clinical indemnity and NHS Pension.

If you have the drive and desire to be part of a new way of delivering Primary Care in a supportive environment, then we would love to hear from you. General practice can be fun!

### **Working Pattern**

Days and Hours to be confirmed by mutual agreement.

### **Rate of Pay**

£42,750 – £48,500 per annum, with incremental, skill based increases.

### **Teaching, Training and Development**

The Practice has a long history of training – we train GP registrars, student GPs and student nurses. We are committed to the ongoing development of the entire team, including mandatory and developmental training for all our staff. Team members are encouraged to highlight any training they feel would benefit them in the achievement of their role. The Practice funds, via a "learning agreement", any training which is felt will benefit the individual and the Practice.

### **Staff Benefits**

The Practice is a Real Living Wage Employer and believes in rewarding staff by offering the following benefits in addition to the candidate's standard remuneration package.

- Annual Pay Review
- NHS Pension Scheme
- Generous Annual Leave Entitlement
- An Additional Day's Holiday on Your Birthday
- Benenden Health Plan with Option to Add Family Members
- Cycle to Work Scheme
- Eye care Vouchers
- Social Events
- Refreshments
- 50% Discounted Gym Membership

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**This Recruitment**

The successful candidate will be invited to start as soon as possible.

**Job Description**

**Title:** Paramedic Practitioner

**Responsible To:** Nurse Manager

**Main Purpose of the Post:**

A Paramedic Practitioner at Portsdown Group Practice will be an experienced practitioner who, acting within their professional boundaries, will provide care for patients presenting at the practice from initial history taking, clinical assessment, diagnosis, treatment and evaluation of care. They will demonstrate safe, clinical decision-making and expert care, including assessment and diagnostic skills, for patients within the general practice.

The post holder will demonstrate critical thinking in the clinical decision-making process. They will work collaboratively with the general practice team to meet the needs of patients, supporting the delivery of policy and procedures, and providing leadership as required.

**Duties & Responsibilities of the Post:**

- To deliver a high standard of patient care as a Paramedic Practitioner (PP) in general practice, using advanced autonomous clinical skills, and a broad and in-depth theoretical knowledge base.
- To manage a clinical caseload, dealing with presenting patient's needs in a primary care setting.
- To lead the nursing team (where applicable) and ensure the highest standards of care are provided for the patients.
- Provide the choice of direct access to a PP, both in the Surgery and over the telephone, for general practice population.
- Make professionally autonomous decisions for which he / she is accountable.
- Provide a first point of contact within the Practice for patients presenting with undifferentiated, undiagnosed problems, making use of skills in history taking, physical examination, problem-solving and clinical decision-making, to establish a diagnosis and management plan.
- Instigate necessary invasive and non-invasive diagnostic tests or investigations and interpret findings / reports.
- Provide safe, evidence-based, cost-effective, individualised patient care.
- Offer a holistic service to patients and their families, developing where appropriate an on-going plan of care / support, with an emphasis on prevention and self-care.
- Promote health and well-being through the use of health promotion, health education, screening and therapeutic communication skills.
- Refer patients directly to other services / agencies as appropriate.
- Work with nursing, medical and health care assistant colleagues to ensure that National Service Frameworks (e.g. Coronary Heart Disease / Older People / Diabetes / Mental Health) are being delivered.
- Work with multi-disciplinary team within the Practice.
- Contribute to the practice achieving its quality targets to sustain the high standards of patient care and service delivery.
- Participate in identification of community health needs and develop patient / family-centred strategies to address them.
- Help develop and set up new patient services and participate in initiatives to improve existing patient services.

**TEACHING AND MENTORING ROLE:**

- Promote a learning environment for patients, nurses and other health professionals.
- Contribute to the planning and implementation of the teaching for existing staff, such as medical students, NP students, GP registrars and Health Care Assistants, within the Surgery.

**PROFESSIONAL ROLE:**

- Promote evidence-based practice through the use of the latest research-based guidelines and the development of practice-based research.
- Monitor the effectiveness of their own clinical practice through the quality assurance strategies such as the use of audit and peer review.
- Maintain their professional registration.
- Participate in continuing professional development opportunities to ensure that up-to-date evidence-based knowledge and competence in all aspects of the role is maintained.
- Work within the latest HCPC Code of Professional Conduct.
- Record accurate consultation data in patients records in accordance with the latest HCPC guidance and other pertinent standards.
- Keep up to date with pertinent health-related policy and work with the practice team to consider the impact and strategies for implementation.
- Work collaboratively with colleagues within and external to the Surgeries.
- Demonstrate leadership.
- Pro-actively promote the role of the PP within the Surgeries, and externally to key stakeholders and agencies.

**SUPPORT ROLE:**

- Act as an advisor to other members of the Primary Healthcare team.
- Encourage and develop teamwork within the Practice.
- Participate in multi-disciplinary protocol and Patient Group Directions development.
- Help the Practice operate in a cost-effective manner.
- Identify and manage nursing care risks on a continuing basis.
- Participate in audits and inspections as appropriate.
- Ensure that all Practice Policies' are fully implemented.
- Work closely with the doctors and administrative managers in the setting up and / or improving systems for monitoring / measuring performance against Clinical Governance and Quality Indicator targets.
- Participate in Practice clinical meetings and Practice management meetings, reporting progress as required.

**AREAS OF PRACTICE EXCLUDED FROM THE POST-HOLDERS REMIT:**

- All aspects of antenatal/obstetric care.

**HEALTH AND SAFETY / RISK MANAGEMENT:**

- The post-holder must comply at all times with the Practice Health and Safety policies, in particular by following agreed safe working procedures and reporting incidents using the organisations Incident Reporting System.
- The post-holder will comply with the Data Protection Act (1984) and the Access to Health records Act (1990).

**EQUALITY AND DIVERSITY:**

- The post-holder must co-operate with all policies and procedures designed to ensure equality of employment. Co-workers, patients and visitors must be treated equally irrespective of gender, ethnic origin, age, disability, sexual orientation, religion etc.

**RESPECT FOR PATIENT CONFIDENTIALITY:**

- The post-holder should respect patient confidentiality at all times and not divulge patient information unless sanctioned by the requirements of the role.

**SPECIAL WORKING CONDITIONS:**

- The post-holder is required to travel independently (where applicable) between Surgeries, and also to attend meetings.
- The post-holder will have contact with body fluids i.e., wound exudates; urine etc. while in clinical practice.

**HEALTH AND 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 role.
- Undertaking period infection control training (minimum annually).
- Reporting potential risks identified.
- Demonstrate due regard for safeguarding and promoting the welfare of the children.

**PERSONAL / PROFESSIONAL DEVELOPMENT:**

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Participation in an annual staff performance review.
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.

**Any other delegated duties considered appropriate to the post.**

This job description is not intended to be exhaustive, but to indicate the main areas of responsibility. It may be changed after consultation with the post holder. The employee shares with the employer, the responsibility for review and modification of duties. Suggestions and discussions are welcome.

Policies and Procedures - the duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of the Practice, which may be amended from time to time. You are required to be flexible and the practice reserves the right to alter such fixed hours as may be considered necessary to ensure the surgery runs smoothly.

Business operates between the hours of 0700 – 2100 hours Monday to Friday (0800 – 1300 Saturday), with possible requirement for some future evening and weekend working, as the business develops.

**SPECIAL REQUIREMENTS OF THIS POST:**

- Membership of a professional body

**REHABILITATION OF OFENDERS ACT 1994:**

Because of the nature of the work, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1994 (Exceptions) Order 1995. Applicants for posts are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in disciplinary action or dismissal by the Practice. Any information given will be completely confidential and will be considered only in relation to an applicant of a position to which the order applies.

**PERSON SPECIFICATION:**

Criteria	Essential	Desirable
<b>Knowledge</b>	Understanding of accountability arising from the HCPC Code	
	Understanding of the health needs of the Practice population as they relate to care.	Understanding and knowledge of policy developments related to the delivery of primary care services including General Practice, The APMS contract, clinical governance and QoF
	Understanding of evidence based practice	
	Knowledge of national standards that inform practice	
	Understanding of equal opportunity and diversity issues	
<b>Skills</b>	Ability to assess and manage patient risk effectively and safely	Experience of use of medical software packages
	Good working knowledge of Microsoft applications	Proven record of effective use of networking and influencing skills
	Excellent interpersonal, verbal and written communication skills	Ability to think strategically
	Reflective practitioner	
	Time management and ability to prioritise workload	
	Able to analyse data and information, drawing out implications for the individual patient / impact on care plan	
	Able to establish and maintain effective communication pathways.	
<b>Experience</b>	Previous post registration experience	Interpreting and implementing local and national policy agendas for health
	Evidence of appropriate continuing professional activity to maintain up to date knowledge and ongoing competence in all aspects of the PP role	Experience in managing long term conditions i.e. asthma, COPD, diabetes, CHD
	Evidence of working autonomously and as part of a team	
	Proven ability to evaluate the safety and effectiveness of their own clinical practice	
<b>Qualifications</b>	Minimum 5 years post registration work experience	Advanced clinical practice skills
	Accountability of own role	Management of patients with long term conditions

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	Audit	Management of patients with complex needs
		Local and national health policy
		Clinical governance issues in primary care
		Patient group directives and associated policy
		Nurse led triage including telephone triage
		Paramedic Prescriber
		Primary Care and / or Community Experience

**How to Apply**

Please complete the online application via NHS Jobs.

This post will close when a suitable applicant has been appointed.

**Further Information / Practice visits**

If you would like to arrange an informal chat and / or a visit please contact Niki Newman via email on [niki.newman@nhs.net](mailto:niki.newman@nhs.net).