##### JOB DESCRIPTION

**JOB TITLE:** Minor Illness Nurse/Paramedic

**RESPONSIBLE TO:** Clinical Lead

**ACCOUNTABLE TO:** Clinical Lead/Service Manager

## **JOB SUMMARY**

To assist in the provision of a quality Nurse/Paramedic led service to patients attending the Urgent Treatment Centre*.* The role requires you to function autonomously and within your sphere of competency whilst being assisted and supervised by our Advanced Practitioners and GP’s. You must be able to assess patients, plan their care, administer treatment and discharge them or refer them as appropriate to other healthcare professionals / external agencies. The Urgent Treatment Centreis a clinical facility which requires in individual to have the ability to work effectively as part of a multi professional team within a fast pace environment, in line with the protocols and policies of the local Service and Practice Plus Group.

The Minor Illness Nurse/Paramedic will form part of a team within the UTC whose primary focus will be to see treat and discharge a specific set of minor illness conditions within the UTC workflow. As part of this role you will also perform clinical Primary Triage for patient’s initial presentation to the unit, to deem their priority category.

Supervised and supported by our excellent team of Advanced Practitioners and GP’s this exciting role is a great first step for anyone aspiring to be a Nurse/Paramedic Practitioner.

### Principal Duties and Responsibilities

**Communication**

* Ensure that identified lines of communication are maintained with patients, colleagues and external agencies to demonstrate politeness and courtesy and sensitivity promoting the corporate image of Practice Plus Group.
* Communicate and liaise with all healthcare staff.
* Provide and organise support through the means of clinical supervision in accordance with Practice Plus Group company policy.
* Effectively communicate with all patients, relatives, carers and fellow healthcare professionals, ensuring empathy and compassionate care is provided.

**Clinical governance**

* To participate and assist in the systematic monitoring, review and evaluation of practice through clinical audit.
* To participate and assist in the setting of standards of patient care based on sound research findings.
* Work within Practice Plus Group’s Clinical Governance framework.
* Take a personal responsibility to maintain NMC registration or HCPC and professional development in line with the expectations of the role.
* Promote clinical excellence and best evidence based practice reflecting Practice Plus Group’s nursing philosophy.
* Maintain confidentiality of information regarding patients, families and friends at all times.
* Ensure full and accurate records are maintained and confidentially policy adhered to.
* Participates in the reporting of Clinical and Non-Clinical Risk Assessments and incidents.
* Be conversant and comply with Practice Plus Group’s Health and Safety Policy.
* Assist in the investigation of verbal and written complaints according to Company Policy.

**Clinical Professional Responsibilities**

* Act as a positive role model to staff and patients.
* Assess individual’s health needs.
* Provision of holistic care.
* Administer treatment within local guidelines / protocols.
* To maintain competencies associated with the role ensuring you are working within your own limitations / scope of practice.
* Administer medication within Patient Group Directions to the conditions you are treating.
* Referral / sign posting to appropriate health professionals / services.
* Provide patient information and education.
* Ensure Practice Plus Group clinical protocols are adhered to at all times.
* Work at all times within the HPC Code of professional practice.
* Support the line manager and wider management team.
* To participate and assist in the setting of standards of patient care based on sound research findings.
* Maintain own personal and professional development plan, in line with Practice Plus Group’s company and service objectives.
* Appraise own performance and discuss development needs with mentors, supervisors and line manager.
* Participate in regular clinical supervision.
* Support and supervise junior staff/students.
* Be conversant and comply with the Service’s fire precautions and procedures for evacuation and emergency resuscitation.
* To maintain standards of infection control within the unit and during clinical care and to assist patients to maintain their own infection control needs.

**Education and Training**

* To have a proactive approach to self-development, working within the NMC/HCPC Code of Conduct.
* Be involved in health care initiatives and health promotion within the unit and local community.
* To participate and assist in the systematic monitoring, review and evaluation of nursing practice through clinical audit. Providing feedback results to line managers and staff to improve patient care in the unit.
* To research, develop, introduce and apply up to date research-based findings to nursing practice, thus ensuring best evidence based practice is followed.
* Show commitment to lifelong learning and a learning environment through personal example and dissemination of skills, attitude and knowledge to others.
* Maintain NMC/HCPC registration and professional development in line with the expectations of the role.
* Comply with the Practice Plus Group appraisal system and attend appraisal annually.
* To participate in and deliver training within the unit.
* Ensure updated mandatory training requirements are met and equipment training records are maintained.
* Level 3 safeguarding Children is mandatory requirement and is updated yearly.
* Safeguarding Adults is a Mandatory requirement and updated yearly including Prevent and MCA.

**Quality Issues**

* Promote clinical excellence and best evidence practice reflecting Practice Plus Group’s nursing philosophy.
* Participate in annual review of protocols and evidence based documentation.
* Participate in Primary Care division clinical audit strategy.
* Act responsibly as an employee to maintain a safe and healthy environment for service users, visitors and staff.
* Reporting any incidents as per local guidelines.
* Advocate for patients where feedback has been received.

**Performance Assessment**

* Participate fully in an annual appraisal process and agree a personal development plan that will ensure that the objectives of the individual, the team are achieved.

**General**

* Carry out your duties at all times with due regard to the Company’s equal opportunities policy.

**Health and Safety**

As an employee of Practice Plus Group, the post holder has a duty under the Health and Safety at Work Act 1974, to:-

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the treatment centre, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

**Data Protection**

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorized persons or organizations as instructed.

This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description

Name of Post holder ……………………….…………..

Signature …………………………………...

Date …………………………………...

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| **Person Specification – Minor Illness Clinician** |

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | * Minimum 3 years post qualification experience as a nurse or paramedic. * Experience of working in high pressured busy environment * Self-reflective * Experience of clinical Triage * Registered Paramedic – FDSc or BSc qualified and registered with HPCP * Evidence of Continuous Professional Development (CPD). * Post registration qualification in autonomous practice or equivalent * Recognised minor illness qualification such as Lvl 7 care of minor illness or equivalent, WECC course minor illness element, M&K update minor illness course (3day). other minor illness courses/modules accepted on discussion and approval. * Willing to undertake portfolio of competence * Minor illness portfolio or >1yr experience in minor illness assessment. | * Minor Illness Portfolio or >1 year experience in Minor Illness assessment * Willingness to undertake further lvl 7 training in minor injuries. |
| **Experience** | * Experience of working within a multi-disciplinary team * Experience in assessing patients with a wide variety of conditions and presentations. * Experience in clinical triage | * Experience within Accident and Emergency and Primary Care environments * Evidence of participation in clinical supervision (either in the supervised or supervisor role) * Proven post registration experience including evidence of working in any of these following clinical areas;   Accident & Emergency  Primary Care environments  Minor Injuries / Illness Units  Acute specialities   * Experience of working autonomously |
| **Skills and Knowledge** | * Evidence of autonomous working and the skills in physical assessment required, diagnosis and treatment by use of portfolio * Ability to communicate effectively, verbally and in writing. * Basic IT skills * Ability to demonstrate clinical expertise and knowledge of audit * Demonstrable critical reasoning skills and decision making * Demonstrable evidence of multi-professional / multi-agency working * Ability to prioritise patient care * Perceptive, flexible and effective leadership skills * Complete understanding of the medico-legal aspects of the role * Fully understanding of equal opportunities, diversity and cultural issue which may arise in the role | * Experience of presenting information to a wider audience * Experience in use of a medical software package * Evidence of knowledge in:   - current professional Nursing issues   * health promotion * clinical governance * national initiatives e.g. NICE guidelines * pharmacology * evidence based practice * Standard for Better Health |
| Other Factors | * Friendly and approachable. * Good presentation of self, enthusiastic, flexible, innovative. * Committed to customer care and first class service provision. * Flexible attitude to working arrangements. * Adaptable, friendly, polite, courteous and caring. * Motivated and committed. * Ability to work within a pressurised environment. * Receptive to feedback and the willingness to learn and develop. * Mentally and physically fit to undertake the role. |  |