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| Job Title: | Nurse Practitioner / Paramedic Practitioner |
| Reports to (job title): | Clinical Lead Nurse |
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Role of the Service

HCRG Care Group is a unique healthcare organisation. We provide a range of urgent and primary care services with a strong focus on learning and continuous improvement using innovative ideas. We are looking for an exceptional individual to come and join our amazing team.

The successful candidate would be working between our GP led Urgent treatment centre based in Ormskirk and our nurse led walk in centre in Skelmersdale. The aim of our services is to deliver a convenient, accessible, primary care service to the local community and are open every day of the year from 8am until 8pm.

Role Purpose

We currently have vacancies for a nurse / paramedic practitioner to join our team. You should as a minimum have completed level 7 study in clinical examination and non-medical prescribing V300 and have experience in an Urgent Care, Primary Care or similar setting we would like to hear from you.

As a HCRG Care Group, Urgent Care employee, you will be offered flexible working opportunities for part or full-time hours and a blend of either long or short working days to ensure you achieve a comfortable work life balance.

The post holder will embrace the core values of the HCRG Care Group organisation and demonstrate an attitude which respects and values the service users and their careers.

In line with HCRG Care Group standards the employee will have access to clinical supervision and regular peer review, CPD, bi-annual appraisal and study leave tailored to supporting your professional development. You will also be offered annual leave that mirrors agenda for change and access to the NHS pension scheme.

The practitioner will work autonomously within Urgent Care and the Walk in Centre being responsible for both adult and paediatric patients presenting with a booked appointment or with an unscheduled, undifferentiated care need that may be minor illness or injury. The service currently operates telephone triage and telephone consultations as well as face to face consultations.

They will actively participate in the development and delivery of a consistently high standard of patient care through adherence to clinical standards within agreed frameworks, policies and procedures. They will help develop innovative models of care to transform service delivery using the skills of the MDT.

## Key responsibilities

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role: -

**Clinical Knowledge & Skills**

* Undertake expert assessment and management of patients in a timely manner, actively contributing to effective delivery of the service based on demand.
* Demonstrate a high level of autonomous practice which incorporates highly developed assessment and examination in order to reach a differential diagnosis and when applicable provide clinical treatment as a non-medical prescriber or under PGD.
* To perform a variety of screening procedures and diagnostic tests as required or deemed necessary during assessment.
* Prioritise cases and intervene appropriately in urgent or emergency situations, including initiation of effective emergency resuscitation.
* To refer and liaise with other agencies as required and provide patients and carers with accurate information and advice on a range of health issues.
* Maintain accurate and contemporaneous records using relevant systems.
* Act as a role model for staff, providing best practice in all aspects of care, and ensure all aspects of care are carried out in line with agreed policies and procedures. This specifically includes practice relating to safeguarding, medicines management and infection control.
* Ensure all practice is safe and effective and remains within the boundaries of competence of individuals and to acknowledge limitations

**Professional**

* Ability to co-ordinate the multidisciplinary and take part in for example, ongoing peer reviews, assist the clinical team with the support of relevant pathways and SOPs.
* Support the achievement of performance measures such as internal targets and contractual KPI’s.
* Adapt to changing environment within Urgent Care as services develop, when required attend meetings and networking events to deliver presentations about the service.

**Clinical Governance**

* Play a full part and actively participate in the clinical governance programme for the service including audit and incident reporting and attending clinical governance meetings.
* To ensure other staff adhere to all policies and procedures relevant to Urgent Care, participating in the development of such policies as required.
* To participate in the development of the clinical supervision process, ensuring that supervision is available for staff and aligned to the clinical governance agenda.
* Initiate change within the department as a result of audit and research.
* To be responsible for supporting the management of the Urgent Care in the absence of senior management team, including staff and resources, working within health and safety guidelines, demonstrating an awareness of the clinical governance agenda and risk management.

**Learning and Development**

* Assess own learning needs through the process of performance review and develops key annual objectives which support the delivery and improvement of the service i.e. in line with biannual appraisals and regular 1 to 1 session.
* To develop and enhance clinical and leadership skills as appropriate, undertaking in-house and formal training to ensure competency in all aspects of care.
* Maintain clinical credibility by demonstrating continual professional development and undertake training and education as required, ensuring highest standard of evidence based clinical skills and care.
* Undertake teaching sessions and presentations to groups of staff; be involved with the training and education of other staff with regards to the role of Urgent Care
* To adapt and develop the role of Paramedic Practitioner within Urgent Care, ensuring flexibility and willingness to expand the role as required. Whilst working within your scope of practice

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don’t translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there’s only three, but because they are unique to who we are. We care, we think, and we do.

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| **Care** | **Think** | **Do** |
| * Inspire * Understand * Communicate | * Challenge * Improve * Learn | * Accountability * Involve * Resilience |

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company’s employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the [Records Management:  NHS Code of Practice](https://protect.checkpoint.com/v2/r06/___https://www.nhsx.nhs.uk/media/documents/NHSX_Records_Management_CoP_V7.pdf___.ZXV3MjpoY3JnY2FyZWdyb3VwOmM6bzpmZmRkM2Q2MTU0YzNmNWFhMDc5M2UzNmYxNGIwZDBkNDo3OjI2MzY6ODFkYzdlZGFiYjMyN2QwNTM2MjczYzRhNjYyMDFhZjllYTVlNzg1YmY5ZDM2MTk0ZTYwNmEyNGFmMjlkNTU0NDpwOlQ6Rg) , [NHS Constitution](https://protect.checkpoint.com/v2/r06/___http://www.nhs.uk/choiceintheNHS/Rightsandpledges/NHSConstitution/Pages/Overview.aspx___.ZXV3MjpoY3JnY2FyZWdyb3VwOmM6bzpmZmRkM2Q2MTU0YzNmNWFhMDc5M2UzNmYxNGIwZDBkNDo3OmY0ZTg6YjBjYWVhM2ZlNDU0MDg5MWNmNjgwOGIyZmVkN2QwZjM4NmFmMzg3MDM0OGVkMTdlN2NiMDkxMTVkNzQ4OGYyMzpwOlQ6Rg) and [HSCIC Code of Practice on Confidential Information](https://protect.checkpoint.com/v2/r06/___https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care/code-of-practice-on-confidential-information___.ZXV3MjpoY3JnY2FyZWdyb3VwOmM6bzpmZmRkM2Q2MTU0YzNmNWFhMDc5M2UzNmYxNGIwZDBkNDo3OjUyZjc6Y2RjMmIyMWFhNGM2MzllZTc5ZTcyOTkxZDU3MGViMjZmODU1OWQ3ZjQwMWNlZjQ0ZTQwNWM4MWM4YTA2NzllMDpwOlQ6Rg) and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

* Completion of annual information governance training
* Reading applicable policies and procedures
* Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
* Ensuring the security and confidentiality of all records and personal information assets
* Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
* Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
* Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
* Adherence to the clear desk/screen policy
* Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder’s responsibility to ensure they are both familiar with and adhere to these requirements.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company’s medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company’s medicines policy where appropriate training has been given and competencies have been achieved.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

Essential

* Level 7 in Clinical examination
* DipHE Paramedic Practice
* Professional NMC/Paramedic Registration
* Extended/independent prescribing qualification V300
* Evidence of continuous personal development
* Minimum of 3 years’ experience in primary care or urgent care
* Experience in working as an autonomous practitioner.
* Excellent communication skills
* Displays self-confidence and self-awareness, especially in dealing with staff and patients.
* Contrasting abilities to work both in teams and independently.
* Ability to articulate the rationale for decisions
* Demonstrates capability to assume shift co-ordinator responsibilities as required to support daily activities within the Urgent Care
* Flexible (role entails multi-site working) - Travel may be required to attend meetings and training courses and the flexibility to work across both sites.
* Have IT/computer skills

Desirable

* DipHE Paramedic Practice
* MSc in Advance Clinical practice
* Accredited A&E or minor illness qualification
* Advanced Paramedic Practitioner qualification

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| Employee signature |
| Manager signature |