**Job Description:**

Job Title: **EMERGENCY CARE PRACTITIONER**

Reports to: **Practice Manager**

**Job Summary:**

The primary focus of the role is to work as an autonomous practitioner providing high quality and timely patient centred care.

**Clinical Care:**

* Act as an emergency care practitioner, demonstrating advanced clinical competence and a knowledge base beyond those associated with conventional nursing roles.
* Undertake consultations (to include home visits) with patients as an autonomous practitioner and using own clinical judgement to diagnose, treat, refer and/or discharge patients.
* Make direct referrals to primary, secondary and social services within locally agreed pathways, guidance and protocols.
* Provide clinical advice and share knowledge with both clinical and non-clinical staff where required both on a day to day basis and at regular practice meetings.
* Ensure that patients receive high quality clinical care, delivered in a timely manner.
* Ensure complete and accurate documentation of each and every patient contact.
* Work as an autonomous practitioner and as part of multi-disciplinary and multi–agency teams in order to ensure patients’ needs are met.
* To assist the duty doctor, as required, in the triaging of patients presenting as walk-ins or on the telephone to the appropriate service.

**Professional:**

* + Adhere to the HCPC Code of Professional Conduct and at all times work within the scope of professional practice.
  + Ensure that professional practice adheres to organisational and HCPC policies, procedures and guidelines.
  + Maintain a professional manner at all times and work cohesively with GP’s and nursing team to share and develop knowledge.
  + Maintain confidentiality with regard to information pertaining to patients and staff.
  + Ensure that the service interfaces with all other departments in a professional and productive manner, providing an effective service to partner organisations and other service providers
  + Where required provide supervision and mentoring to other staff in order to help them develop their knowledge, skills and abilities.

**Communication:**

* + Communicate effectively with patients and families regarding complex information about their care.
  + Provide advice and information to patients, carers and their families where appropriate.
  + Communicate effectively and work collaboratively with medical, nursing, allied health professionals and operational staff to ensure delivery of a co-ordinated service.
  + Ensure accurate record keeping in line with local policies and HCPC guidelines.
  + Promote and demonstrate effective communication networks within the organisation, with partner organisations and other service providers.

**Clinical Governance and Service Improvement:**

* Contribute to the development and implementation of clinical audits identifying areas of best practice and areas for improvement.
* Provide support and supervision to assist others to develop knowledge, skills, and abilities.
* Participate in quality improvement within the service.
* Contribute to the on-going development of the service to address identified needs.
* Adhere to local and national policies, procedures and guidelines.

**Educational/Personal Development:**

* Contribute to the development and maintenance of an excellent learning environment.
* Contribute to the development and implementation a range of learning activities for the nursing team.
* Contribute to the development of other members of the nursing team.
* Adhere to professional registration requirements.
* Participate in defining own developmental plan to maintain and develop own clinical skills and ensure own professional development.
* Undertake and complete all statutory and mandatory training.
* Participate in an appraisal and regular performance reviews.
* Ensure that all mandatory training is completed in line with organisational policy.

**Other**

* Demonstrate commitment to flexible working patterns, to meet the needs of the service and staff.
* Be aware of, and comply with all infection prevention and control policies.
* It is the responsibility of all staff to adhere to infection control policies in order to promote cleanliness and reduce infections. Hand hygiene must be undertaken correctly to prevent the spread of infection. Staff must contribute to the cleanliness of the work environment and keep it “clutter free” and tidy and must also attend all mandatory training and updates to ensure receipt of training appropriate to role.
* Tackle discrimination and harassment, and promote equality and diversity in the workplace.
* This post is deemed to require a Disclosure check – Enhanced Level with the Disclosure & Barring Service (DBS). This is due to the fact the post has access to children or vulnerable adults. Further information on the disclosure Service is available from [www.disclosure.gov.uk](http://www.disclosure.gov.uk)
* Demonstrate professional and ethical behaviours at all times when liaising with internal and external colleagues.
* Under the Data Protection Act 1998, the post holder must maintain the confidentiality of information about patients and staff. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognized course of duty. Unauthorised disclosure of confidential information will result in disciplinary action and may lead to your dismissal.
* Actively promote equality and diversity and encourage colleagues to do the same.
* Direct staff as necessary to ensure compliance with Cressex Health Centre policies to ensure no discrimination occurs irrespective of sex, age, marital status, disability, sexuality, race, colour, religion, ethnic or national origin.
* Support a zero tolerance approach to bullying and harassment in all forms, and to lead by example in this area.
* Comply with Cressex Health Centre health and safety policies, procedures and guidelines and ensure that appropriate arrangements are in place.

**Please Note**

* This job description is intended as guide to the duties and responsibilities of the post and should not be regarded as a complete list of those required to be fulfilled under the ‘written statement of the main terms and condition of employment’.
* This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role and in initial and ongoing discussions with their line manager.

**Person Specification**

**EMERGENCY CARE PRACTITIONER- URGENT CARE**

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| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Measure** |
| **Qualifications** | Registered Paramedic. |  | Application Form/Certificates |
|  | Degree in health care or equivalent | Application Form/Certificates |
|  | Teaching and assessing qualification | Application Form/Certificates |
| Clinical skills qualification or evidence of equivalent experience. |  | Application Form/Certificates |
| **Experience** | 5 years post registration experience of which 2 years will have been spent in primary care, A&E unscheduled care or related field. |  | Application Form/Interview and References |
|  | 2 years’ experience of working as an emergency care Practitioner in one of the following:   * General practice * WIC/MIU * GP OOHs * A&E | Application Form/Interview and References |
| Experience of working to protocols, guidelines and Patient Group Directives. |  | Application Form/interview |
|  | **Essential** | **Desirable** | **Measure** |
| **Knowledge, Skills and Abilities** | Ability to work autonomously. |  | Application Form/Interview and references. |
| Knowledge of unscheduled care practise. |  | Application Form/interview |
| Excellent clinical skills. |  | Application Form/interview |
| Ability to organise and prioritise workload. |  | Application Form/interview |
| IT skills. |  | Application Form/interview |
|  | Knowledge of all aspects of clinical governance | Application Form/interview |
| Excellent communication skills. |  | Application Form/interview |
| Ability to evidence in writing, verbally and through listening skills, personal understanding and use of the English language |  | Application Form/interview |
| Ability to use initiative and to work autonomously. |  | Application Form/interview |
| **Other** | Enthusiasm and commitment to continuous service development. |  | Application Form/interview |
| Willingness to undergo additional training, education and mentoring to develop and maintain clinical skills. |  | Application Form/interview |
| Flexibility to work evenings, nights, weekends and bank holidays. |  | Application Form/interview |
| Ability to undertake training during office hours. |  | Application Form/interview |
| Ability to work under pressure whilst delivering high quality care. |  | Application Form/interview |