**Claypath and University   
Primary Care Network**

**Job Description  
First Contact Paramedic**

Hours of duty: Full-time  
  
Responsible to: Primary Care Network Clinical Director  
  
Employer: Claypath and University Medical Group

Pay: Within NHS Agenda for Change Band 7

The First Contact Paramedic will be employed by the Claypath and University Medical Group to work with the Claypath and University Primary Care Network. Direct line management will be provided by the PCN Clinical Director and clinical supervision will be provided within the Primary Care Network.

**Job Purpose:**

As an integral member of the primary care multi-disciplinary team, the First Contact Paramedic will act as a key first point of contact for acute presentations, supporting practice and primary care clinicians within the PCN by delivering clinical care to patients.   
  
The First Contact Paramedic will be responsible on a daily basis for assessing and treating urgent and same day requests for treatment and providing care to patients with a wide range of minor illness in patients’ homes and in the surgery.

The First Contact Paramedic will work independently within their scope of practice using enhanced clinical assessment and treatment skills to assess and manage patients presenting with acute presentations including minor illness or injury, abdominal pains, chest pains and headaches.

**Clinical Responsibilities**:

1. To work as part of a multi-disciplinary team (MDT) within the PCN/practice.
2. To assess and triage patients, including same day triage, and as appropriate provide definitive treatment (including prescribing medications following policy, patient group directives, NICE (national) and local clinical guidelines and local care pathways) or make necessary referrals to other members of the primary care team or secondary care.
3. To prescribe, issue and review medications within scope of practice.
4. To advise patients on general healthcare and promote self-management where appropriate, including signposting patients to the PCN’s social prescribing service, and where appropriate, other community or voluntary services.
5. To manage undifferentiated undiagnosed conditions and identify red flags and underlying serious pathology and take appropriate action.
6. To use complex decision making to inform the diagnosis, investigation, complete management of episodes of care within a broad scope of practice.
7. To actively take a personalised care approach and population centred care approach to enable shared decision making with the presenting person.
8. To have completed the relevant Stage One primary care training
9. To undertake investigative procedures needed by patients and requested by GPs.
10. They will be able to undertake:

• specialist health checks and reviews within their scope of practice and in   
 line with local and national guidance;

• interpretation of ECGs;

• investigatory procedures as required;

• collection of pathological specimens including intravenous blood samples, swabs,   
 and other samples within their scope of practice, and within line of local and national   
 guidance.

1. To support the delivery of ‘anticipatory care plans’ and lead certain services (e.g. monitoring blood pressure and diabetes risk of elderly patients).
2. To provide an alternative model of urgent and same day GP home visits for the PCN and where appropriate attend home visits where clinically relevant;
3. To communicate at all levels across organisations ensuring that an effective, person-centred service is delivered.
4. To communicate proactively and effectively with all colleagues across the multi-disciplinary team, attending and contributing to meetings as required.
5. To 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.
6. To communicate effectively with patients, and where appropriate family members and their carers, where applicable, complex and sensitive information regarding their physical health needs, results, findings, and treatment choices.

**Additional tasks:**

Other duties as required by changes in the Primary Care Network and the Claypath and University Medical Group.

Completion of Stage One qualification set out in "Road Map to Practice" for Paramedics (Health Education England) – go to link below. Support will be given to the right candidate to complete this.

<https://www.hee.nhs.uk/sites/default/files/documents/Paramedics-FINAL%20%28002%29.pdf>

**Paramedic Advanced Clinical Practitioner – Person Specification**

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| **Qualifications/Education** | **Essential** | **Desirable** |
| Educated to Masters level in Paramedicine or relevant area of expertise. | √ |  |
| Has the capabilities set out in Section One of the “Multi-professional Framework for Advanced Clinical Practice in England” | √ |  |
| Registered with the Health and Care Professions Council (HCPC) with minimum of three years post registration | √ |  |
| Independent Prescribing Qualification | √ |  |
| Has completed three years paramedic practice post qualification at masters level | √ |  |
| Is in a position to complete Stage one training - as set out in the "Roadmap to Practice" for Paramedics document (Health Education England) | √ |  |
| ENP/ECP Minor Injuries and Minor Illness course |  | √ |
| X-Ray/IRMER training |  | √ |
| Teaching and assessing qualification |  | √ |
| ALS/APLS provider | √ |  |
| Completed mentorship programme |  | √ |
| Completed RCN Clinical Leadership Programme or similar |  | √ |
| Evidence of continued professional development | √ |  |

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| **Knowledge, Skills and Experience** | **Essential** | **Desirable** |
| Has a minimum of 3 years' paramedic experience, post Masters qualification | √ |  |
| Ability to manage and prioritise workload | √ |  |
| Fully understands the career pathway for paramedics in Primary Care as set out in the Roadmap to Practice for Paramedics (Health Education England) | √ |  |
| Advanced critical evaluation skills |  | √ |
| Proven ability to work autonomously and as part of a team | √ |  |
| Previous experience of non-medical prescribing and using PGDs |  | √ |
| Experience as an autonomous practitioner within a minor injury/illness centre or mobile service |  | √ |
| Experience of the ECP/Advanced Practitioner role within Primary or Secondary Care |  | √ |
| Current knowledge of government targets and initiatives and NICE guidelines and their impact on clinical practice | √ |  |
| Understanding of the HPC Code of Professional Conduct | √ |  |
| Knowledge of child protection issues | √ |  |
| Understanding of clinical governance and its significance and impact upon practice | √ |  |
| Good communication skills | √ |  |
| Basic IT skills in word processing and e-mail | √ |  |
| Experience in using IT based patient documentation systems | √ |  |
| Sound organizational skills | √ |  |
| Able to professionally and appropriately challenge differing opinions as a patient advocate | √ |  |
| Record keeping skills | √ |  |
| Experience of triage/initial assessment | √ |  |
| Able to work autonomously, using own clinical judgement to form a diagnosis | √ |  |
| Skills for managing minor injuries | √ |  |
| Dispensing skills as per protocols and PGDs | √ |  |
| Skills of multi system assessment | √ |  |
| Able to give appropriate telephone advice | √ |  |
| Understanding of health education/promotion | √ |  |
| Able to give relevant discharge advice | √ |  |
| Experience of following referral pathways | √ |  |
| Able to record/interpret ECG |  | √ |
| Experience of performing a social assessment |  | √ |
| Experience as a practitioner in an A&E Dept or similar emergency care centre |  | √ |
| Evidence of experience/competency in the form of a professional portfolio | √ |  |
| Experience of clinical audit |  | √ |
| Experience of research projects |  | √ |
| Leadership skills |  | √ |

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| **Personal Qualities** | **Essential** | **Desirable** |
| Able to work cooperatively with the multi-disciplinary team | √ |  |
| Able and willing to develop professionally | √ |  |
| Able to use own initiative | √ |  |
| Able to motivate other team members | √ |  |
| Able to promote a learning environment |  | √ |

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| **Other:** | **Essential** | **Desirable** |
| Able to deal with violence, aggression and extreme situations | √ |  |
| Vaccine and immunity status in accordance with UK Dept Health Guidelines | √ |  |
| Able to deal with sensitive issues e.g. sudden death/bereavement, child abuse, domestic violence | √ |  |
| Able to adjust and respond in rapidly changing environments | √ |  |
| Able to work in a calm and organized manner in situations of extreme workload | √ |  |
| Able to undertake home visits | √ |  |
| Hold a current driving licence with business insurance | √ |  |
| Enhanced DBS disclosure | √ |  |

GPB/SL  
28 April, 2021

[END]