

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Specialty Doctor/GP
<b>BAND:</b>	GP/Specialty Doctor pay scale
<b>ACCOUNTABLE TO:</b>	Medical Director
<b>LINE MANAGER:</b>	Community geriatrician/Locality Manager
<b>KEY RELATIONSHIPS:</b>	Director of Clinical Services Community Nursing Managers Community Matrons UTC/MIU District Nurses Specialist Nurses Intermediate Care/Community Rehab Team General Practitioners Practice Nurses Social Services Other statutory and voluntary organisations
<b>HOURS OF WORK:</b>	Full Time or Part Time hours considered

## **JOB PURPOSE:**

- Provide medical support and leadership within Mid Dorset locality integrated care hub in managing elderly, complex and vulnerable patients in the community. During this time they will liaise with relevant community services such as general practice, district nurse teams, community rehabilitation teams, social services MIU and community hospitals to avoid admissions and facilitate discharge of patients.
- Link closely with locality GPs, in management elderly, complex and vulnerable patients
- Link closely with medical staff at Dorset County Hospital
- Contribute towards service improvement in the clinical area
- It is hoped that working in this post will reduce admission rates, length of hospital stay and readmission rates by providing continuity of care between primary and secondary care settings for complex vulnerable elderly patients. In order to do this the post holder will need to develop collaborative working arrangements between general practice, community services, community hospitals and acute hospital trusts.

## **MAIN DUTIES AND RESPONSIBILITIES:**

### **1. CLINICAL**

- 1.1 To provide the highest standard of appropriate medical care in assessment and treatment and services to patients in all age ranges and types of health needs, in line with national guidance including NICE and Quality and Outcomes Frameworks.
- 1.2 To respond to medical/health-related problems presented by patients including history taking, examination, diagnosis, investigation, treatment and referral as appropriate.
- 1.3 To ensure prescribing practice complies with policies and the formulary agreed by the Trust 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.
- 1.4 To involve patients in their care, wherever possible and appropriate.
- 1.5 To participate in regular ward rounds and MDT meetings both on the wards and in the community hub.
- 1.6 To work collaboratively with specialist teams.
- 1.7 To provide clinical care to patients in emergency situations, including incidents, as necessary.
- 1.8 Skillsets of a community physician (GP) and of an acute hospital physician (geriatrician).

## **2. ADMINISTRATIVE**

- 2.1 To carry out all administrative and other duties required, including but not exclusive to referral to other services, managing investigation results, maintaining healthcare records and registers.
- 2.2 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 within the primary healthcare team to ensure high quality standards for patient care are set and monitored.
- 2.3 To work collaboratively with the clinical lead, management team and entire healthcare team to ensure effective clinical governance is incorporated into practice.

## **3. COMMUNICATION**

- 3.1 To work closely and communicate with a range of stakeholders to ensure strong and effective partnership arrangements with GP practices, Geriatricians, Community Hospitals, Social Services and other health care providers.
- 3.2 To communicate and work effectively as part of a multi-disciplinary and multi-agency team, within the restrictions of medical confidentiality.

## **4. RESEARCH & DEVELOPMENT**

- 4.1 To share and disseminate acquired knowledge to all team members via appropriate routes.
- 4.2 To participate in audit and appropriate research projects.

## **5. POLICY & SERVICE DEVELOPMENT**

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

## **6. INFORMATION/DATA RESPONSIBILITIES**

- 6.1 To maintain appropriate, accurate and contemporaneous clinical records, in line with guidance and service requirements.

## **7. PROFESSIONAL RESPONSIBILITIES**

- 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 professional 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. They will be expected to participate in the Wessex LETB Patient Safety courses.

## 8. ENVIRONMENTAL

8.2 The post holder may be required to concentrate for sustained periods

8.3 The post holder may be required to process distressing information relating to service users, e.g. typing letters/reports relating to safeguarding and abuse.

8.4 The post holder may be required to transport computer equipment between Trust premises and other venues in their own vehicle.

## 9. TERMS & CONDITIONS OF SERVICE

9.1 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.

9.2 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.

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

9.4 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.

9.5 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.

9.6 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.

9.7 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.

## 10. 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.

## 11. 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.

## PERSON SPECIFICATION

### GP Extensivist

<b>1. Knowledge, skills and training</b>		Essential	Desirable	Assessment method	Interview Score*
1.1	Primary medical qualification	Yes		Certification	
1.2	To have or be willing to work towards Diploma in Older People's Medicine	Yes		Certification	
1.3	Have completed GP training	Yes		Certification	
1.4	MRCGP		Yes	Certification	
<b>2. Job specific experience</b>		Essential	Desirable	Assessment method	
2.1	Post-graduate experience as a doctor in the NHS	Yes		Application form/references/interview	
2.2	Experience in General internal medicine or Geriatric medicine		Yes	Application form/references/interview	
<b>5. Information Technology</b>		Essential	Desirable	Assessment method	
5.2	Basic IT skills, normally obtained through practice or practical training.	Yes		Application form/certification	
<b>6. Personal qualities/attributes</b>		Essential	Desirable	Assessment method	
6.1	Commitment and ability to deliver a high standard of clinical care	Yes		Interview	

6.2	Ability to work across primary and secondary care to improve patient experience.	Yes		Interview	
6.3	Motivation to reduce hospital admission rates, reduce length of hospital stays and reduce readmission rates.	Yes		Interview	
6.4	Self-motivated & pro-active	Yes		Interview	
6.5	Ability to work with others closely including at times of stress	Yes		Interview	
6.6	Excellent communication skills	Yes		Interview	
6.7	Aware of sensitivities of promoting change in different organisations.	Yes		Interview	
6.8	Ability to negotiate and influence others	Yes		Interview	
6.9	Excellent time management and ability to work in variety of different settings during the working week	Yes		Interview	
<b>7. Business travel</b>		Essential	Desirable	Assessment method	Interview score*
7.1	Subject to the provisions of the Disability Discrimination Act, able to travel using own vehicle on Trust business.	Level 1* or Level 2*	Level 3*		
<b>8. Additional requirements</b>		Essential	Desirable		
8.1	Demonstrable skills in written and spoken English, adequate to enable the post holder to carry out the role effectively	Yes			

### Interview scoring:

3 Fully meets specification

- 2 Partially meets specification (minor training need)
- 1 Partially meets specification (major training need)
- 0 Does not meet specification

**Total score:** \_\_\_\_\_

**Maximum possible score:**

**Notes:**

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**\*Essential/ desirable car user definitions**

Level 1 - (Essential) post holder is required to:

- travel an average of more than 3,500 miles a year;
- or travel an average of at least 1,250 miles a year; and necessarily use their car an average of 3 days a week; or spend an average of at least 50% of their time on such travel; including duties performed during the visits;
- or travel an average of at least 1,000 miles a year and spend an average of 4 days a week on such travel, including the duties performed during the visits.

Level 2- (Essential) users who use their own vehicles for official journeys other than in the circumstances described under Level 1 above.

Level 3 (Desirable) non- car users who may exceptionally be required to travel on Trust business where such journeys could also be reasonably be made by public transport.