

Job Title:	GPwER - Dermatology
Reports to (job title):	Service Manager- North and North East Lincolnshire Dermatology Service
Line Manager to:	N/A

## Job purpose

The post holder will undertake new and follow up consultations of patients referred to the dermatology service by GPs in accordance with guidance from the consultant clinical lead. This will include diagnosis of the full range of dermatology conditions from both our 2 week waits cancer and general dermatology clinics and initiate and maintain medical and surgical treatments to the highest possible standard of care. This is an excellent opportunity for someone seeking a salaried position to be part of a friendly innovative team.

An excellent opportunity for an experienced Consultant dermatologist to work in a recently CQC rated “Good” community setting providing full secondary care services

Join us and you could live and work in an area, which boasts Blue Flag beaches, areas of ‘Outstanding Natural Beauty’, market towns and picturesque villages. Not only is the area steeped in history, but it offers affordable housing, outstanding schools and excellent transport links to some of the most vibrant cities in the North of England.

The Humber Bridge and M62 motorway provide access to North and West Yorkshire, and cities such as Hull, Lincoln, Doncaster, Leeds, Sheffield and Manchester. We have excellent regional rail links, which means London, is just a few hours away by train. Humberside airport and Robin Hood airport are on our doorstep. You’ll also find Manchester, Leeds/Bradford and East Midlands airports within easy reach. Not forgetting the convenient ferry services that operate from Hull to some of Europe’s finest cities. North Lincolnshire is home to an extremely diverse set of traditions, history and lifestyles, which combine to make the area truly unique.

## Base:

The role is based across our two sites in Grimsby and Scunthorpe providing a full secondary care service to in excess of 3000 patients a month serving the communities of North and North East Lincolnshire.

## 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: -

- Undertake new and follow up consultations including a full assessment of the medical condition, the patients concerns and expectations. The post holder will enter full details of history, findings, diagnosis and treatment plans onto the electronic clinical system
- Follow care pathways for the common skin problems as recommended by national guidance
- Provide treatment only for presenting complaint and in accordance with the dermatology formulary and prescribing restrictions

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- Offer those treatments or surgical procedures in scope with the head contract, taking care not to undertake any procedures that are excluded.
- Ensure that the patient or carers are fully informed, answer any questions involved in any decisions about treatment supplying written information if required
- Maintain up to date records and dictate letters to the patients GP at the time of consultation for every patient and arrange to review letters and amend as necessary to an appropriate timescale
- Undertake appropriate surgical procedures only after training and direct observation has taken place to ensure sign off/competency
- Order appropriate investigations and ensure all pathology forms are filed in correctly
- Take responsibility for seeing and acting on all results updating the GP and patients appropriately
- Work with all members of the team to deliver high quality, patient-centered service
- Participate in audit and evaluation
- Attend and participate in Clinical Governance meetings
- Keep up to date with all new recommendations and guidance and develop to maintain skills
- Provide support, guidance and advise to junior members of the team and nursing staff
- Undergo annual appraisal
- Comply with GMC standards of Good Medical Practice
- Work flexibly within the service to maintain a consistent standard providing cover and undertaking duties for colleagues on leave

**This job description is not exhaustive and may be amended from time to time as the employer and employee review at appraisal.**

## Outline of Provisional Job Schedule:

Offering flexibility with full or part time hours available. Working across our two sites in Grimsby and Scunthorpe throughout the week.

### Benefits:

- Substantive Consultant position
- Competitive package negotiable
- Full medical indemnity fees covered
- Pension
- Flexibility with regard to part time/full time post

## 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

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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 Think Do

- Inspire • Challenge •
- Understand • Improve •
- Communicate • Learn •

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 1998 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.

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## 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 flourishes. 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.

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## **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 within 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.

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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.

## PERSON SPECIFICATION

### Essential

- Full GMC Registration
- Dermatology Experience
- UK permit or right to work in the UK
- Commitment to professional development
- Knowledge of the NHS
- Understands the importance of evidence based practice and clinical effectiveness
- Understanding of Clinical Governance and quality issues and health and social policy
- Ability to make good clear concise medical notes, both computerized and manual
- Experience of Microsoft Office applications
- Excellent interpersonal and communication skills
- A ‘solutions focused’ approach
- Ability to listen and empathize
- Potential to cope with stressful situations
- Ability to undertake responsibility
- Able to work as part of a multi-disciplinary team
- Understanding of the role of teamwork in providing quality care
- Trustworthy

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- Flexible and a good timekeeper
- Good organizational and time management skills
- Ability to manage and facilitate change
- Understanding, acceptance and adherence for the need to keep strict confidentiality
- Ability to use own judgement, resources and common sense
- Able to work under pressure and within an ever- changing environment
- Effective team worker
- Decisive, confident working style with the ability to deal with competing priorities
- Commitment to continuing professional development

## Desirable

- Evidence of interest in additional clinical skills
- Able to perform minor surgery
- Experience of Clinical systems

## Other requirements: -

- The post holder will be expected to work flexibly across both sites throughout the week.

Employee Signature

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Manager Signature

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