



**Solihull  
Healthcare  
Partnership**

**Document ID:**

HR03-04

**Issue Date:**

25/03/2021

**Revision:**

2

**Job Description & Person Specification**

**Approved by:**

HR

**Job Title:**

**Paramedic**

**Reporting To:**

**Clinical Director**

**Direct Reports:**

**N/A**

### **1. Job Role / Purpose:**

To work independently within the scope of practice in the community, using enhanced clinical assessment and treatment skills, to assess and manage patients presenting with acute presentations which include minor illness or injury, abdominal pains, chest pains and headaches.

### **2. Key Duties & Responsibilities:**

- To will work as part of a multi-disciplinary team (MDT) within the PCN.
- 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.
- 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.
- To be able to:
  - perform specialist health checks and reviews within scope of practice and in line with local and national guidance
  - perform and interpret ECGs
  - perform investigatory procedures as required, and undertake the 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.
- Support the delivery of 'anticipatory care plans' and lead certain services (e.g. monitoring blood pressure and diabetes risk of elderly patients).
- Provide an alternative model to urgent and same day GP home visit for the network.
- Communicate at all levels across organisations ensuring that an effective, person-centred service is delivered.
- Communicate proactively and effectively with all colleagues across the multi-disciplinary team, attending and contributing to meetings as required.
- 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.



**Solihull  
Healthcare  
Partnership**

**Document ID:**

HR03-04

**Issue Date:**

25/03/2021

**Revision:**

2

**Job Description & Person Specification**

**Approved by:**

HR

- 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.

### **3. Other Responsibilities**

#### **Health and Safety**

- To comply with the Health and Safety at Work etc. Act 1974.
- To take responsibility for their own health and safety and that of other persons who may be affected by their own acts or omissions.

#### **Equality and Diversity**

- To carry out at all times their responsibilities in line with Equal Opportunities Policy and Procedure.

#### **Risk Management and Clinical Governance**

- To work within the Clinical Governance Framework of the practice, incorporating Risk Management and all other quality initiatives and all aspects of CQC implementation.

#### **Confidentiality**

- To maintain confidentiality of information relating to patients, clients, staff and other users of the services in accordance with the General Data Protection Regulations 2018 including outside of the work environment. Any breach of confidentiality may render an individual liable for dismissal and/or prosecution.

#### **Safeguarding**

- Whilst in post, staff are expected to acquire and update their knowledge on safeguarding as per the intercollegiate document requirements and SHP policies.

#### **Professional development**

- The post holder will participate in any training programme implemented by the practice as part of this employment
- To participate in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development

#### **General**

- To undertake any other duties commensurate with the role, within the bounds of their own competence as guided by the attached management framework.
- To work across the various SHP sites as required.
- In light of national policy and due to the needs of the business it may be necessary for the Partnership to alter the opening hours of the surgeries. This could incorporate different opening hours and weekend working which may affect when you are required to work. The post holder is expected to be flexible and accommodating, following consultation, in terms of any changes to operating times in the future.

**SHP Vision Statement:** To be the most respected Primary Care provider in the Birmingham and Solihull Region.



**Solihull  
Healthcare  
Partnership**

**Document ID:**

HR03-04

**Issue Date:**

25/03/2021

**Revision:**

2

**Job Description & Person Specification**

**Approved by:**


HR

**Mission Statement:**

**Sustainable Primary Care** services that meet the needs of our patients and commissioners.


**Have** a united, strong and financially viable organisation.

**Practice of choice** for our patients and the employer of choice for our people.

 <b>Solihull Healthcare Partnership</b>	<b>Document ID:</b>	HR03-04
	<b>Issue Date:</b>	25/03/2021
	<b>Revision:</b>	2
<b>Job Description &amp; Person Specification</b>	<b>Approved by:</b>	HR

## **PERSON SPECIFICATION**

	<b>Essential /Desirable</b>	<b>Shortlisting</b>
<b>Qualifications</b>		
Educated to degree/diploma level in Paramedicine or equivalent experience	E	A
Has completed two-year 'Consolidation of Learning' period as a "newly qualified paramedic"	E	A
Working towards developing Level 7 capability in paramedic areas of practice	E	A
<b>Experience</b>		
Three years' experience as a band 6 (or equivalent) paramedic	E	A
Experience of working with a multi-disciplinary team	E	A/I
Experience of working within a Primary Care setting	E	A/I
Ability to assess and triage patients	E	A/I
Independent prescriber	D	A
Ability to advise patients on general healthcare and promote self-management	E	A/I
Undertaken the collection of pathological specimens including intravenous blood samples, swabs, and other samples	E	A/I
<b>Skills/Knowledge</b>		
Excellent communication skills	E	A/I
Communicates complex condition related information to patients, requiring empathy and reassurance	E	A/I
Able to maintain and record accurate documentation of interactions between patients, colleagues and other agencies in the appropriate legal records	E	A
Able to demonstrate professional conduct, preserve patient's rights including confidentiality and promote mutual respect amongst colleagues	E	A/I
Able to make decisions appropriate to role, level of knowledge and competence, using professional judgement; some of which will require analysis	E	A
Able to prioritise own work and support the team daily	E	A/I
An ability to maintain confidentiality and trust and an awareness of information governance requirements and data protection	E	A/I
Values diversity and difference operates with integrity and openness	E	A/I
Works well with others, is positive and helpful, listens, involves, respects and learns from the contribution of others	E	A/I
<b>Other</b>		
Flexibility to meet the needs of the business	E	I
Able to travel to all SHP sites	E	I
DBS required	E	-

 <b>Solihull Healthcare Partnership</b>	<b>Document ID:</b>	HR03-04
	<b>Issue Date:</b>	25/03/2021
	<b>Revision:</b>	2
<b>Job Description &amp; Person Specification</b>	<b>Approved by:</b>	HR

Key

A – Application

I – Interview