

Job Title:	GPwER NDD
Reports to (job title):	Clinical Director Community Paediatrics
Line Manager to:	

## Job purpose

The role of the General Practitioner with Extended Role (GPwER) in Neurodevelopmental Disorders (eg ASD, ADHD) is to support the delivery of high quality care to this group of children and young people across Wiltshire.

The post holder will work collaboratively with other members of the Community Child Health Department.

The post holder will work collaboratively with services within Virgin Care across Wiltshire and external partners.

As an experienced autonomous member of the team the post holder will be overseeing the assessment of health needs following locally agreed pathways – this may include review and development of new care pathways.

The post holder will receive specialist supervision from the Lead Professional and will work closely with the doctors and nurses in the team, and other parallel teams (eg WAAS).

We would encourage the post holder to attend training focused on the specialist area of community paediatrics.

The postholder will keep up to date with mandatory training.

The post holder would be encouraged to attend Team Meetings and Peer Review.

This post will be for agreed hours weekly.

Current members of the team

- Dr Mark Bagott – Consultant Community Paediatrician
- Dr Myo Lwin – Consultant Community Paediatrician
- Dr Tare Biu – Consultant Community Paediatrician

- Dr Atul Tiwari – Consultant Community Paediatrician
- Dr Usama Zayat – Associate Specialist
- Andrea Hillier – Paediatric Practitioner
- Helen Bouillet – Paediatric Practitioner
- Julie Crouch – Paediatric Business Manager
- 5 x Medical Secretaries

## Key responsibilities

Regular Face to Face clinics to assess children presenting with neurodevelopmental difficulties

Deliver community paediatric clinics, assessing children with a wide range of concerns that are affecting their health, development, or educational potential, in accordance with our established referral criteria. This includes medical assessments for the SEND process.

Complete the autism assessment proforma through the clinical session, and offer a clinically guided opinion to the family.

Regular face to face and telephone clinics to manage ADHD and medication.

The post holder would be expected to gain and retain knowledge of neurodevelopmental disorders and the medical management of these, in order to continue to support a child requiring ongoing medical management.

Regular supervision and liaison with colleagues to ensure continuity and consistency of ongoing care

Office based work to include administrative tasks generated by clinics (e.g. arranging further investigations and referrals, written correspondence to other professionals) and telephone consultation with families where indicated.

Contemporaneous completion of clinical record on SystmOne

Communicating with members of the Wiltshire children's health care team and social care as appropriate.

Maintain excellent communication with parents and carers to ensure all care plans are effectively communicated and understood.

Attendance at MDT meetings as appropriate.

Ensuring all children's safety and security is maintained and concerns raised.

Following Safeguarding policies.

Accessing of Safeguarding and Clinical supervision to support safe clinical working practice.

Example timetable of 2 day job plan

Day 1	Day 2
AM – Clinic PM – Admin	AM – Clinic PM – Admin

## 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"> <li>Inspire</li> <li>Understand</li> <li>Communicate</li> </ul>	<ul style="list-style-type: none"> <li>Challenge</li> <li>Improve</li> <li>Learn</li> </ul>	<ul style="list-style-type: none"> <li>Accountability</li> <li>Involve</li> <li>Resilience</li> </ul>

## 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 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 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.

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

- Recognised Medical Degree
- Full GMC Registration and Licence to Practice
- Entry on the NHS England National GP Performers List
- Paediatric experience in training or practice

- Recognised Child Protection Training
- Knowledge of safeguarding legislation relating to children and young people and experience in the field of safeguarding / child protection UK recognised medical degree
- Excellent written and oral communication skills
- Effective clinical skills
- Demonstrable management, leadership and motivational skills
- Ability to manage own time and workload and prioritise clinical work
- Ability to work successfully in a multi professional/disciplinary team and across organisational boundaries
- Ability to appraise own performance, demonstrate insight and act on feedback
- Ability to deal effectively with pressure
- Thoroughness and attention to detail
- Excellent interpersonal skills
- Positive approach to the job planning and appraisal process
- Ability to use IT and standard Microsoft packages
- Knowledge of risk management

## Desirable

- Relevant Higher Degree/Diploma eg MRCPCH, DCH
- Experience of Children in Care and their medical and emotional needs
- Knowledge of the Looked After Process
- An understanding of the role of Medical Advisers to Adoption Panel
- Ability to critically appraise published research
- Experience of involvement in a research project and publication or published audit project
- Commitment to and experience of under graduate and postgraduate learning and teaching

Other requirements: Car Driver and access to a car for working purposes

# Job Description

Employee signature

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Manager signature

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