

Job Title:	Community Specialty Doctor
Reports to (job title):	Head of Operations
Line Manager to:	Clinical Service Manager

Job purpose

Provide medical support and leadership within the organisation managing elderly, complex and vulnerable patients in the community. The post holder will work very closely with the virtual ward team, the Rapid Response Urgent Care team and the Sheppey and Sittingbourne community hospital teams to avoid admissions and facilitate discharge of patients. The postholder will be expected to:

- Link closely and locality GPs, in management elderly, complex and vulnerable patients
- Establish close working relationship with the with acute geriatric consultants in supporting the step up and step down of patients within the frailty pathways.
- Support with admission/discharge of patients to and from community services into/from virtual ward beds, UCR Rapid Response team and Swale community hospitals
- Link closely with Speciality Doctor in DGS and provide medical cover whenever required for the DGS Community Hospitals during their speciality doctor's absence.
- Contribute towards service improvement in the clinical area.
- The post holder will need to develop collaborative working arrangements between general practice, community services, community hospitals and acute hospital organisations, with the aim to reduce admission rates, length of hospital stay and readmission rates by providing continuity of care between primary and secondary care settings for complex vulnerable elderly patients.

Base

Sheppey Community Hospital

Key Relationships:

- Director of Community Services
- Head of Operations
- Head of Quality and Governance
- Infection Prevention & Control Lead
- Community Lead Pharmacist **and** Community Ward Pharmacist
- Clinical Service Managers
- Community Inpatient Ward Matrons
- Emergency Care Practitioner (ECPs)
- Advanced Nurse Practitioners (ACPs)
- 2 Hour Urgent Care Rapid Response Team
- Virtual Ward Team
- Inpatient Ward Managers
- Specialist Nurses
- Community Matrons

This post is responsible for

Providing specialty medical advice and support to the virtual ward team, urgent care rapid response team and the 2 community hospitals.

Key responsibilities

CLINICAL

Key responsibilities for the post holder are to:

- Provide consultation and manage complex cases and act as an expert in the care they deliver with ultimate responsibility for the care of patients referred to them, even when care is carried out by other clinicians.
- Provide the highest standard of appropriate medical care in assessment and treatment and services to patients with various medical health needs, in line with national guidance including NICE and Quality and Outcomes Frameworks.
- Provide comprehensive holistic medical assessments and care to older people under their care.
- Respond to medical/health-related problems presented by patients including history taking, examination, diagnosis, investigation, treatment, and referral as appropriate.
- Ensure prescribing practice complies with policies and the formulary agreed by the Organisation considering national and local guidance. The Medication Policy must be always adhered to with appropriate risk assessments being carried out and documented as necessary.

- Involve patients in their care, wherever possible and appropriate.
- Participate in regular face to face or virtual MDT ward rounds and regular meetings to review patients on the virtual ward and community hospital wards.
- Work collaboratively with the Business Unit lead pharmacist to promote safe prescribing of medication across the services.
- Provide clinical care to patients in emergency situations, as necessary.
- Provide supervision and mentorship to student advanced nurse practitioners.
- Provide clinical supervision for non-medical prescribers.
- Provide teaching and training to others.
- Lead in research and academic work, service development modernisation, audit, and committee/representative work.

ADMINISTRATIVE

- To carry out all administrative and other duties required, including but not exclusive to: referral to other services, managing investigation results, maintaining healthcare records and registers.
- To ensure robust clinical governance arrangements are in place within the organisation. It is expected that the post holder will play a full part in clinical governance arrangements which will include working within the primary healthcare team to ensure high quality standards for patient care are set and monitored.
- To work collaboratively with the clinical lead, management team and entire healthcare team to ensure effective clinical governance is incorporated into practice.

COMMUNICATION

- To work closely and communicate with a range of stakeholders to ensure strong and effective partnership arrangements with GP practices, Acute Consultants/ Geriatricians, Community Hospitals, Virtual Ward, UCR Rapid Response Team, and other health care providers.
- To communicate and work effectively as part of a multi-disciplinary and multiagency team, within the restrictions of medical confidentiality.

RESEARCH & DEVELOPMENT

- To share and disseminate acquired knowledge to all team members via appropriate routes.
- To participate in audit and appropriate research projects.

POLICY & SERVICE DEVELOPMENT

- To provide input to service planning and development, including wider developments in service provision.

INFORMATION/ DATA RESPONSIBILITIES

- To maintain appropriate, accurate and contemporaneous clinical/ medical records, in line with guidance and service requirements.

PROFESSIONAL RESPONSIBILITIES

- The post holder will be expected to remain in good standing with the General Medical Council.
- To undertake appropriate training and professional development activities to meet personal professional development plans and ensure continual updating of practice.
- The post-holder will be expected to record learning in line with national and regional guidelines for appraisal and revalidation. They will be expected to participate in the HCRG Care Group Patient Safety courses.

ENVIRONMENTAL

- The post holder may be required to concentrate for sustained periods.
- The post holder may be required to process distressing information relating to patients, e.g., typing letters/reports relating to safeguarding and abuse.

TERMS & CONDITIONS OF SERVICE

- The Organisation has a range of clinical, operational, financial, health & safety, risk management, human resource, equality & diversity and other policies and procedures. The post holder is expected to be aware of all policies which apply to them and to always observe their provisions. Copies of all Organisation policies can be found on Loop or obtained from the line manager or the Human Resources Department.
- Employment in this post is subject to Criminal Records Bureau Disclosure.
- The post holder may be required to undertake a Disclosure at any time during employment.
- Staff are not permitted to smoke on Organisation premises, either inside or outside, or inside Organisation vehicles.
- Staff are expected to undertake all mandatory training and refresher training appropriate to their role, which may include Physical Intervention, Breakaway and Cardio-Pulmonary Resuscitation. If in doubt about which mandatory training applies to this post, advice should be sought from the line manager.
- The Organisation is committed to promoting the welfare of children and vulnerable adults. Staff are expected to be aware of and comply with their roles and responsibilities in relation to safeguarding vulnerable groups.
- Staff are expected to observe the highest standards of care and conduct and to engage constructively with managers, colleagues, service users/carers and others in the course of their duties.

Proposed job plan

- The specialty doctor is expected to spend at least 1 day per week across the three services namely Virtual Ward; UCR Rapid Response and the 2 Swale Community Hospital Wards.

Outline of Provisional Job Schedule:

- [To be agreed with Head of Operations]

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
<ul style="list-style-type: none">• Inspire• Understand• Communicate	<ul style="list-style-type: none">• Challenge• Improve• Learn	<ul style="list-style-type: none">• 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 Datix 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

- Primary medical qualification
- Experience in general internal medicine or geriatric medicine
- To have or be willing to work towards Diploma in older people's medicine
- Ideally have completed GP training
- Post-graduate experience as a doctor in the NHS
- MS office IT skills and system knowledge
- Commitment and ability to deliver a high standard of clinical care
- Ability to work across primary and secondary care to improve patient experience
- Motivation to reduce hospital admission rates, reduce length of hospital stays and reduce readmission rates
- Self-motivated and pro-active
- Ability to work with others
- Excellent communication skills
- Aware of sensitivities of promoting change in different organisations
- Ability to negotiate and influence others
- Excellent time management and ability to work in variety of different settings during the working week
- Subject to the provision of the Disability Discrimination Act, able to travel using own vehicle
- Demonstrates skills in written and spoken English, adequate to enable the post holder to carry out the role effectively.
- Driver with full UK Driving Licence and access to a car.

Desirable

- MRCP

Other requirements:

Job Description

Employee signature

Manager signature
