

Job Title:	GPWSI / Specialty Doctor – Care of the Elderly
Reports to (job title):	Head of Integrated Hospital Services
Line Manager to:	Not Applicable

## Job purpose

HCRG Care Group is committed to providing high quality, proactive care and treatment for its populations across community services within Bath and North East Somerset.

The post holder will provide medical care to patients located at St Martins Community Hospital which comprises of 10 direct admit beds and 18 step down beds. The majority of patients are transferred from the Royal United Hospital, but some are also admitted directly from the community.

## Base

St Martins Hospital, Bath.

## Key responsibilities

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role: -

- To provide medical input for the inpatient unit at Paulton Memorial Hospital Bath and North East Somerset which comprises of 28 beds - 10 direct admit beds and 18 beds providing step down capacity
- To provide some cross cover at times to the Sulis Unit at St Martins Hospital Bath which has 23 rehab beds and 8 beds for stroke rehab
- To examine all new patients admitted to the ward as soon as possible and after they have been reviewed on admission by nursing staff according to established protocols. Formulate a problem list and differential diagnoses. Recommend any necessary investigations and document management plans in the MDT patient record
- To work closely with the MDT, Consultant Geriatrician and speciality Doctor, participating in weekly MDT meetings and ward rounds
- To refer onto other specialties or clinics as discussed with the consultant geriatrician and MDT if appropriate
- To advise on management of patients with acute intercurrent problems arising during their rehabilitation
- To liaise with out of hours service regarding any patients seen in the evenings or at weekends and Bank holidays
- Work closely with the MDT ensuring safe and effective patient care and participate in discharge planning

- Ensure that the patients registered GP ,as well as relatives or Carers , are informed of any significant change to the patient's condition or progress
- Complete discharge summaries including medication and on-going treatment and management plans following discharge
- Maintain the highest clinical standards at all times and in accordance with accepted good medical practice and the various clinical policies of the service
- Participate in clinical audit and service improvement projects as directed by the service lead
- Participate in annual appraisal and personal development planning. Maintain a portfolio of evidence to support Revalidation with the GMC. Attend mandatory training, up - date and other training as required by the Business Unit. Participate in clinical audit and service improvement projects as directed by the service lead

## Training and Education

- Minimum of 4 years postgraduate experience ( or equivalent on a part time basis)
- Experience of assessing and treating elderly patients in an inpatient setting
- Experience of working with an MDT
- Demonstrate participation in CPD, audit and service improvement initiatives.
- Demonstrate ability to apply critical appraisal to new developments and treatments
- Ability to manage risk

## Professional Qualifications

- Full GMC Registration or eligibility to be included on the register and holding a current license to practice at the time of the appointment
- MRCP, Diploma of Geriatric Medicine or relevant higher degree, e.g. MD, PHD, MSc or other additional qualifications

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

## Care

- Inspire
- Understand
- Communicate

## Think

- Challenge
- Improve
- Learn

## Do

- Accountability
- Involve
- Resilience

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourish. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Medicines Management Responsibility

### **Nursing or registered healthcare professionals**

Undertake all aspects of medicines management related activities in accordance with the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

### **Skilled non-registered staff**

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy, and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

Essential	Desirable
<ul style="list-style-type: none"> <li>• Full GMC registration or eligibility to be included on the register and holding a current license to practice at the time of appointment</li> <li>• Minimum of 4 years post graduate experience (or equivalent of part time/flexible basis)</li> <li>• Experience of assessing and treating people in an inpatient setting and as part of an MDT</li> <li>• Experience of treating elderly patients and long-term conditions</li> <li>• Evidence of post graduate CPD and ability to implement new developments and treatments</li> <li>• Awareness of current relevant issues in service provision, policy, and legislation</li> <li>• Understanding of the importance of clinical governance within the organisation and for patient care</li> <li>• Evidence of audit and or research to support quality improvement</li> <li>• Evidence of excellent communication skills</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• MRCP</li> <li>• Diploma of Geriatric Medicine or relevant higher degree</li> <li>• Experience of carrying out management / Quality Improvement projects</li> <li>• Knowledge of alternatives to inpatient admission care approaches</li> </ul>
<b>Other Requirements</b>	
<ul style="list-style-type: none"> <li>• The role is primarily Monday to Friday however occasional flexibility across 7 days and potentially outside of core hours may be needed</li> <li>• There will be a requirement to travel across the region and at times to go to meetings and training in London or elsewhere in the UK</li> <li>• To represent HCRG Care Group as delegated to by the Head of Operations and attend meetings with commissioners or other required agencies</li> <li>• Participate in an on-call rota</li> </ul>	

Employee signature

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Manager signature

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