

Job Description

Job Title:	Medical Lead
Reports to (job title):	Medical Director
Line Manager to:	Inpatient Medical Team

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, Swindon and Wiltshire.

The role requires providing medical care in inpatient community units with a focus on older, frail patients with multimorbidity & those with advanced clinical need. This setting is critical in bridging the gap between acute hospital care & community-based services. You will be reporting to the Medical Director of BSW in this role.

You will join the HCRG Care Group clinical team as a Specialist Doctor working predominantly within the inpatient units in Swindon and North Wiltshire. This is a great opportunity for an established clinician looking for the next step in their career or a change in location to be part of a fantastic service which continues to evolve. You will be involved in the job planning and appraisals of other doctors in the ward along with the Medical Director.

Inpatients units:

The post holder will provide medical care to patients located at Swindon Intermediate Care Centre which comprises 60 Rehabilitation and stroke beds across 2 wards. The second location is Savernake, in Wiltshire which comprises of 30 beds. The majority of patients are transferred from the Great Weston Hospital as a step-down from acute care, others are admitted directly from the community. You will be part of a multidisciplinary teams (MDTs) which includes advanced or consultant practitioner roles, & therapists. This will be vital for improving outcomes & ensuring safe, effective patient care with optimised lengths of stay.

As a Specialist Doctor, you will have the opportunity to contribute to the strategic direction for the development of practice within the services. You will also continue to strive towards excellence in care and communicate this excellence to colleagues both within the organisation and externally.

You'll be joining innovative and forward-thinking colleagues who are compassionate and committed to the people in the local community who use our services and go above and beyond to ensure they receive the best quality care.

Key Responsibilities

The teams consist of advanced practitioners, consultant practitioners and therapists from a range of disciplines. You will also be involved in the development of patient pathways into, during and out of the service.

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As a Specialist Doctor you will provide expert clinical practice in the assessment and management of patients in community settings with particular focus on those referred from the 2-hour Urgent Community Response (UCR) initially and then within the wider clinical pathways. The predominant case mix will be frail elderly patients but may have younger people with advanced clinical needs.

You will be working alongside Care Coordination and flow teams developing both push and pull models from hospitals and 111/999 avoiding and reducing conveyances to an acute hospital & utilising Hospital at Home and Inpatient unit capacity.

Working as part of a multidisciplinary team and across the primary, secondary, acute and social care interfaces in Swindon and Wiltshire, you will be responsible for providing clinical leadership for the coordination of provision to meet the urgent health care needs of people who would have traditionally been hospitalised, or those requiring facilitated timely discharge from acute hospital.

You will demonstrate responsibility and accountability for the clinical caseload and support care across the whole patient/service user pathway.

As part of this role, you will be responsible for the following:

- **Clinical practice-** Delivering evidence based advanced clinical practice skills to ensure the appropriate management of patient's needs. Using skills of assessment, diagnosis, interpretation of tests, forward planning of care & treatment. Timely recognition of deteriorating patients, appropriate response, escalation & documentation.
- **Prescribing-** Routine writing of drug charts to prescribe medication for patients whilst in hospital and in preparation for discharge. Review of medications in response to changing clinical needs. Collaborative working with Pharmacy colleagues in the development of PGDs.
- **Leadership-** Act as a professional role model for colleagues. Demonstrate collaborative working partnerships challenging traditional professional boundaries but maintaining excellence, quality, safety & working within the scope of own professional practice. Lead the appraisal for other doctors in the in-patient units and their job planning.
- **Audit & research-** Participate in, initiate, and deliver audit & research to identify current practice, drive continuous improvement & contribute to the development of new knowledge, theory & practice to benefit patients & colleagues.
- **Supporting the learning environment-** Commitment to & evidencing of personal professional development. Providing a positive learning environment for students & colleagues. Delivering training & education to support up to date evidenced based practice.
- **Continuous improvement-** Identifying poor practice & supporting improvement opportunities as part of a Just Culture based on reflection, learning & improvement through SBAR completion, thematic review.

Base

You will be based within Swindon Intermediate Care Centre and/or Savernake Wiltshire, and work with the integrated community health & care services.

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: -

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- To provide medical input for the inpatient units
- To examine all new patients admitted to the services as soon as possible and formulate a problem list and differential diagnoses. Recommend any necessary investigations and document management plans in the MDT patient record.
- You will collaborate closely with advanced clinical practitioners, specialist doctors & consultants as well as the broader multidisciplinary team, participating in weekly MDT meetings and ward/board rounds.
- To refer onto other specialties or clinics as discussed with the consultant geriatrician and MDT if appropriate.
- You will be responsible for initiating & completing discussions for advance care planning & ensuring this is clearly documented.
- 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 by them.
- 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 requested by the service leads.
- 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 leads.
- Lead in job planning and appraisals of other doctors in the ward along with the Medical Director.

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 or community setting.
- Experience of working within an MDT
- Demonstrate participation in CPD, audit and service improvement initiatives.
- Demonstrate ability to apply critical appraisal to new developments and treatments.
- Confidence and ability to manage clinical risk in community settings.
- Experience of Leadership roles

Professional Qualifications

- Full GMC Registration and holding a current license to practice at the time of the appointment.
- MRCP, Diploma of Geriatric Medicine, MRCPGP 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	Think	Do
• Inspire • Understand • Communicate	• Challenge • Improve • 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 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

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- 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.

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
• Full GMC registration and holding a current license to practice at the time of appointment. • Minimum of 4 years post graduate experience (or equivalent of part time/flexible basis) • Experience of assessing and treating people in an inpatient or community setting and as part of an MDT • Experience of treating elderly patients and long-term conditions • Evidence of post graduate CPD • Awareness of current relevant issues in service provision, policy, and legislation • Understanding of the importance of clinical governance within the organisation and for patient care • Evidence of audit and or research to support	• MRCP/MRCGP • Diploma of Geriatric Medicine or relevant higher degree • Experience of carrying out management / Quality Improvement projects • Knowledge of alternatives to inpatient admission care approaches • Experience of Leadership roles

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quality improvement	
• Evidence of excellent communication skills	
Other Requirements	
• The role is primarily from Monday to Friday • There will be a requirement to travel across the BSW region and at times to go to meetings • To represent HCRG Care Group within the BSW system as delegated to by the Head of Operations and attend meetings with commissioners or other required agencies.	