

JOB DESCRIPTION

Primary Care Specialist GP SUBSTANCE MISUSE SERVICES

Telford & Wrekin P.C.T.

Employer	Telford & Wrekin PCT Salary Scale £73,500
Hours	7 sessions per week, 44 weeks per year, 6 weeks annual leave and 2 weeks audit
Base	Telford & Wrekin Substance Misuse Services
Accountable To	Business Manager Substance Misuse
Clinical Accountability	PCT Primary Care Clinical Lead
Clinical Supervision	External Substance Misuse Specialist (peer supervision)

1. **ROLE SUMMARY**

- 1.1. To provide direct clinical input at a specialist level to people with more complex drug and alcohol dependence problems in Telford & Wrekin.
- 1.2. To provide clinical leadership and support to G.P.'s involved in the provision of treatment services to substance users in Telford & Wrekin.
- 1.3. To take a leading role in developing G.P. involvement, knowledge and expertise in this area of treatment, including shared care.
- 1.4. The post holder will also provide direct clinical input at specialist level to people with more complex drug and alcohol dependence

problems in Telford & Wrekin.

- 1.5. To work as part of the service provider strategic management team and contribute to the strategic development of services at specialist and primary tiers.

2. Clinical Work

- 2.1. To assess and supervise the treatment of service users with more complex substance use problems e.g. criminal justice, young people, pregnant women, “dual diagnosis” clients within the specialist service ensuring accurate notes are recorded and appropriate communication is made with the referrer, pharmacist and other professionals involved.
- 2.2. To support the work of other clinicians involved in the provision of treatments within specialist services for clients with substance use problems in Telford & Wrekin.
- 2.3. To support and enhance the clinical expertise of G.P.'s who are involved in the delivery of treatments to substance users within primary care in Telford & Wrekin
- 2.4. To participate in the dissemination of clear treatment regimes involved in the treatment of substance users at specialist and primary levels of care.
- 2.5. To participate in the review of protocols governing the movement of patients between primary and specialist care.
- 2.6. To take a lead in partnership with the Prescribing Support Nurse and Treatment Services Manager in reviewing and implementing evidence based interventions within the Specialist Prescribing Service
- 2.7. To participate in the review and development of policies and procedures on the provision of hepatitis B, hepatitis C and HIV screening and testing and a Hepatitis B immunisation programme at specialist and primary levels of care.
- 2.8. To ensure access to general medical services by encouraging patients to register with a GP, liaising with GPs and secondary care providers regarding general health needs, and occasionally addressing urgent general health needs in unregistered patients

3. Operational Service Responsibilities

- 3.1.** To work in partnership with the Crime & Disorder Partnership, PCT, Borough of Telford & Wrekin.
- 3.2.** To support the review and consolidation of Shared Care in Telford & Wrekin
- 3.3.** To work with the Business Manager Substance Misuse, on establishing minimum standards of treatment and care for people who misuse substances. These should be in line with quality standards, clinical guidelines and aims of the national drug strategy.
- 3.4.** To liaise with Shropdoc and Accident and Emergency services and other relevant departments in the acute trust, to ensure congruity of clinical approach with Telford & Wrekin Substance Misuse Services for substance misuse patients with acute medical problems.
- 3.5.** To take a lead in the development of the medical workforce, and recruitment of new practitioners into the service, including development of induction packages.
- 3.6.** To participate with the Shared Care Co-ordinator on reviewing clinical governance framework for the service, including critical incident and drug related death review and reporting.
- 3.7.** To liaise with local pharmacists and pharmaceutical advisors to ensure that appropriate changes are implemented in the service in relation to changes in national regulation and policy in the service at primary and specialist levels and to maintain an oversight of substance misuse prescribing in primary care in Telford & Wrekin.
- 3.8.** To work with the PCT clinical governance team and medicine management team to ensure Implementation of best practice.

4. Strategic Responsibilities

- 4.1.** To take a lead on behalf of Medical clinicians working within Primary Care and Substance Misuse services.
- 4.2.** To work proactively with substance misuse commissioners, implementing and developing the local and national strategies on substance misuse.

5. Supervision and Training Responsibilities

- 5.1.** To provide ongoing support to G.P.'s providing treatment within shared care arrangements in order to support appropriate standards of care to substance users and to develop knowledge and expertise.
- 5.2.** To contribute to the planning and delivery of training to G.P.'s involved in the treatment of substance users and to groups of G.P.'s who have indicated an interest in this area of work.
- 5.3.** To contribute to developing the clinical skills of all staff working with substance users at primary and Community substance Misuse services.

6. Research and Audit

- 6.1.** To develop a programme of clinical audit within the Substance Misuse Services in liaison with the Crime & Disorder RP, Business Manager Substance Misuse and shared care clinicians.
- 6.2.** To support the collection and analysis of appropriate and reliable outcome measures in relation to clinical interventions at primary and specialist substance misuse services.
- 6.3.** To undertake or support research within the service in consultation with the Business Manager Substance Misuse and other relevant colleagues.

7. Continuing Professional Development

- 7.1.** A joint plan will be agreed with the post holder's clinical lead that will include a personal development plan identifying training and development needs based on an agreed system of annual appraisal.
- 7.2.** The post-holder will undertake a programme of continuing professional development and be supported, as appropriate, in terms of time and funding by the Trust. This may include appropriate study for higher qualifications and attendance at conferences and seminars.

8. Accountability & Supervision

- 8.1. The post holder will be professionally accountable to the PCT Primary Care Clinical Governance Lead or to a nominated professional by the PCT Chief Executive.
- 8.2. The post holder will be accountable to the Business Manager Substance Misuse.
- 8.3. Arrangements will be established regarding clinical supervision that will provide a defined structure for performance appraisal and will facilitate consultation on clinical issues.
- 8.4. The post holder will be required to support the development and contribute to the maintenance of data collection and outcome monitoring systems that will inform the performance management function that will be carried out by the CDRP/PCT.
- 8.5. The post holder will be expected to chair the Shared Care Monitoring Group.

9. Health & Safety

- 9.1. All employees have a duty to take reasonable care to avoid, injury to themselves or to others and to co-operate with the Trust in meeting statutory requirements. The post holder will be expected to be immunized against hepatitis B infection.

10. Confidentiality

- 10.1. All information relating to patients and staff gained through your employment with Telford & Wrekin PCT is confidential.
- 10.2. Disclosures to any unauthorised person may be regarded as gross misconduct and may lead to disciplinary action including dismissal.
- 10.3. The job description will be subject to periodic review and amendment in accordance with the needs of the Trust.

11. Policies

- 11.1. All employees must comply with Trust Policies and procedures.