

Appendix A



1. ORGANISATION	Fairfield Surgery in Port Talbot
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2. TITLE	Advanced Paramedic Practitioner
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3. LEVEL/GRADE	(Dependant on Experience)
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4. HOURS PER WEEK	21-37 Hours per week (Monday to Friday)
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5. BASE	Fairfield Surgery -Port Talbot Resource Centre
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6. RESPONSIBLE TO:	Partners/Practice Manager
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7. REPORTS TO:	Partners/Practice Manager
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8. MAIN ROLE AND PURPOSE OF POST:

The Primary role of the Advanced Paramedic Practitioner may vary but it has a basic remit of the delivery of care to manage patients presenting to the practice by the right healthcare professional. They will act within their professional boundaries to manage the presenting patient - from initial history taking, clinical assessment, diagnosis, treatment and evaluation for care. They will demonstrate critical thinking in the clinical decision making process and work collaboratively with the general practice team to meet the needs of patients, supporting the delivery of policy and procedures. He/She will carry continuing responsibility for the assessment of care needs, the development, implementation and evaluation of programmes of care also setting standards of care within the practice.

N.B The purpose should remain constant but the duties and responsibilities may vary over time within the overall role and level of the post

9. MAIN DUTIES AND RESPONSIBILITIES

SPECIFIC:

9.1 Take a lead role in assessing, diagnosing, planning, implementation and evaluating care of patients within the practice population.

9.2 Clinically examine and assess patient's needs from a physiological and psychological perspective and plan clinical care accordingly.

9.3 Proactively identify, diagnose and manage treatment plans for patients at risk of developing a long term condition.

9.4 Diagnose and manage both acute and chronic conditions integrating both drug and non drug based treatment methods into a management plan.

9.5 Prescribe and review medication for therapeutic effectiveness, appropriate to patients needs and in accordance with evidence based practice and national and practice protocols, and within scope of the practice.

9.6 Work with patients in order to support compliance with and adherence to prescribing treatment. Provide information and advice on prescribed or over the counter medication on medication regimes, side effects and interactions. Support patients to adopt health promotion strategies that promote healthy lifestyles and apply principles of self care.

9.7 Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiations of effective emergency care.

9.8 Referring patients to alternative health and social services. Ordering of x-rays and requesting further investigations

9.9 Undertake home visits for patients who cannot attend the practice, as deemed appropriate by the GP's.

9.10 Participate in research and assists with any audits, clinical trials within the practice.

10. GENERAL:

10.0 Ensure compliance with mandatory training needs.

10.1 Post holder will be expected to familiarise themselves with the Health & Safety at Work Act, ensuring the welfare and safety of staff and patients within the practice environment.

10.2 To record contemporaneous and accurate records of delivered care on the Health Information System including appropriate Read codes.

10.3 Monitor and develop Chronic Disease Clinics within the practice.

10.4 Participate in ongoing training and development through Appraisal and the maintenance of a Personal Development Plan. Assess effectiveness of care delivery through self and peer review, benchmarking and formal evaluation.

10.5 Prioritise, organise and manage own workload in a manner that maintains and promotes quality.

<p>10.6 In conjunction with other members of the Primary Health Care Team, assist in the development of guidelines and protocols for managing practice population.</p>

HEALTH AND SAFETY

It is the duty of each employee to exercise reasonable care to safeguard their own health and well being and that of others who may be affected by their acts or omissions.

EQUALITY AND DIVERSITY

The Practice will take all practicable steps to ensure that staff are recruited, managed, developed, promoted and rewarded on merit and that equal opportunities are given to all staff. Each employee is responsible for *his* or *her* own professional and personal behaviour and there is a requirement of all staff to conduct themselves in a manner, which does not cause offence to another person.

CONFIDENTIALITY

In the course of his/her employment the post holder will have constant access to confidential information. It is critically important that patient information remains within the confines of the Practice premises. All staff are expected to ensure that the security of practice, patient, or personnel information is protected.