

THE ROYAL COLLEGE OF GENERAL PRACTITIONERS

CLINICAL LEAD FOR THE CERTIFICATE IN THE MANAGEMENT OF ALCOHOL PROBLEMS IN PRIMARY CARE

1. CONTRACT DETAILS

Contract Holder:

Accountable to: SMU Clinical Director (Dr Linda Harris)

Title: Clinical Lead for the Certificate in the Management of Alcohol Problems

Date:

2. PURPOSE

To develop, maintain and review the clinical input to the Certificate in the Management of Alcohol Problems and ensure that it remains fit for purpose

To work with the RCGP Substance Misuse Unit to ensure the ongoing delivery of the Certificate in the Management of Alcohol Problems

To provide additional advice and support to national and local training providers as necessary

3. DIMENSIONS

Certificate in the Management of Alcohol Problems

900-10000 Practitioners to complete the Face to Face training events annually

The programme requires:

- * Selection and training of Trainers to deliver this program
- * The coordination of National Face to Face Training events annually
- * The coordination of 50-60 locally run events nationally – in liaison with local training providers

4. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- General Practitioner, Nurse, Pharmacist, or equivalent professional qualification
- Member of the RCGP or equivalent professional body
- RCGP Certificate in the Management of Drug Misuse Part One and Part Two
- Masters in research and or teaching eg PhD, MD
- Post graduate qualification in the management of drug misuse. A thorough understanding of the evidence base, theory and practice of drug misuse treatment and prescribing
- Knowledge and experience of the issues around working with alcohol misuse in a primary care setting
- Knowledge of guidance and standards on continuing professional development for health professionals
- Excellent written and communication skills
- To be self sufficient in IT skills with a working knowledge of word processing, and presentation programmes
- Experience of writing and delivering training packages
- Ability to work within a multi-disciplinary team

5. KEY RESULT AREAS

- To support the Substance Misuse Unit (SMU) in the delivery of the Certificate in the Management of Alcohol Problems
- Ensure ongoing review of course materials and updating as necessary
- To set and monitor standards of course delivery to ensure that it remains consistent across multiple sites
- To oversee the review/updating process of the Alcohol Certificates, both face to face events and handbook
- To liaise with relevant training leads nationally
- Working with the RCGP SMU Admin team to plan and coordinate National Face to Face events and ensure that there is a good geographical spread for these
- To work with the Project Coordinator to provide support to trainers with queries about course content and delivery
- Attendance at the SMU Executive Committee Meetings and preparation of reports for this quarterly meeting

6. COMMUNICATIONS AND WORKING RELATIONSHIPS

Internally: SMU Administrative Team
Project Director – SMU
Substance Misuse Unit

Externally: SMU Alcohol Certificate working Party
SMU Executive Committee
RCGP members as required