



Farnham Road Medical Group

Job Title:	PARAMEDIC
Responsible to:	Managing Partners
Hours:	Full Time / 37.5 hours per week or Part-Time
Salary:	Competitive
Location:	The post holder will be based at Farnham Road Practice however, may be required to work at any other site in Slough at any time throughout the duration of the contract.
Job Type:	Permanent
Job Purpose:	The primary focus of the role is to work as an autonomous practitioner, as part of Farnham Road Medical Group (FRMG), providing high quality and timely care to registered patients in Slough. Ensuring a high quality, professional clinical service to patients, doctors, staff, colleagues, health service professionals and others.

CORE DUTIES AND AREAS OF RESPONSIBILITIES

Clinical responsibilities

- Undertake home visits, primarily for acute conditions and within the boundaries of your professional qualifications
- To work as part of the “same day” Duty Team to support telephone and face-to-face consultations at the Surgery. You will have access to and support from the Duty Doctor at all times.
- Prioritise presenting patients’ health problems appropriately in urgent or emergency situations, including initiation of emergency care.
- Support patients to adopt health promotion strategies to encourage healthy lifestyles and apply principles of self-care where appropriate.
- Assess (comprehensive patient history and patient examination), diagnose, plan, implement and evaluate treatment/interventions and care for patients presenting with an undifferentiated diagnosis on an acute basis.
- Use your experience to plan and provide skilled and competent care to meet patients’ health and social care needs
- Arrange investigations with the practice nurse team and/or health care assistants as appropriate for patients who attend the “Same Day” service to ensure the most efficient service and outcome.
- Arrange investigations as appropriate with secondary care or community services when an immediate need is presented.
- Ensure accurate and legible notes of all consultations, including home visits, and treatments are recorded in patients’ computer records

Putting Patients First

Drs Bulger Morris Ward O'Donnell Lama Allen Nanda Tawana Deoray Iyer Sritharan Jiwanji Tailor Stringer Gopinath
Stuart Pavelin Prabhjot Reen

Registered Address: 301 Farnham Road, Slough, Berkshire, SL2 1HD

- Discuss with the duty doctor the needs of patients presenting with complex health needs or conditions requiring treatment, hospital admission or referral.
- Liaise with secondary care and community teams as appropriate to ensure the immediate care and treatment needs of patients are met as appropriate.
- Ensure that any information or advice provided is evidence based and that your knowledge and skills are maintained for safe and effective practice.
- To work collaboratively with our GPs, Nursing Team and Reception and Administration Teams to meet the needs of our practice patients. You will have access to and support from a practice GP at all times.

Other responsibilities

- Awareness of and compliance with all relevant practice policies and guidelines
- Reporting on Significant Events
- Contributing to evaluation/audit and clinical standard setting within the organisation
- Contributing to the development of computer-based patient records on EMIS Web.
- Contributing to the summarising of patient records and SNOMED-coding patient data
- Participate in regular staff training sessions to ensure development of skills and knowledge; to assess own learning needs and undertake learning as appropriate.
- Participate in clinical, multi-disciplinary and whole team meetings.
- Observe and comply with all appropriate statutory requirements in relation to Child and Adult Safeguarding and to be familiar with the reporting process should his be required.
- Contribute to policy development and implementation of procedures and guidelines in relation to their own area of work.
- Attending any Protected Learning Time sessions provided by either the CCG for the Practice or by the Practice itself
- Attending training where appropriate.

Quality

- Strive to maintain quality within the organisation
- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
- Work effectively with individuals in other agencies to meet patients' needs
- Effectively manage own time, workload and resources.
- Be an ambassador for FRMG, displaying commitment and loyalty to the Group at all times and treating internal practice discussions as confidential

Please note: This job description is not exhaustive and may be adjusted periodically after review and consultation. You will also be expected to carry out any reasonable duties, which may be requested from time-to-time.

**PERSON SPECIFICATION
PARAMEDIC ROLE**

The post holder needs to be able to demonstrate the following core competencies to a high level and use these to the full in their work. We will look for evidence of all the essential competencies during the selection process.

Person Specification	Essential
Education and Qualification	<ul style="list-style-type: none"> • Recognised higher education qualification, for example, Bachelor's Degree/Diploma in Paramedic Science, Paramedic Studies or Paramedic Practice or have the BTECH Level 4 Paramedic qualification or have completed the IHCD Paramedic qualification. • Registered as a Paramedic with the Health & Care Professions Council (HCPC) and have current registration. Professional registration
Knowledge and Experience	<ul style="list-style-type: none"> • Two years post-qualification experience • Experience within Primary Care desirable • Evidence of undertaking regular update training and continuous personal/professional development in accordance with Health and Care Professionals Council (HCPC) regulations and Trust requirements as amended from time to time. • Full valid EU driving licence including C1 category if the ordinary driving test is taken on or after 1st January 1997. No more than 3 penalty points at the time of application
Skills and Abilities	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills. • Excellent consultation skills • Ability to work alone and under pressure. • Highly motivated • Ability to work as part of a team • Excellent time-keeping
Attributes	<ul style="list-style-type: none"> • Presentable in personal appearance. • Approachability to staff and patients. • Good level of self-motivation. • Outwardly enthusiastic and confident. • Show a flexible approach to work

Disclosure and Barring Service Check

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

Confidentiality requirements

Given the work environment where patient data is accessible by staff, the post-holder must observe strict confidentiality when accessing patient data. Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with practice policies on confidentiality and the protection of personal and sensitive data.

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, to 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
- Reporting potential risks identified.

Equality and Diversity

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

- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights

This job description is intended to be part of an agreement for employment, however, it will be reviewed periodically, and the post holders will be invited to contribute to the review.
Last reviewed in June 2020.