



The Manor Surgery

Paramedic Practitioner

The Manor Surgery, Osler Road, Headington, Oxford

Hours: Flexible: a minimum of 2 days per week, plus flexibility to provide cover when necessary. Full-time also available

We are a large GP Practice in Headington, with approximately 18,000 patients, looking to recruit an enthusiastic and motivated Paramedic to join our team. We are a modern, friendly practice, with patient care at the heart of all we do. With a growing practice population we are keen to continue to develop our clinical team and to build on our minor illness service.

As part of the newly formed Oxford City Primary Care (a network of local primary care networks), we are also looking for paramedics to join the City wide Primary Care Visiting Service. Our practice based role could be combined with the wider visiting role for candidates looking for additional hours and/or a variation of duties. For further details of the visiting role see here: [Job Advert \(jobs.nhs.uk\)](https://jobs.nhs.uk)

We are looking for someone with excellent communication skills and a commitment to working as part of a strong and effective clinical team. We are flexible in terms of hours and a competitive salary will be offered to reflect the successful candidate's experience and qualifications.

We are a high achieving practice year on year for QOF and achieved Good across the board in our last CQC inspection. We are a training practice with a strong focus on education and encourage and support personal development.

How to apply: Please submit a CV and covering letter to NHS jobs. This job advert will close as soon as sufficient applications have been received. Please apply for this job as soon as you can, if interested.

For further information and/or to arrange an informal discussion about the role, please contact Tracy Meeson on 01865 762535 or by email at manorsurgery.hr@nhs.net

Job Description

Job Title: Paramedic Practitioner

Key Relationships: Nursing and allied professionals team
General Practitioners
Practice Manager

Job Summary:

The clinician will work as part of the primary healthcare team to provide high quality care to the practice population, delivering minor illness clinics and working closely with GP colleagues.

Key Responsibilities:

The exact responsibilities will depend on the profile and experience of the person employed.

Clinical:

- Assess, diagnose and treat patients presenting with minor illness
- Evaluate clinical information from examination and history taking, and initiate appropriate treatment and/or referral.
- Undertake and interpret diagnostics and take appropriate action to manage patient care, whilst distinguishing between abnormal and normal findings in order to relate them to a possible diagnosis. To use broad clinical guidelines (NICE etc) relating them to individual cases, providing assistance and feedback to the organisation and others on how these should be interpreted.
- Refer patients as necessary to other members of the healthcare team
- Carry out telephone triage
- Carry out assessment and management of minor injuries
- Undertake home visits alongside the GP visiting team

Professional:

- Maintain annual registration with the Health and Care Professions Council, and adhere to the code of professional conduct
- Maintain accurate patient records in line with professional standards of record keeping, using READ codes to ensure accurate retrieval of information for monitoring and audit purposes
- Communicate effectively with other team members, patients and their carers, recognising the need for alternative methods of communication
- Organise and prioritise own workload and manage effectively, being adaptable to deal with emergency situations when needed

- Act always in a way to protect the confidentiality of patients and maintain the integrity of the patient/health carer relationship.
- Demonstrate knowledge and apply principles of Information Governance
- Work effectively as a member of a team, maintaining a caring environment through the support of colleagues
- Co-operate and participate as required in any research projects within the practice
- Always be aware of own limitations, working within scope of own competence
- Maintain professional appearance – uniform, professional conduct with colleagues, patients and relatives
- Contribute to the work of the nursing and allied professionals team and provide cover as needed
- Maintain effective liaison with other agencies and staff concerned with patient care and with all other disciplines within the practice, with appropriate regard to confidentiality

Education:

- Maintain own continuous professional development and personal development plan. Participate in annual appraisal. Ensure required standards for revalidation are met
- Assist in the training of other team members through dissemination of existing skills
- Complete mandatory training requirements – to include CPR, anaphylaxis, immunisation, cytology, safeguarding, information governance
- Attend study days, courses and complete e-learning as required to maintain safe standards of practice and ensure high quality care
- Participate in clinical supervision

Managerial:

- Effectively manage own time, workload and resources
- Contribute a nursing perspective to the Practice development plan.
- Identify changes to clinical practice that are required to implement evidence-based guidelines, updating practice protocols as necessary
- Maintain high standards, clinically and administratively, in line with CQC requirements
- Participate in Audit
- Participate in staff meetings to discuss and implement changes as well as to keep abreast of developments within the Practice and locality

Health & Safety:

- Demonstrate knowledge and application of principles of Health and Safety in the work place: to include fire, infection control, COSHH, cold chain procedures as per practice policy
- Assist in promoting and maintaining own and others' health, safety and security as defined in the Practice Health & Safety Policies

- Identify the risks involved in work activities and undertake such activities in a way that manages those risks
- Identify and report significant events, following procedures related to professional standards
- Using appropriate infection control procedures, maintain work areas in a tidy and safe way and free from hazards - clean cupboards and restock as per schedule

Equality and Diversity:

- Support the equality, diversity and rights of patients, carers and colleagues, respecting their privacy and dignity needs
- Behave in a manner which is welcoming to everyone, is non-judgmental and respects their circumstances, feelings, priorities and rights

This job description is not exhaustive and is intended to be an outline only. Changes may be made by agreement at any time.

Manor Surgery
Person Specification –Paramedic Practitioner

Area	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Paramedic qualifications • Computer literacy • Willingness to develop clinical skills and competency relevant to the role 	<ul style="list-style-type: none"> • Experience of working in General Practice • Experience of using EMIS web • Experience with telephone triage and minor illness within a general practice setting
Knowledge and skills	<ul style="list-style-type: none"> • Good interpersonal skills, both verbal and written • Consultation skills • Problem-solving and decision making skills • Organisational skills, ability to prioritise and perform under pressure • Ability to be reflective, accept criticism and act constructively • Willingness to accept additional responsibilities • Understanding of Information Governance principles • Awareness of the CQC requirements for General Practice 	<ul style="list-style-type: none"> • Knowledge of national immunisation programme • Experience with health promotion • Knowledge of travel health and immunisation • Knowledge of motivational techniques • A full understanding of CQC requirements
Personal attributes	<ul style="list-style-type: none"> • Ability to work core hours with flexibility to cover additional hours when needed • To be supportive of all colleagues and be a strong team player • A cheerful caring nature 	
Additional requirements	<ul style="list-style-type: none"> • Full Driving licence and car/transport 	