

HULL TEACHING PCT

JOB DESCRIPTION

JOB TITLE	Clinical Director/Consultant in Primary Care
GRADE	Consultant Contract – 37.5 Hours/week
REPORTS TO	Medical Director
RESPONSIBLE TO	Director of Provider Services and Nursing
LOCATION	Hull PCT Offices

JOB PURPOSE:

- To take the clinical lead across a range of primary care services, including The Quays, a PCT Medical Service specialising in social inclusion, Healthcare within Hull Prison and the Hull PCT Addictions Services and to ensure effective clinical governance of these services.
- To contribute strategic leadership to the improvement and development of these services
- To take the lead as a substance misuse specialist for the PCT Addictions Services in line with the roles and responsibilities report from the Royal College of Psychiatrists
- To provide assessment and planned care for patients including those with high complexity
- To ensure the provision of clinical support, supervision and appraisal for GP's and Practitioners with Specialist Interest, salaried doctors, shared care GPs and other clinicians working within the services within areas of responsibility

DUTIES & RESPONSIBILITIES

Communication

- To provide support to enable effective liaison and consultation with ex and current patients of the services listed above to enable monitoring and improvement of the patient experience
- To demonstrate a high level of inter-personal skills when engaging and managing individuals, both patients and fellow team members, in complex/sensitive situations to reach a satisfactory outcome for all
- To generate written reports on client care for communication to GPs and other involved agencies
- To establish and maintain relationships with PCT senior managers and directors and senior staff from partner organisations to ensure the development of evidence based clinical pathways including timely and efficient transition between services. A high level of negotiating and influencing skills will be required.

Knowledge, Training and Experience

- Knowledge of Models of Care for Substance Misuse and Alcohol
- Knowledge of related legal frameworks e.g. Mental Health Act, Children Act
- Awareness of relationship between offending & substance use & needs of special groups
- Up to date knowledge of relevant national and local policies/drivers to enable the postholder to review service need, contribute to service/workforce redesign and implementation, ensuring a needs-led service, based on best practice, is provided.
- Knowledge of management of violent and aggression in clinical service settings
- Knowledge of legislation governing sharing of patient information and of local services to support implementation of this legislation
- The postholder will be expected to keep abreast of the changing policy and evidence base in these areas.

Responsibility for Patient/Client Care

- Medical assessment of complex new and established patients, relating both to general health issues and to the complications of drug misuse.
- Analysis and interpretation of guidelines is required, specifically where a number of treatment options are available or conversely where there are no obvious solutions.
- Mental health assessment and risk assessment of new and established patients, using the CORE or equivalent assessment tool.
- Contribute to the development of a individual care plan following each assessment to address a patient's health, prescribing, social, psychotherapeutic and harm reduction needs. This specialist package of care will be implemented by the key worker allocated to the patient
- Assume a 'key doctor' role, including for allocated complex patients, with responsibility for the delivery of medical aspects of the care plan , relevant support and psychotherapeutic interventions, and for communication regarding the patient within the team and with relevant agencies
- To maintain a proper and accurate record of all patient contacts, and contacts with concerned others and involved agencies in line with GMC guidance. Electronic records are in use in all PCT services.
- To provide accurate and timely information to inform Trust/national databases as required
- To represent GPs locally on relevant for a e.g.supporting the review process in drug related deaths

Responsibility for Policy and Service Development/Implementation

- Undertake the clinical lead for the service areas, contributing a high level of specialist experience and underpinning theoretical knowledge
- To Supervise the development and implementation, in conjunction with the Management Team/s, of a comprehensive clinical governance framework for the service/s improving service quality and minimising clinical risk, through the development and monitoring of clinical standards
- To provide professional advice in the serious untoward incident process
- To lead and supervise the development of plans to support patients at immediate risk
- To contribute a professional/clinical view in the review and development of service specifications, business plans and service level agreements with service users, commissioners and other service providers to ensure responsive, flexible, cost effective quality services
- To work strategically with local DAT's, PCTs, GPs and other local agencies in the development of local services in accordance with Models of Care (the NSF for Substance Misuse)
- To provide a focus for GP ideas to improve the quality of local substance misuse services liaising with individual GPs and locality commissioning groups
- To be responsible for writing policies, protocols and procedures for identified clinical area/s and the dissemination and operation of same

Professional/Personal Development

- Undertake regular clinical supervision in line with relevant guidance e.g. Royal College of General Practitioners - A Toolkit for General Practitioners and Primary Care Organisations - Criteria, Standards and Evidence Required for Practitioners Working with Drug Users (insert reference)
- To undertake annual clinical appraisal and associated professional development planning and review
- Offer regular formal and informal training to PwSIs, salaried doctors, drug practitioners, shared care GPs and pharmacists working within the local treatment system, and for GPs, primary care staff and other agencies not primarily caring for drug users
- Offer support and training to any doctors on training placements within the service (for example GP registrars or psychiatry registrars)
- Provide information and support to practices and practitioners on best practice in relation to care of drug using patients.
- Participate in undergraduate medical education through the Hull York Medical School (HYMS), with which an honorary academic appointment would be sought.

Responsibility for Research and Development

- Act as a local resource for research developments within areas of responsibility
- Initiate, lead and participate in agreed clinical audit
- To identify, co-ordinate and implement specific audit projects related to clinical practice, e.g. audit of training needs, standards of record keeping
- To contribute to research projects both locally and nationally
- Support/lead on research based studies in conjunction with HYMS.
- To support and enable staff to undertake research projects, e.g. literature searches, health needs analysis
- To utilise research and evidence based practice to develop services
- To demonstrate clinical effectiveness through day to day practice, research and audit (Clinical Governance)

Freedom to Act

- To work within professional code(s) of conduct, organisational policy and guidance
- To maintain GMC registration and appropriate professional indemnity cover

STANDARD PARAGRAPHS

1. It is the responsibility of each member of staff to maintain confidentiality at all times
2. Staff must be aware of and adhere to the provisions of the Health and Safety at Work Act and to ensure their own safety and the safety of colleagues and patients. Staff must also be aware of the action to be taken in the event of fire and must attend a fire lecture annually.
3. Manual handling training must also be attended on induction and therefore bi-annually. Staff required to move patients must attend advanced training annually. Other mandatory training requirements that are relevant to the post must be decided during Personal Development Review and a training plan developed.
4. Staff should be aware of their individual responsibilities under the Trust's Equal Opportunities Policy and ensure that they adhere to the provisions of the policy.
5. Staff should ensure that their actions support the aim of the Trust in ensuring that all children up to the age of 18 years are protected from significant harm, abuse and neglect, within the framework of multi-agency Child Protection services established in the Guidelines and Procedures issued by the Area Child Protection Committee.
6. This job description is not meant to be exhaustive. It describes the main duties and responsibilities of the post. It may be subject to change in the light of developing organisational and service needs and wherever possible change will follow consultation with the post holder.

EFFORT AND ENVIRONMENT

Effort criteria – the frequency with which the post holder is expected to deal with the following areas should be indicated e.g. average over a day, a week, a month or a year

Physical Effort

- Limited physical effort required

Mental Effort

- High level of mental effort required to resolve complex and difficult service problems
- Required to balance competing demands

Working Conditions

- Requires to use VDU equipment daily
- Potential for some exposure to patients who may be volatile and/or aggressive in their manner

Emotional Effort

- Frequent direct and indirect contact with levels of emotive presentations from patients