**GENERAL PRACTIONER FOR UTC DEPARTMENT**

**JOB TITLE: GENERAL PRACTIONER – URGENT TREATMENT CENTRE**

**REPORTS TO: LEAD UTC GP (CLINICALLY)**

 **SERVICE MANAGER (ADMINISTRATIVELY)**

**LOCATION: KINGSTON HOSPITAL**

**SALARY: £90 PER HOUR**

**DAYS/HOURS: TUESDAY – FRIDAY FROM 2PM TO 10PM**

The Kingston Hospital Emergency Department was expanded to house a newly built Urgent Treatment Centre (UTC), in order to manage the flow of patients coming through our front doors. The UTC ensures patients get the right treatment in a timely manner by treating minor conditions and directing more serious injuries and illnesses through to our Majors area. The UTC comprises 10 new treatment cubicles (including one specially designed for children), and two triage cubicles.

**Job Summary**

The post holder will be responsible for the delivery of high-quality urgent care at Kingston Hospital.

The GP will deliver care of the highest clinical standards and will work in conjunction with the UTC Lead GP, Service Manager and the nursing team to ensure effective overall performance of the UTC.

The UTC General Practitioner (GP) will be responsible for the provision of safe and effective primary care led service for patients presenting with urgent care presentations, acute injury, illness, and exacerbations of long-term conditions in line with NHS England Urgent Treatment Centre service specification. The post holder will take a pro-active approach to continually improving the clinical effectiveness of the service and work collaboratively and supportively with all colleagues.

The post holder will be working alongside Community Practitioners, Advanced Practitioners and Pharmacists as well as the wider clinical teams within the Urgent Care Service. You will be working as part of this wide multi-disciplinary team to provide the primary care aspect of the service. You will be expected to provide clinical support as required to fellow health care professionals.

**Key Responsibilities**

* To provide triage where required
* To provide complete consultations with assessment, treatment and management of patients of all ages presenting with primary care problems at the UTC
* To record full clinical notes using the EMIS IT systems
* To complete coding requirements on the clinical record in line with requirements
* To complete all admin work relating to consultations
* To work as part of the wider clinical team- supporting Nurse Practitioners, HCAs, and GP colleagues and training Doctors
* To manage referrals of UTC patients on to acute specialties, A&E or community services where required
* To support the redirection of patients to their registered GP where appropriate
* To give education to patients on healthy living and disease prevention
* To give education to patients on appropriate use of NHS services
* To prescribe medicines in accordance with UTC formulary and dispense medicines from stock where available
* To complete discharge letters for all patients seen in the UTC
* To use all internal and external referral pathways for patients in the UTC
* To adopt a reflective approach to clinical practice, to report all incidents and work with the team to investigate incidents
* To prepare response for any complaints concerning his / her work
* To follow the UCT child safeguarding and vulnerable adults’ policy
* To restrict the use of diagnostics according to the specification of the UTC
* To maintain full registration with the GMC and have full medical liability insurance
* Contribute to clinical audit activity where necessary
* Attend team meetings and other meetings as necessary

**For this role you will need:**

* MBBS or equivalent medical qualification.
* GMC registration and listed on the GP Register.
* Post graduate experience preferably to include Accident + Emergency or Urgent Care.
* Team player able to build relationships and support colleagues.
* Excellent communication and IT skills

Training will be provided to take bloods, ECGs and interpret X rays.

**Health, Safety and Security**

* All individuals have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Organisations health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.
* All staff have a duty to protect their own health and safety and that of others persons who may be and that of others persons who may be affected by their acts or omissions.
* In addition managers have specific responsibilities relating to health and safety activities including consenting to breaches; conniving to breach legislation or neglecting their duties under the legislation.
* Assist in maintaining the health, safety and security of people (including self) in your area.
* Ensure meet Health and Safety legislation and contribute to development of an environment where health and safety considerations are firmly embedded in the planning and decision-making processes and the ‘culture’ of organisations.

**Code of Conduct**

* All individuals are expected to act in accordance with the Organisations code of conduct and if applicable, the code of conduct for their appropriate professional body. In addition, managers should act in accordance with the principles of the NHS Code of Conduct for Managers in undertaking all aspects of their role.
* Smoke Free Policy
* The Practices operates a Smoke Free Policy which prohibits smoking in the workplace.
* Policies and Procedures
* Individuals are also required to comply with the policies, procedures and protocols in place within the company and on Practice premises.

**Education Training and Development:**

* Engage in appropriate professional development activities in order to maintain clinical competence and performance by attending Centre staff meetings and joint educational meetings
* Contribute to the facilitation of a suitable educational environment in which to support the development and learning of junior doctors, nurses, medical and nursing students on placement
* Undertake teaching sessions as required to undergraduate and post-graduate staff within the multi-disciplinary team, if required
* Ensure that the UTC is evidence based and in line with national or other given standards
* Undertake mandatory and statutory training
* Keep up to date with local emergency procedures, undertaking training as required.

**Additional**

* This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post-holder.
* Because of the nature of the work, this post is exempt from the provision (42) of the rehabilitation of offenders act 1974 (Exemptions) order 1975. The post holder will therefore be required to apply for an Enhanced DBS check.