

Primary Care Paramedic Fellow Job Description

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| Job title: | Paramedic Fellow |
| Reports to: | Keri Robinson, Manager, NHS Norfolk and Waveney ICB |
| Time Commitment: | 2 Fellowship sessions (8 hours 20 mins) per week for 12 months |
| Salary: | Negotiable |

Job Purpose

The Paramedic Fellow post will offer a suitably experienced paramedic the opportunity to contribute to healthcare workforce transformation and through working within a multi-professional workforce, to develop and advance the roles of paramedics in primary care; Norfolk and Waveney.

The post holder will ideally already be working within a primary care setting but not a requirement. Post-holders will be expected to work substantively in a clinical role, with additional time being set aside for the purposes of the fellowship role for the equivalent of 1 day per week over the 12-month fellowship period.

The post-holder will act as a “champion” for paramedics in primary care, testing and refining innovative ways of working. Working with system partners to understand current working relationships to build and defines paramedic services which provide positive outcomes for the community.

Duties and Responsibilities

Professional and Clinical:

- The post-holder will contribute to clinical workforce development and act in an interface role across the integrated care system.
- The post-holder will undertake sessions within this role in addition to substantive employment within Primary Care.
- Deliver resources and education to support the integration and increased recruitment of paramedics in Primary Care.
- Support the Primary Care Networks (PCN) and Integrated Care System (ICS) to engage with system partners around new paramedic roles.
- Supporting and Championing paramedics within Primary Care.
- Liaise with education providers and the Primary Care Workforce Team to develop training pathways that support attraction and retention of paramedics in Norfolk & Waveney.

- Deliver specific aspects of the paramedic role in primary care strategy including promoting and sharing experiences, innovation, and good practice at local meetings.

Management and Leadership:

- Have effective influencing skills and be an excellent communicator.
- Be a system leader within Norfolk & Waveney.
- To support the development of Peer Support Groups, to support continuing professional development for paramedics in general practice.
- Participation in local, regional, and national networking relevant to the fellowship role.
- Plan, organise and participate in stakeholder engagement with PCN clinical directors, associate directors, practice managers and paramedics.
- Support the wider paramedic teams in Norfolk & Waveney delivering training and education; and supporting organisation of new training opportunities.
- Responsible for proposing changes to education and training delivery in line with the agreed primary care strategy.
- Contribute to recruitment and expansion of capacity for all learners.
- Promote and increase supervision capacity for paramedic workforce as required.
- Lead discussions on workforce planning intentions and placement co-ordination through the active management of clinical placement tariffs.
- To attend monthly multi-discipline working group meetings.

The job description and person specification are an outline of the tasks, responsibilities and outcomes required of the role. The job holder will carry out any other duties as may reasonably be required by their line manager.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the Department and the organisation.

Key Working Relationships

- NHS Norfolk and Waveney Primary Care Workforce Lead
- Norfolk and Waveney Health and Care Partnership
- Primary Care Workforce Manager
- General Practice
- Local Universities
- Education Providers
- NHS England and East of England
- Directorates within NHS Norfolk and Waveney ICB
- Multi-disciplinary Fellows across the Region
- East of England Training Hub and Workforce Peers

Specific Attributes and Competencies

- Able to give an independent view on possible internal conflicts of interest.
- Ability to share progress and any challenges experienced during the fellowship programme with Norfolk and Waveney training hub in a timely manner.

- To undertake learning and development in relation to the identified fellowship programme.
- Ability to work autonomously as well as part of a team.
- The emotional intelligence to navigate the changing architecture and landscape as Primary Care Networks transition into place-based working.

Corporate Responsibilities

1. To work with other members of the ICS team and Primary Care Commissioning Committee to ensure that the ICS delivers satisfactory performance, governance and management of risk.
2. To promote constructive working relationships with the Norfolk and Waveney wider health system, including the Commissioning Support Unit and other Integrated Care Systems to ensure that obligations are discharged effectively and that any opportunities for more efficient working with partners are identified.
3. To work effectively in collaboration with clinicians and managers of other health and social care organisations within the health system or elsewhere, where there are common interests or care pathways.
4. To represent the ICS as required at external meetings and functions and to act as an ambassador for the organisation.
5. To ensure that the ICS operates effective and safe systems of work and that all necessary health and safety requirements are met.
6. Activities will also be performed by teams coming together for specific projects and all staff will be supportive of other staff, irrespective of which part of the organisation they come from.
7. To champion Primary Care development.

PERSON SPECIFICATION

| | ESSENTIAL | DESIRABLE |
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| QUALIFICATIONS / REGISTRATION | <ul style="list-style-type: none"> • Registration with Health and Care Professions Council • Postgraduate clinical qualification and/or significant relevant clinical experience to demonstrate similar level of knowledge | <ul style="list-style-type: none"> • Experience within a primary care setting • Independent prescriber and currently prescribing • Master’s degree or equivalent |
| EXPERIENCE | <ul style="list-style-type: none"> • Minimum of 2-3 years post-qualification experience • An understanding of how GPs and general practices work • Excellent interpersonal, influencing and negotiating skills • Excellent written and verbal communication skills • Understanding of strategies for improving prescribing | <ul style="list-style-type: none"> • Previous education or leadership experience. • Experience of service redesign of successful local project or initiative • Teaching and training experience to a range of healthcare professionals and students |
| APTITUDE IN SKILLS/ABILITIES & KNOWLEDGE | <ul style="list-style-type: none"> • Able to work under pressure and to meet deadlines • Produce timely and informative reports • Gain acceptance for recommendations and influence/motivate/ persuade the audience to comply with the recommendations/agreed course of action where there may be significant barriers • Work autonomously and as a team member • Demonstrates accountability for delivering professional expertise and direct service provision • Able to continually update knowledge, skills and challenge own practice – emotionally resilient | <ul style="list-style-type: none"> • Up to date knowledge of national priorities for primary care and NHS • Use of Social media including Twitter & Facebook • Office and Presentation skills including PowerPoint, Excel, Word, Outlook • Experience of chairing meetings |

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| PERSONAL QUALITIES | <ul style="list-style-type: none">• Enthusiasm, adaptable and 'can do' attitude• Ability to listen to needs of others• Self-motivated and a motivator of others• High expectations for quality• Willingness and ability to work across different sites and travel to alternative sites and across the community as required. | |
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