

JOB PLAN AND DESCRIPTION

JOB TITLE:	SALARIED GENERAL PRACTITIONER
ACCOUNTABLE TO:	Clinical Director
REPORTS TO:	Network Manager
HOURS:	Four sessions per week available.
SALARY:	£12,500 per session
LOCATION:	PCN Network Hub at East Way/Practice Sites

WORKPLAN:

First Contact Mental Health appointments provided to patients registered at our four practices. Offering initial review, onward referral to external service providers, appropriate prescribing eg SSRIs and follow-up appointments. This is a new position within the PCN structure and would work alongside existing mental health services offered. Although we would welcome candidates with previous Mental Health experience, this is not necessarily required. We would be looking to support this role with appropriate training opportunities, enabling successful candidates to develop specialist skills within this area. There would be regular support from the member practices and the local community mental health trust.

Job summary:

This post is intended to be a portfolio undertaking for a GP with a special interest in mental health. You will not see physical health concerns during these clinics and will instead only see patients for mental health appointments. The emphasis will be on first contact mental health and patients making initial presentations for emerging mental health concerns. Appointments will be longer than the standard 15 minutes to allow for in-depth and holistic conversations regarding mental health presentations.

You will see patients presenting with depression, low mood, stress, anxiety, psychosis, eating disorders, obsessive compulsive disorder, personality disorder and/or addiction issues. Within appointments you will ascertain the best treatment or escalation plan which may include prescribing or onward referral to secondary care/voluntary sector services.

You will not see patients with learning disabilities or patients seeking ADHD/Autism Assessments. Patients with Autism/ADHD may be seen within these clinics for mental health

James Fisher Medical Centre Moordown Medical Centre Panton Practice St Albans Medical Centre comorbidities but will not be seen specifically for Autism/ADHD related problems. Patients requiring an annual serious mental illness health check are seen in a specialist clinic and this post is not expected to undertake these appointments.

Key Relationships:

- Practice Teams – GP's/ Practice Manager/ Nursing and Support Staff
- Assessment and Care Team
- Network Pharmacists
- Network Self-Management Team
- Dorset Mind Active Monitoring and Triage Service
- Community Mental Health Teams
- Children & Adolescent Mental Health Service
- Access Wellbeing Hub
- Steps 2 Wellbeing
- Voluntary Sector Organisations
- Safeguarding Teams

1. Clinical responsibilities:

- Assessing patients experiencing mental health concerns in a primary care setting. This will be face to face in clinic or via telephone consultation but will not include home visits
- Making professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the organisation
- Assessing the mental health care needs of patients with undifferentiated and undiagnosed problems
- Onward referral to secondary care eg CMHT and/or voluntary sector organisations such as the Recovery Education Centre and Access Wellbeing Hub
- Developing care plans for health in consultation with patients and in line with current practice disease management protocols
- Providing advice, guidance and health education
- Recording clear and contemporaneous consultation notes to agreed standards
- Collecting data for audit purposes
- Compiling and issuing computer-generated acute and repeat prescriptions (avoiding hand-written prescriptions whenever possible)

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- Prescribing in accordance with the practice prescribing formulary (or generically) whenever this is clinically appropriate
- Following up with patients where appropriate eg after starting or switching to a new SSRI

2. Service Development Responsibilities

- Developing the network's approach to mental health and feeding back to practices about trends or emerging issues
- Developing a greater integration with the Community Mental Health Teams
- Encouraging patients to make use of external services eg Access Wellbeing Hub to facilitate implementation of 'no wrong door' approach to accessing mental health support within the county
- A commitment to life-long learning and audit to ensure evidence-based best practice.
- Contributing to evaluation/audit and clinical standard setting within the organisation.
- Attending training and events organised by the practice or other agencies, where appropriate.

3. Health & safety:

The post-holder will implement and lead on a full range of promotion and management of their own and others' health and safety and infection control as defined in the practice health & safety policy, the practice health & safety manual, and the practice infection control policy and published procedures. This will include (but will not be limited to):

- Using personal security systems within the workplace according to practice guidelines
- Awareness of national standards of infection control and cleanliness and regulatory / contractual / professional requirements, and good practice guidelines
- Providing advice on the correct and safe management of the specimens process, including collection, labelling, handling, use of correct and clean containers, storage and transport arrangements
- Correct personal use of Personal Protective Equipment (PPE) and ensuring correct use of PPE by others, advising on appropriate circumstances for use by clinicians, staff and patients.
- Management of the full range of infection control procedures in both routine and extraordinary circumstances (e.g. pandemic or individual infectious circumstances)
- Hand hygiene standards for self and others

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- Managing directly all incidents of accidental exposure
- Management and advice relating to infection control and clinically based patient care protocols, and implementation of those protocols across the practice
- Active observation of current working practices across the practice in relation to infection control, cleanliness and related activities, ensuring that procedures are followed and weaknesses/training needs are identified, escalating issues as appropriate to the responsible person
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks across clinical and patient process
- Making effective use of training to update knowledge and skills, and initiate and manage the training of others across the full range of infection control and patient processes
- Monitoring practice facilities and equipment in relation to infection control, ensuring that proper use is made of hand-cleansing facilities, wipes etc., and that these are sufficient to ensure a good clinical working environment. Lack of facilities to be escalated as appropriate to the responsible manager
- Safe management of sharps use, storage and disposal
- Correct waste and instrument management, including handling, segregation, and container use
- Undertaking periodic infection control training

4. Equality and Diversity

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

- 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.

5. 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 carer's, Practice staff and

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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 the Practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.

6. Data Protection - GDPR

All employees must adhere to the Practice Policy on the Protection and use of Personal Information, which provides guidance on the use and disclosure of information. The Practice also has a range of policies for the use of computer equipment and computer-generated information. These policies detail the employee's legal obligations and include references to current legislation. Copies of the policy on the protection and use of personal information, and other information technology, can be found in the Practice policies and procedures manual.

7. Professional Indemnity Insurance

The post-holder will be indemnified with a recognised and approved insurer.

8. Risk Management

The post-holder will be responsible for adopting the risk management culture and ensuring that they identify and assess all risks to the systems, processes and environment and report such risks for inclusion within the Practice/s risk register.

Attend mandatory and statutory training, report all incidents/accidents, including near misses, and report unsafe occurrences as laid down within The Practice/ Network Incidents and Accidents Policy.

9. Personal/Professional Development

The post-holder will participate in any training programme implemented by the Network as part of this employment, such training including:

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- Participation in an annual individual Appraisal and Development Review, including taking responsibility for maintaining a record of own personal and/or professional development.
- Participation in Practice Learning Time (PLT) sessions as appropriate.
- Taking responsibility for own development, learning, and performance and demonstrating skills and activities to others.
- This role is considered to be a developmental position and the jobholder will be encouraged to develop personal and professional skills.

10. Quality

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

- Alert other Practice 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.
- Work effectively with individuals in other agencies to meet patients' needs.
- Effectively manage own time, workload and resources.

11. Communication:

The post-holder should recognize the importance of effective communication within the team and will:

- Communicate effectively and respectfully with colleagues, patients and carers.
- Recognize people's needs for alternative methods of communication and respond accordingly.
- External communication will be with patients NHS bodies, and other GP practices and service providers.

Person specification – Salaried GP		
Qualifications	Essential	Desirable
Qualified GP	✓	
MRCGP	✓	
Vocational Training Certificate or equivalent JCPTGP	✓	
Certificate of Completion of Training (CCT)	✓	
Eligibility	Essential	Desirable
Full GMC registration	✓	
Performers List registration noting that confirmation on this list is adequate for DBS confirmation England – Conforms to the National Performers List and is able to perform any such service as detailed within Regulation 24 of the National Health Service (Performers Lists) (England) Regulations 2013.	✓	
Appropriate defence indemnity	✓	
Evidence of current validation	✓	
Evidence of last appraisal	✓	
Eligibility to practice in the UK independently	✓	
Experience	Essential	Desirable
Ability to both work autonomously and as part of a multi-disciplinary team	✓	
Experience of working in a primary care environment	✓	
Minimum of two years as a salaried GP		✓
General understanding of the primary care contract	✓	
Proven ability to evaluate the safety and effectiveness of own clinical practice	✓	
An appreciation of the NHS landscape and relationship between individual organisations, PCNs and the commissioners		✓
Clinical knowledge and skills	Essential	Desirable
Outstanding level of clinical knowledge and skills commensurate with that of an experienced GP	✓	
Understanding of the importance of evidence-based practice	✓	
Good MS Office and clinical system IT knowledge	✓	

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Understanding of the spectrum of clinical governance processes	✓	
Excellent communication skills (written and oral) including recording of accurate clinical notes	✓	
An interest in mental health presentations and outcomes	✓	
Knowledge of health promotion strategies		✓
Ability to work within own scope of practice and understand when to refer to GP colleagues	✓	
Experience of triage and the ability to effectively assess and diagnose	✓	
Ability to listen whilst being honest and caring and be both sensitive and empathetic in distressing situations	✓	
Understanding of the local pathology tests processes and the ability to processing the results with advising patients accordingly	✓	
Ability to assess and manage acute deteriorations /exacerbations of long-term conditions	✓	
Understanding of safeguarding adults and children	✓	
Understanding of the importance of evidence-based practice	✓	
Experience of medicines management		✓
Knowledge of public health issues in the local area		✓
Understanding and knowledge of QOF and enhanced service		✓
Personal qualities	Essential	Desirable
Effective time management (planning, organising and prioritising) with excellent problem solving and analytical skills	✓	
Demonstrate personal accountability, emotional resilience and work well under pressure	✓	
High levels of integrity and loyalty	✓	
Ability to follow legal, ethical and professional standards, including policies and procedures	✓	
Ability to use own initiative, discretion, and sensitivity	✓	
Ability to work under pressure and in stressful situations	✓	
Able to get along with people from all backgrounds and communities, respecting lifestyles and diversity	✓	
Ability to identify risk and assess/manage	✓	
Ability to work as a team member and autonomously	✓	

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Good interpersonal and organisational skills	✓	
Effectively able to communicate in a clear manner and understand the needs of the patient	✓	
Commitment to ongoing professional development	✓	
Problem solver with the ability to process information accurately and effectively, interpreting data as required		✓
Polite and confident	✓	
Motivated, forward thinker	✓	
Effectively utilise resources	✓	
Other requirements/wider responsibilities	Essential	Desirable
Disclosure Barring Service (DBS) check	✓	
Occupational health clearance	✓	
Evidence of continuing professional development (CPD) commensurate with the role	✓	
Access to own transport and ability to travel across the locality on a regular basis		✓