

URGENT TREATMENT CENTRE DOCTOR JOB DESCRIPTION

Job Title:	Sessional GP
Place of work:	RUH Urgent Care Centre
Hours of work:	
Reports to:	New GP Lead being sought
Accountable to:	Chief Executive Officer

ROLE SUMMARY

As a key member of the Bath Urgent Care Centre (UTC), the sessional GP will be responsible for providing face to face care for patients that access the service, when the UTC is open. Patients who present to the UTC will be walk-in patients or patients booked in by NHS 111. The GP will ensure that all patients are dealt with appropriately and efficiently, whilst maintaining a high-quality service and keeping the high standards that BEMS expect.

On a day to day basis, you will follow RUH operational policies and procedures.

Generally the role requires similar skills to those of an 'in-hours' GP.

You will assist in the development of an integrated approach to the delivery of patient care across the UTC and you will work in partnership with all relevant stakeholders.

COMMUNICATIONS AND KEY WORKING RELATIONSHIPS

In order to provide an effective service, you will be working directly with the employees of the RUH including nursing and administration teams. Other key communication and relationships include: patients and carers, acute trusts, General Practitioners, advanced nurse practitioners, neighbourhood teams, community hospitals, social care staff, local hospices, palliative care teams

KEY RESPONSIBILITIES

Working within the Bath Urgent Treatment Centre the post holder will be responsible for the following:

MANAGEMENT & LEADERSHIP

- To take clinical responsibility for themselves and to provide assistance and supervision to other health professionals, particularly Nurse Practitioners, as required.
- To assist in the maintenance of clinical standards and to share in the efficient running of the service.
- To share the responsibility for the security and care of equipment.
- To be aware of local, regional and national policies which affect the delivery of health and social care.

CLINICAL RESPONSIBILITIES:

- To act as an autonomous clinician providing clinical assessment, diagnosis and treatment (where appropriate), for patients that attend the UTC, either walk in patients or those referred from other stakeholders such as the NHS 111.
- Accurately triage & prioritise patients to elicit the history of an event / illness including past medical and drug history.
- Evaluate clinical information from history and examination and initiate appropriate treatment, referral or discharge.
- Refer patients to appropriate care settings, where necessary
- Discharge or treat, within scope of practice, as appropriate.

	<ul style="list-style-type: none"> • Prescribe, supply and / or administer medication and treatments according to agreed protocols, within scope of competence. • To maintain accurate, contemporaneous computerised clinical records of every contact, including history, examination, diagnosis, plan of care, advice given, treatment and recommended follow up. This includes documenting any adverse event, safeguarding child or vulnerable adult issue or other notifiable matter. • To be aware of and work within the performance framework for the UTC service (key performance indicators set by the CCG for this service) Clinical Quality Commission and the National Quality Requirements for OOH. • To refer to other health and social care professionals and providers, as appropriate. • To be flexible and responsive both to the clinical needs of patients and operational needs of the service. • To empower service users to access the service through the most appropriate means and to encourage self-care where clinically appropriate. • To provide clinical support to the UTC. • Help in the development and evaluation of RUH clinical guidelines, relevant to the UTC and competency tools to support the clinical team in the delivery of best practice.
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ORGANISATIONAL RESPONSIBILITIES	
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	<ul style="list-style-type: none"> • Complies with all RUH organisational and clinical policies and procedures. • Maintains GMC registration and licence to practise. • Ensures continuous Professional Indemnity cover. • Inclusion on a local Performer's List. • Is up to date on statutory and mandatory training as defined by BEMS. • Contributes to the evaluation/audit and clinical standard setting with other professional colleagues, as required. • Uses the electronic record appropriately, with reference to the information provided by the patient's own GP. • Records clear and contemporaneous I.T. based consultation notes to agreed standards. • Prescribes in accordance with organisational, national and local guidelines. • Follows RUH+ Medicine Management Policy, regarding drugs and prescription security. • Undertakes all the normal duties and responsibilities associated with a GP working within primary care. • Provides detailed feedback to BEMS UTC GP Lead as to how the service is progressing and makes suggestions for improvement.
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QUALITY ASSURANCE	
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	<ul style="list-style-type: none"> • Contribute to and implement initiatives relating to quality assurance and performance management. • Maintain standards against National Quality Requirements, Clinical Quality Commission, and CCG Key Performance Indicators in the UTC contract. • Ensure continuous review and development of professional competence frameworks ensuring attainment is documented. • Report on clinical incidents, compliments and complaints to the UTC lead nurse for listing on the appropriate register. Any GP related issues will be renewed by BEMS UTC GP Lead.
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COMMUNICATION	
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	<ul style="list-style-type: none"> • To be aware of responsibilities under the Data Protection Act/ GDPR. • To ensure effective communication with colleagues, both within BEMS, the UTC and the local health and social care community. • To remain up-to-date with RUH organisational policies, procedures, news etc. • To support and actively promote the integration of the UTC with other services. • Attends team meetings and training events / workshops, as appropriate
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PERSONAL AND PEOPLE DEVELOPMENT	
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	<ul style="list-style-type: none"> • Remain up to date in the annual GP Appraisal Process, agreeing and setting professional and performance objectives and advise BEMS of your appraisal and revalidation dates • Identify own professional development needs to maintain professional registration with the GMC.
EDUCATION/TRAINING	
	<ul style="list-style-type: none"> • Attend training and professional development programmes as appropriate in accordance with requirements of role. • For clinical governance and training purposes, a random selection of notes written by every clinician will be regularly audited by the UTC and RUH Clinical Leads against a set of criteria. These criteria include clarity and accuracy of documentation as well as standards of good clinical practice, in line with RCGP Audit recommendations. They will be used to ensure patient flow through the UTC is as expected and contribute to the development of the service. Audit data will be shared with our clinicians during their UTC appraisal and be available for them to use in their annual GP appraisal. • To contribute to the development and evaluation of both current and future Urgent Care Centre.
GENERAL STATEMENTS	
<p>This job description is not an exhaustive statement of the responsibilities of the post.</p> <p>The post holder will be required to undertake such other duties which may, from time to time, be required as a result of the nature of the organisation and subsequent review of impact on service delivery. The range of duties may be changed following consultation with the post holder.</p>	
EQUALITY AND DIVERSITY	
	<p>Actively promote equality and diversity and encourage colleagues to do the same.</p> <ul style="list-style-type: none"> • Ensure compliance with RUH 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.
HEALTH AND SAFETY	
	<p>All employees are responsible for complying with safe working procedures in accordance with BEMS Health and Safety Policy and the Health and Safety at Work etc Act 1974.</p> <p>All employees have a duty to:</p> <ul style="list-style-type: none"> • Take reasonable care of themselves and for others at work. • Co-operate with the organisation, as far as is necessary, to enable them to carry out their legal duty. • Not to intentionally or recklessly interfere with anything provided (including personal protective equipment) for health and safety or welfare at work.
INFECTION CONTROL	
<p>BEMS is committed to reducing the risk of healthcare associated infections. All staff involved directly or indirectly in the provision of health or social care has a duty to cooperate with all RUH Infection Prevention and Control associated policies and procedures to reduce the risk of healthcare associated infections for customers, patient's staff and the public.</p> <p>You will be expected to cooperate with colleagues, contractors and other healthcare providers also involved in customer/patient care directly or indirectly so far as is necessary to enable RUH/BEMS to meet its obligations under the Health and Social Care Act 2008</p>	
SAFEGUARDING CHILDREN AND VULNERABLE ADULTS	
<p>In accordance with Section 11 of the Children Act (2004), Care Act (2014), Department of Education guidance, Working together to Safeguard Children (2015), and the recent legislative changes introduced through the children and social work act (2017).</p>	

BEMS and the RUH is committed to safeguarding and promoting the welfare of Children, Young People and Adults. All staff working with these groups are expected to share a commitment to this and be appropriately trained. For all GPs this is Level 3 in both Adult and Child Safeguarding.

Please note the change to Level 3 in adult safeguarding is recent and is deemed to be equivalent to the old Level2 at present.

You will be expected to promptly report any concerns relating to the safeguarding of children, young people and / or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or adults gives cause for concern, RUH internal processes for protecting the public will be followed, alongside implementation of the Disciplinary Procedure where appropriate.

CONFIDENTIALITY

- Confidentiality must be maintained at all time, in accordance with RUH policies and the Data Protection Act 1998. Breaches of confidentiality are subject to disciplinary action.
- 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 recognised course of duty. Unauthorised disclosure of confidential information will result in disciplinary action and may lead to your dismissal.

DISCLOSURE AND BARRING SERVICE

The post is subject to an Enhanced Disclosure through the Disclosure and Barring Service (DBS). Further details about DBS disclosure can be found at www.homeoffice.gov.uk/dbs

PERSON SPECIFICATION		
Criteria	Essential	Desirable
Education, Qualifications & Training	<p>A fully qualified GP with current and full registration with the GMC Registered on a Local NHS England performers List.</p> <p>Possess a valid UK work permit (if appropriate)</p>	<p>Works in B&NES area.</p> <p>MRCGP Experience of training</p>
Experience, Knowledge & Skills	<p>Demonstrates a high level of professional practice and experience in both acute and chronic disease management</p> <p>Ability to evidence in writing, verbally and through listening skills, personal understanding and use of the English language.</p> <p>Is up to date on current clinical practice and mandatory training (such as BLS , safeguarding and IG etc, with evidence of this through annual appraisal and revalidation</p>	<p>Knowledge of ADAstra and experience in using innovative IT solutions</p>
Personal Qualities	<p>An effective team leader and team player.</p> <p>Demonstrates personal and professional integrity.</p> <p>Professional approach.</p> <p>Proactive, flexible and positive attitude.</p> <p>Punctual and reliable.</p> <p>Customer Service/Patient oriented.</p>	
Tools	<p>Provide own basic diagnostic equipment (stethoscope). Other equipment eg thermometer, sphygmomanometer, sats probe etc will be provided.</p>	