

ISLINGTON PRIMARY CARE TRUST
Low Threshold Opiate Prescribing Service (LTOP)

SALARIED GENERAL PRACTITIONER WITH SPECIAL INTEREST POST

Salary scale: Circa £80,000 depending on experience

Accountable to: Clinically to the GP Medical Director, Islington Primary Care Trust & managerially to Clinical Services Manager Islington PCT

Job Summary: The LTOP and Direct Access Psycho-social substance Misuse Services in Islington are provided by a consortium made up of Crime Reduction Initiative (CRI) Cranstoun Drug Services and Islington PCT.

This post involves providing specialist clinical assessment, prescribing and primary care to people with a drug problem, providing a range of skilled assessment and evidence-based treatment options for the service users.

The post holder will provide clinical leadership to staff working within the service and be open to developing new ways of delivering quality services.

The service is currently provided from two sites in Central and South Islington. Co-located with the service is a Primary Care Service for Homeless and chaotic users with a dedicated GP.

Key relationships

- Members of the Consortium
- Primary Care Service for chaotic users and the homeless
- PCT Nurse Consultant for Substance Misuse
- Local Statutory and Voluntary sector substance misuse services
- Primary Care Services, particularly GPs
- Acute In-patient Health Services i.e. C&I Foundation Trust
- Community Mental Health Teams
- Social Services including Children and Family and Vulnerable Adult Services
- Housing services
- Antenatal and Child Protection Services

MAIN DUTIES

To provide high quality General Medical Services and direct clinical input at a specialist level to people with drug and alcohol dependence problems in Islington accessing care at Centres managed by the Consortium.

To work as part of a multi-disciplinary Community Substance Misuse Service.

The post holder will work in partnership with key agencies, ensuring consultations offer expert advice and supports best practice. The post holder will work as part of the multi-disciplinary team and contribute to the development and delivery of a consistent, high quality service ensuring key performance indicators are delivered. The post holder will support more junior staff performing a similar role.

1. DESCRIPTION AND DUTIES OF POST

1.1 To assess and supervise the treatment of service users with substance misuse problems from a variety of backgrounds for example, people subject to a Drug Rehabilitation Requirement, offenders, young people, pregnant women, people with a dual diagnosis within the prescribing service.

1.2 To ensure accurate notes are recorded and appropriate communication is made with service users, carers, referrer, community pharmacists and other professionals involved.

1.3 To participate in the development and review of policies and procedures which support the delivery of high quality services to include prescribing, health screening, testing for blood borne viruses to include hepatitis and HIV and the immunisation for hepatitis A & B.

1.4 To deliver a range of appropriate general medical services and working with service users to register with a GP when they are ready to do so.

1.5 To liaise with GP's and secondary care providers regarding general health needs.

1.6 To work as part of the consortiums management team contributing to the continued development of the service.

1.7 To support nursing staff working within the service and offer mentorship to those team members working towards or acting as non medical prescribers

1.8 To attend local relevant steering and reference groups.

2. PROFESSIONAL DEVELOPMENT

2.1 A joint plan will be agreed with the Medical director identifying training and development needs based on an agreed system of annual appraisal. In addition, you will be expected to attend PCT protected learning time events.

2.2 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.

3. MANAGERIAL RESPONSIBILITIES

3.1 To provide ongoing advice and support to GP's providing treatment within Islington PCT.

3.2 To contribute to developing the skills of all staff working in the Consortium

4. OTHER RESPONSIBILITIES

4.1 To support the collection and analysis of reliable outcome measures, including TOPs, in relation to clinical interventions within the Community Substance Misuse Service.

4.2 Submit medical reports to relevant bodies within agreed time scales

5. ROLE DEVELOPMENT

5.1 The duties and responsibilities contained in this job description are indicative. As the role develops the requirements of the post may be amended in the light of the changing needs of the organisation. If such changes do occur the post holder will be fully involved and consulted.

6 ACCOUNTABILITY & SUPERVISION

The post holder will be professionally accountable to the Medical Director
Care Specialist GP

The post holder will be accountable to the Service Manager Cranstoun Drug
Service

7 CONFIDENTIALITY

All information concerning patients/clients and staff must be treated as strictly confidential at all times.

8 VALUING DIVERSITY

It is the aim of the PCT to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end the PCT has a Valuing Diversity in the Workplace Policy and it is for each employee to contribute to its success.

9 HEALTH AND SAFETY

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

10 NO SMOKING POLICY

There is a smoke free policy in operation in the PCT. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

Designated smoking areas or smoking rooms are not permitted. Support is provided for staff members who wish to stop smoking.

11 DATA PROTECTION

If you have contact with computerised data systems you are required to obtain, process and/or use information held on a computer or word processor in a fair and lawful way. To hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

DATA PROTECTION ACT 1998

All staff who contribute to patients' health records are expected to be familiar with, and adhere to, the PCT's Standards of Records Keeping Policy. Staff should be aware that patients' records throughout the PCT will be subject to regular audit.

All staff who have access to patients' records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the PCT's Confidentiality of Health Records Policy.

All staff have an obligation to ensure that health records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient / client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act 1998.

12 WASTE DISPOSAL

All staff must ensure that waste produced within the PCT is disposed of in such ways that control risk to health, or safety of staff and the public alike in

accordance with relevant legislation and procedures contained within the policy.

13 IMPROVING WORKING LIVES

IWL is an NHS-wide initiative aimed at ensuring staff have a good work/life balance, access to training, and support from their employer. The PCT is committed to maintaining a high standard of practice within IWL and, as such, staff have access to a wide range of flexible working options, childcare support, and many training and development opportunities.

14 PROFESSIONAL REGISTRATION

i) If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for nurses), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.

ii) You are required to advise the PCT if your professional body in any way limits or changes the terms of your registration.

iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action which may result in the termination of your employment.

iv) If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the PCT, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

15 RISK MANAGEMENT

All PCT employees are accountable, through the terms and conditions of their employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers through out the organisation have a responsibility to ensure that policies and procedures are followed, that staff receive appropriate training, that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Governance Committee and Risk and Assurance Committee.

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Clinical Governance Committee or Risk and Assurance Committee if resolution has not been satisfactorily achieved

16 REVIEW OF THIS JOB DESCRIPTION

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the postholder on an annual basis.

17 INITIALS AND DATE OF PREPARATION

(PM 09/08)

Person Specification
SALARIED GENERAL PRACTITIONER WITH SPECIAL INTEREST POST

1. GENERAL

ESSENTIAL QUALITIES

- a) The highest ethical and professional standards
- b) Excellent communication skills verbal/written

2. QUALIFICATIONS

ESSENTIAL

- a) General practitioner
- b) Registration with the General Medical Council
- c) Evidence of further professional development within speciality

DESIRABLE

- a) MRCGP

3. CLINICAL EXPERIENCE AND ABILITY

ESSENTIAL

- a) Experience of being a fully qualified and practising GP in the UK
- b) Excellent clinical skills, to include substantial experience of providing men's health and well man services
- c) Proven ability to work with and meet the health care needs of people with mental health problems and other vulnerable groups
- d) Ability to demonstrate sensitivity to the needs of patients in service delivery
- e) Ability to demonstrate a sensitivity to the needs of a multi cultural community
- f) Proven ability to provide clinical leadership

4. MANAGEMENT

ESSENTIAL

- a) Involvement in the implementation of organisational change
- b) Proven experience of management in primary care
- c) A clear understanding of Clinical Governance
- d) Experience of clinical audit and delivering service improvement
- e) Awareness of the national policy issues for primary care development
- f) Proven ability to organise and prioritise workload, to delegate responsibilities as appropriate.

DESIRABLE

- a) Knowledge of research in general practice/primary care or general practice primary care education
- b) Familiarity with GP clinical computer systems
- c) Proven ability to motivate, inspire and support a multi-professional team and be able to work effectively and sensitively within it

5. PERSONAL QUALITIES

ESSENTIAL

- a) Evidence of commitment to personal development
- b) Evidence of commitment to equal opportunities
- c) Proven ability to work collaboratively with others
- d) Enthusiasm and commitment to facilitating general practice/primary care education
- e) PGEA claims in the last year

DESIRABLE

- a) Current Professional Development Plan