

Great Yarmouth and Waveney Out of Hours

JOB DESCRIPTION

JOB DETAILS

Job Title: Salaried GP
Department: Clinical Services

JOB PURPOSE

To deliver unscheduled primary care out of hours and also in hours primary care within our acute hospital “front of house” projects. This post may require a doctor to be based at a primary care centre, in a call centre, in a visiting service or another setting as South East Health takes on new areas of work.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. To visit and consult with those patients whose clinical details are passed from the call centre following nurse triage assessment, or via the South East Health Limited Co-ordinator.
2. To advise patients over the telephone, after referral from NHS Direct or the call centre, who require GP advice.
3. To represent South East Health Limited in a professional manner when in contact with the general public and other professionals.
4. To work as a Primary Care Centre GP as required by service demands during a session, or to provide cover as a South East Health Limited Doctor on the GP rota or in other work settings.
5. To be responsible for prioritisation and timeliness of all consultations.
6. To work with the management team, together with other members of staff, to maximise effective and efficient delivery of care to patients.
7. To promote close teamwork between colleagues and to continually strive to improve the service.
8. To be available for meetings and appraisals from time to time as required.
9. To regularly update personal clinical skills and knowledge.
10. To work within the prescribing formulary taking account of the minimum recommended

length of prescribed treatment.

11. To work within the SEH clinical governance framework, adhering to policies and contributing to audit processes as required.
12. To operate effectively within the framework of the South East Health Ltd operational policies, procedures and ethos.
13. To maintain all patient confidentiality and adhere to Data Protection rules as per shift handbook.
14. To assist staff in the provision of the service to a high professional standard.
15. To communicate with appropriate Base by mobile phone / radio.
16. To ensure that all operational information is distributed to colleagues as necessary.
17. To ensure that patient care is of the utmost concern in all actions performed.
18. To answer and manage any enquiries as and when necessary.
19. To maintain and continuously improve the quality service to our patients.

Flexibility:

Hours of work may include evenings, weekend, daytime and overnight sessions on a rota, and/or a first and second on call cover at South East Health Primary Care Centres. Sessions can involve visiting patients in their homes, advising over the telephone and working in a Primary Care Centre our Call Centre, or another identified setting.

Technical:

South East Health puts a considerable emphasis on IT. Computer, mobile phone and keyboard skills of a basic, but accurate nature will need to be mastered at an early stage. Training will be provided.

COMMUNICATION AND KEY WORKING RELATIONSHIPS

- Medical Director
- Staff and clinicians
- Patients
- Local GPs and practices
- Secondary care providers
- PCT
- PPI representative

HEALTH AND SAFETY

The post holder will be required to comply with the duties placed on employees of South East Health Ltd as set out in the Health and Safety at Work Policy and related Procedures. The

post holder has a legal obligation to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice.

EQUALITY AND DIVERSITY

South East Health Ltd has an Equality and Diversity Policy to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of disability, marital status, sex, race, colour, nationality, ethnic or national origin, sexual orientation, age, religion or political opinion, whilst attracting talented recruits and retaining experienced employees.

South East Health Ltd is committed to promoting equal opportunities and diversity and will keep under review its policies, procedures and practices to ensure that, in addition, all users of its services are treated according to their needs.

CRIMINAL RECORDS BUREAU (CRB) DISCLOSURE

The post holder will have direct contact with patients and carers therefore a disclosure check will be undertaken by the Criminal Records Bureau. South East Health Ltd will normally require an enhanced CRB check to be undertaken. This is a mandatory requirement and a condition of the employment offer.

REHABILITATION OF OFFENDERS ACT 1974

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. South East Health Ltd will therefore require the post holder to disclose all convictions, whether spent or unspent.

PERFORMANCE AND DEVELOPMENT REVIEW

This Job Description will be used as a basis for conducting an individual performance and development review between the post holder and the manager.

INFORMATION GOVERNANCE

Information is vitally important for the safe clinical management of patient care and the efficient administration of services and resources, including our workforce. Information Governance is a framework to enable South East Health Ltd to handle personal and corporate information appropriately.

It is the responsibility of our entire workforce, regardless of employment status, to ensure they abide by the requirements of Information Governance as set out in the Employee Handbook and the Information Governance Policy.

VARIATIONS

This Job Description describes the main purpose and key responsibilities and accountabilities of the post. The post holder may be required to undertake any additional duties or responsibilities as may reasonably be required.

This Job Description is a guide to the nature and main duties of the post as they currently exist, but it is not intended as a wholly comprehensive or permanent schedule and it is not part of the contract of employment. To reflect changing needs and priorities, some elements of this post may be subject to change in consultation with the post holder.

JOB DESCRIPTION AGREEMENT

Post Holder

Manager

Name:

Name:

Signature:

Signature:

Date:

Date: