

JOB DESCRIPTION – LOCUM GP

Base: Neighbourhood Access Hubs.

Responsible to: Clinical Lead/Medical Director

Job summary:

40 GP Practices have now come together to align themselves with PML to form the largest GP Federation in Oxfordshire, covering the North, North East, West and parts of Oxfordshire. A successful bid for Prime Minister Challenge Funds will introduce a number of primary care pilots.

The implementation of “Neighbourhood Access Hubs” forms one of these pilots; enabling patients unable to get an urgent GP appointment at their own practice to be offered an appointment at a nearby dedicated healthcare facility, with a local GP or Advanced Nurse Practitioner who have access to their medical records. The aim is to improve access for same-day needs while relieving GP practices of the pressure of providing mainly reactive care to minor illnesses. This service is helping GP practices meet the increasing demand for urgent appointments and enabling GPs to have more time for planned care.

A Neighbourhood Access Hub is not a ‘Walk-in Centre’ – patients must be booked in by their GP surgery for an appointment. Clinicians working in these hubs will have access to patient’s medical records and will be able to create a consultation and prescribe. The Neighbourhood Access hubs will be located across Oxfordshire supported by the local Federations.

We are looking for GPs who are motivated, independent, and interested in providing high quality clinical services to a varied population. Successful applicants may include some weekend hours in their pattern of work. Enhancements to pay are made for weekend hours worked.

For more information on PML and the services we provide, please visit our website at www.principal-medical.co.uk.

Key Clinical Responsibilities:

The post-holder will practice in accordance with accepted good medical practice and the various clinical policies of the Service, to include:

- In accordance with the practice timetable, as agreed, the post-holder will make him/her-self available to undertake a variety of duties including surgery consultations, telephone consultations and queries, visiting patients at home, prescribing and dealing with queries, paperwork and correspondence in a timely fashion
- Making professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the organisation or external organisations
- Assessing the health needs of patients with undifferentiated and undiagnosed problems
- Screening patients for disease risk factors and early signs of illness
- Contributing to Practice QOF requirements and recording data appropriately
- In consultation with patients and in line with current practice disease management protocols, developing care plans for health related illnesses
- Seeking opportunities to support patients with health education
- Appropriately managing the appointment list and referring to other care providers as appropriate within the Hub protocols.
- Recording clear and contemporaneous consultation notes to agreed standards
- Collecting data for audit purposes and contributing to the PML audit programme as required

- Compiling and issuing computer-generated acute prescriptions (avoiding hand-written prescriptions whenever possible)
- Prescribing in accordance with the accepted prescribing formulary (or generically) whenever this is clinically appropriate
- Proactively engaging in some aspects of the clinical work within the team, for example: coordination of the Hub's operational service delivery on a day to day basis; governance and risk management, CPD and keeping clinical protocols up to date
- In general the post holder will be expected to undertake all the normal duties and responsibilities associated with a GP working within primary care, as set by Royal College of General Practitioners, General Medical council, all other Royal colleges and councils applicable to the staff within a practice, Department of Health, NHS England, OCCG and all other regulatory and standard setting organisations.

Quality:

The post-holder will strive to maintain quality within the Hub, and will:

- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance and service expansion
- Work effectively with individuals in other agencies to meet patients needs
- Effectively manage own time, workload and resources
- Prescribe safe and effective medicines management which conforms to:
 - NICE guidance and DH directives
 - Good Prescribing Practice as defined by British National Formulary(BNF) guidance from Royal Pharmaceutical Society of Great Britain on safe and secure handling of medicine
 - Operate safe management and regular review for all patients receiving repeat prescriptions
 - Controlled Drugs legislation
 - Shared protocols agreed between the OCCG and other NHS providers
 - Locally specified Patient Group Directions
- Work effectively so as not to exceed the Hub prescribing budget as set by the OCCG.
- Comply with targets set within the Prescribing Incentive Scheme
- Contribute to the teams approach which ensures that referrals are made for patients to see other medical service providers within the two week wait and Direct Access criteria, ensuring that adequate information is given to personnel to whom the patient has been referred for proper assessment to be made
- Be supportive of any complaints policy and procedure to ensure proper investigation and appropriate follow-up action in the event of a complaining being made about any aspect of the service provided or any personal provider of the service

Other Responsibilities within the Organisation:

- Contributing to service development and implementation of the service contract
- Awareness of and compliance with all relevant PML policies/guidelines/procedures, e.g. prescribing, safeguarding, confidentiality, data protection, health and safety, discipline
- A commitment to life-long learning and audit to ensure evidence-based best practice
- Contributing to individual case discussions at clinical meetings and bring examples of cases for group discussion
- Contributing to the organisational development of the Hub by contributing to the development of ideas, strategies and policies which will promote efficiency and well-being of the practice
- Contributing to the development of computer-based patient records
- Contributing to the summarising of patient records and Read-coding patient data
- Attending training events organised by PML and other agencies, where appropriate
- Attending team meetings and other meetings as may be necessary

Confidentiality:

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately
- In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as strictly confidential
- Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with PML policies and procedures relating to confidentiality and the protection of personal and sensitive data.

Health and Safety:

The post-holder will assist in promoting and maintaining their own and others' health and safety and security as defined in PML's Health and Safety Policy, to include:

- Using personal security systems within the workplace according to PML guidelines
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
- Making effective use of training to update knowledge and skills
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Reporting potential risks identified

Equality and Diversity:

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognizes the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings, priorities and rights.

Personal/Professional Development:

In addition to maintaining continued education through attendance at any courses and/or study days necessary to ensure that professional development requirements for revalidation are met, the post-holder will participate in any training programme implemented by PML as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.

Communication:

The post-holder should recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognise people's needs for alternative methods of communication and respond accordingly.

Contribution to the Implementation of Services:

The post-holder will:

- Apply PML policies, standards, guidance and procedures
- Discuss with other members of the team how the policies, standards, guidance and procedures will affect own work
- Participate in audit where appropriate

The main duties and responsibilities shown above are not exhaustive but should merely be regarded as a guide. The post-holder will be expected to conduct any reasonable activities according to the business needs at that time. These will be subject to periodic review and may be amended to meet the challenging needs of the business. The post-holder will be expected to participate in this process and the company would aim to reach agreement to changes.