

JOB DESCRIPTION

<u>JOB TITLE:</u>	General Practitioner
<u>BAND:</u>	General Practitioner
<u>LOCATION:</u>	Mid Dorset (Dorchester)
<u>REPORTABLE TO:</u>	Locality Manager/GP clinical Lead for Frailty
<u>ACCOUNTABLE TO:</u>	Locality Manager
<u>KEY RELATIONSHIPS:</u>	<p>Service users, Families, Carers</p> <p>Nursing/residential homes</p> <p>Trust Staff</p> <p>Deputy Director of Nursing and Quality</p> <p>Management Executive</p> <p>Medical staff</p> <p>Hospital / Community Matron</p> <p>ICRT team</p> <p>District Nurse Teams</p> <p>Primary Care</p> <p>Acute Trusts</p> <p>Consultant Geriatricians</p> <p>Social Care Professionals</p> <p>Voluntary Organisations</p> <p>Safeguarding Teams</p> <p>Specialist Nurses</p> <p>In reach Nurse</p> <p>GPs and Practice Managers</p> <p>Community Mental Health Teams</p> <p>Community Pharmacists</p> <p>SWAST</p> <p>Drug and Alcohol Services</p>
<u>HOURS OF WORK:</u>	<p>4 weekdays per week, 9.00-17.00.</p> <p>The post holder will be required to work flexibly to meet the needs of the service</p>

JOB PURPOSE:

To work as part of the Mid Dorset Integrated Hub team to provide high quality clinical management of people with frailty and other complex needs within their usual place of residence. The post holder must have advanced autonomous clinical skills and a broad in-depth clinical knowledge base, particularly around frailty and the ageing process.

To work predominantly as part of a frailty team, consisting of two GP's, a Band 7 Advanced Practitioner and a Band 3 Health Care Assistant, to provide pro-active and enhanced clinical management for patients within a care home/assisted living setting and identified frail patients in the community. Provide support to the Hub and wider MDT to reduce admissions to hospital and urgent referrals to primary care.

To ensure that older people achieve the best quality of life, whatever their individual stage of frailty or place of residence through pro-active holistic management and intervention.

To play a part in the development of frailty services in Mid Dorset, in collaboration with the Locality teams, through service improvement initiatives and education.

MAIN DUTIES AND RESPONSIBILITIES

1. CLINICAL

1.1 To provide the highest standard of appropriate medical care to people living with a range of health needs, in line with national guidelines and strategy such as NICE and the NHS long term plan.

1.2 To respond to the health needs of the older population living within care homes and assisted living establishments both in a proactive and reactive way. Carry out holistic history taking, examination, diagnosis, investigation, treatment and referral as appropriate. To work in collaboration with other professionals in the frailty team to achieve this.

1.3 Understand and specifically respond to the particular needs of older people with frailty and co-existing conditions such as mental health.

1.4 To provide clinical support and management of those living with frailty in their own homes whose condition may be rapidly deteriorating, in order to avoid hospital admission and support early discharge from Hospital where possible.

1.5 Proactive early identification of frailty using frailty trajectories to formulate Multi-disciplinary Care plans and Treatment Escalation plans which are shared across organisations.

1.6 To involve patients and their carers/family in their care wherever possible and appropriate in order to promote self- management.

1.7 Recognition and understanding of when an individual's frailty trajectory is approaching the terminal phase. Proactive delivery of a seamless transition into the care of appropriate services to support them in their preferred place of care at end of life.

1.8 To ensure prescribing practice complies with policies and the formulary agreed by the Trust and the Clinical Commissioning Group, taking into account national and local guidance. The 'In possession Medication Policy' must be adhered to at all times, with appropriate risk assessments being carried out and documented as necessary.

1.9 To ensure all clinical information is appropriately documented on the Electronic Patient Record (SystemOne) to ensure appropriate sharing of information and collaborative care planning.

1.10 To work within own scope of practice and recognise when to seek support. The post holder will be expected to access expertise through the Consultant Geriatricians from Dorset County Hospital to support management of complex patients with multi co-morbidities. The post holder will also be pivotal in building these relationships between Acute, Community and Primary Care services.

2. MANAGERIAL

2.1 Provide leadership in the clinical care of patients, leading by example by providing the highest quality care that is holistic and collaborative.

2.2 Adhere to the complaints and Adverse Incidents Reporting guidelines ensuring that the risk of complaints and incidents is managed appropriately.

2.3 Foster effective relationships with Primary and Secondary care and work together to develop new ways of working that provide the best care for patients.

3. ADMINISTRATIVE/DATA AND AUDIT RESPONSABILITIES

3.1 To carry out all administrative and other duties required, including but not exclusive to referral to other services, managing investigation results and maintaining electronic patient records.

3.2 Robust clinical governance arrangements are in place within the organisation. It is expected that the post holder will play a full part in clinical governance arrangements which will include working with primary care and secondary care teams to ensure high quality standards of patient care are set and monitored.

3.3 To work collaboratively with the clinical leads, management team and wider Integrated Health and Social care team to ensure effective clinical governance is incorporated into practice.

3.4 To play a part in the collection and analysis of data to inform best practice and service development.

4. HUMAN RESOURCES

4.1 To provide advice and training to other professionals and carers in relation to the provision of care.

5. RESEARCH AND DEVELOPMENT

5.1 To participate in audits and satisfaction surveys to inform service and professional development.

6. POLICY AND SERVICE DEVELOPMENT

6.1 To provide input to service planning and development, including wider developments in service provision.

7. PROFESSIONAL RESPONSABILITIES

7.1 The post holder will be expected to remain in good standing with the General Medical Council.

7.2 To undertake appropriate training and professional development activities to meet personal development plans and ensure continual updating of practice.

7.3 The post holder will be expected to record learning in line with national and regional guidelines for appraisal and revalidation.

8. ENVIRONMENTAL

8.1 The post holder will be required to undertake physical patient assessment/examination.

8.2 The post holder may be required to communicate distressing news, for example, dealing with red flag conditions, vulnerable adults and end of life.

8.3 The post holder will be required to concentrate for sustained periods.

8.4 The post holder may be required to transport computer and clinical equipment between premises.

8.5 The post holder may come into contact with bodily fluids. Suitable PPE equipment will be provided.

Terms and conditions of service

The Trust has a range of clinical, operational, financial, health & safety, risk management, human resource, equality & diversity and other policies and procedures. The post holder is expected to be aware of all policies which apply to them and to observe their provisions at all times. Copies of all Trust policies can be found on the Intranet or obtained from the line manager or the Human Resources Department.

Employment in this post is subject to Criminal Records Bureau Disclosure. The post holder may be required to undertake a Disclosure at any time during employment.

Staff are not permitted to smoke on Trust premises, either inside or outside, or inside Trust vehicles.

Staff are expected to undertake all mandatory training and refresher training appropriate to their role, which may include Physical Intervention, Breakaway and Cardio-Pulmonary Resuscitation. If in doubt about which mandatory training applies to this post, advice should be sought from the line manager.

All clinical and hotel services staff who are required to handle food and drink other than for their own consumption must comply with the Food Safety (General Food Hygiene) Regulations 1995. Relevant staff are issued with a 'Food Handlers: Fitness to Work' document on commencement of employment.

The Trust is committed to promoting the welfare of children and vulnerable adults. Staff are expected to be aware of, and comply with their roles and responsibilities in relation to safeguarding vulnerable groups.

Staff are expected to observe the highest standards of care and conduct and to engage constructively with managers, colleagues, service users/carers and others in the course of their duties.

CORE ATTRIBUTES

Staff are expected to adhere to and demonstrate Dorset HealthCare's Core Values:

Respect and dignity: We value each person as an individual, respect their aspirations and commitments in life, and seek to understand their priorities, needs, abilities and limits. We take what others have to say seriously. We are honest about our point of view and what we can and cannot do.

Commitment to quality of care: We earn the trust placed in us by insisting on quality and striving to get the basics right every time: safety, confidentiality, professional and

managerial integrity, accountability, dependable service and good communication. We welcome feedback, learn from our mistakes and build on our successes.

Compassion and kindness: We respond with humanity and kindness to each person's pain, distress, anxiety or need. We search for the things we can do, however small, to give comfort and relieve suffering. We find time for those we serve and work alongside. We do not wait to be asked, because we care.

Improving lives: We strive to improve health and well-being and people's experiences of the NHS. We value excellence and professionalism wherever we find it – in the everyday things that make people's lives better as much as in clinical practice, service improvements and innovation.

Working together for patients: We put patients first in everything we do, by reaching out to staff, patients, carers, families, communities, and professionals outside the NHS. We put the needs of patients and communities before organisational boundaries.

Everyone counts: We use our resources for the benefit of the whole community, and make sure nobody is excluded or left behind. We accept that some people need more help, that difficult decisions have to be taken – and that when we waste resources we waste others' opportunities. We recognise that we all have a part to play in making ourselves and our communities healthier.

CHANGES

This document represents a description of the job at the date of issue. The Trust will periodically review this job description to ensure that it continues to meet service needs and will involve the post holder in the review process with the aim of reaching agreement on any reasonable changes which may be required. In the event that agreement is not achieved, the Trust reserves the right to insist on reasonable changes following consultation with the post holder.