



## **JOB DESCRIPTION**

**JOB TITLE:** General Practitioner  
**RESPONSIBLE TO:** Head of Healthcare  
**ACCOUNTABLE TO:** Regional Medical Director

### **JOB SUMMARY:**

As a member of the Multi-Disciplinary Team, the post holder will provide clinical assessment and diagnosis to patient's requirements (a significant proportion of whom have a history of substance misuse) and make timely decisions regarding future management. They will also provide a highly specialist resource to other healthcare staff, patients and carers and have active involvement in Clinical Governance/ Effectiveness activities.

### **Principal Duties and Responsibilities**

#### **Managerial**

- To manage the patient caseload in partnership with other practitioners to ensure quality outcomes for patients and carers.
- To act as an accountable general practitioner, managing clinical care and facilitating general management through partnership with the service management team.

#### **Leadership**

- To provide medical leadership as appropriate to the wider healthcare team requirements.
- To identify and utilise appropriately best practice through benchmarking and clinical guidelines.
- To develop positive collaborative working relationships across all areas of the care team, including the substance misuse team, mental health team and primary care team.
- To undertake appropriate clinical risk assessments and implement management strategies for risk identified.
- To be actively involved and engaged in practice and wider team meetings and forum to promote communication and development.
- To play an active role in multidisciplinary discussions around complex case management

#### **Clinical**

- To provide appropriate care and services to patients in all age ranges and type of health care needs.
- To respond to medical/health problems presented by patients on the registered list including history taking, diagnosis, investigation, treatment and referral as appropriate.
- To provide on-call and other services within the prison as appropriate.

- To provide management of long term conditions in line with national guidelines and pathways
- To prescribe generically for patients as appropriate to need and if none generics utilised be able to provide appropriate clinical rationale with support from Medicines Management team.
- Regularly review medications and monitor repeat prescribing
- To provide appropriate health promotion and preventative health care advice to all patients.
- To engage with the Practice Plus Group Recovery Model

### **Non-Clinical**

- To carry out appropriate administrative and other duties in line with the needs of the Offender Healthcare services, including referral to other services, maintenance of records, managing registers etc
- To maintain appropriate clinical records in line with professional code and requirements utilising appropriate READ coding.
- To identify ways to promote opportunities for patient involvement in service development and evaluation.
- To work flexibly across the healthcare service within the prison.
- To work in line with appropriate Practice Plus Group and local commissioning policies/procedures including human resources, safeguarding vulnerable adults etc.

### **Training & Education**

- To provide appropriate health education and advice to patients to enable self management and choice.
- To undertake and complete appraisal process on yearly basis.
- To undertake appropriate training to meet personal and mandatory educational needs and practice development needs.
- To undertake Practice/Personal development, in line with CPD objectives and record activity.
- To deliver practice development projects in the practice as agreed with practice staff and Practice Plus Group Managers and Directors.
- To share and disseminate acquired knowledge with all team members through in development sessions and clinical governance meetings or critical incident reviews.

### **Clinical Governance/Research and Audit**

- To work collaboratively with the Clinical Lead and the entire team to ensure that effective clinical governance is incorporated into day to day practice.
- To undertake appropriate clinical audit in practice to identify clinical quality issues and markers and define processes to improve clinical outcomes and ensure the prison delivers care in line with identified quality outcomes.
- To take part in appropriate R&D and audit processes as agreed in line with Practice Plus Group primary care division priorities.
- To develop and implement as appropriate guidelines, policies and procedures as required.
- To utilise latest available evidence to shape and organise services to reflect needs of population.

### **Communication**

- To develop and maintain high levels of communication with patients, ensuring effective care delivery.
- To promote effective communication processes between all team members to enable good working practices.

- To maintain communication processes with acute and other colleagues and partners in care to ensure care delivery.
- To actively engage with Practice Plus Group supervision and support processes to ensure equity of service delivery and target achievement.

## Person Specification – General Practitioner

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• MBChB or MBBS</li> <li>• Inclusion in the GMC Register.</li> <li>• On a PCT Medical Performance List.</li> <li>• RCGP pt 1 (or willing to undertake)</li> </ul>	<ul style="list-style-type: none"> <li>• RCGP pt 2</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working as a General Practitioner.</li> <li>• Willingness to provide mentoring and support to all other Clinicians where appropriate.</li> <li>• Evidence of continuing professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in a prison environment</li> <li>• Experience of working with patients with a history of substance misuse</li> </ul>
<b>Professional Skills</b>	<ul style="list-style-type: none"> <li>• Knowledge of methods of developing clinical quality assurance and evidence based practice.</li> <li>• Evidence of up to date knowledge and skills.</li> <li>• Evidence of ability to maintain and monitor high standards of care.</li> <li>• Excellent Computer Skills.</li> <li>•</li> </ul>	
<b>Audit</b>	<ul style="list-style-type: none"> <li>• Evidence of audit activities.</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to communicate with people of all capabilities and attitudes.</li> <li>• Strong commitment to provide high quality clinical services.</li> <li>• Commitment to team working.</li> <li>• Must pass Practice Plus Group pre-employment checks (including health assessment) and the prison vetting process.</li> </ul>	

## **Additional Information:**

### **Appraisal**

Practice Plus Group operates a system of individual performance review/appraisal for the purpose of agreeing performance objectives and discussing development needs in line with requirements of service need in the operational plan.

### **Clinical Governance**

To have responsibility for a commitment to maintaining a high quality service to patients by continual development of practice in the light of research evidence and by audit, based against clinical relevant standards.

### **Code of Conduct for Professional Group**

All members of staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, GMC, HPC).

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

### **Confidentiality**

The post holder is required not to disclose such information, particularly that relating to patients and staff. All employees are subject to the Data Protection Act 1998 and must not only maintain strict confidentiality in respect of patient and staff records, but the accuracy and integrity of the information contained within. The post holder must not at any time use personal data held by Practice Plus Group for any unauthorised purpose or disclosure such as data to a third party. You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of Practice Plus Group, unless expressly authorised to do so by Practice Plus Group

### **Conflict of Interests**

You may not without the consent of Practice Plus Group engage in any outside employment and in accordance with Practice Plus Group Conflict of Interest Policy you must declare to your manager all private interests, which could potentially result in personal gain as a consequence of your employment position in Practice Plus Group. Interests that might appear to be in conflict should also be declared.

### **Disclosure and Barring Service**

It is a requirement of this position that a Disclosure and Barring Service disclosure at the enhanced level is undertaken.

### **Data Protection**

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorized persons or organizations as instructed.

## **Education and Training**

Personal continuing professional development is encouraged and an annual appraisal system is in place to discuss CPD and ongoing objectives.

## **Equal Opportunities**

The post holder is required at all times to carry out responsibilities with due regard to Practice Plus Group Equal Opportunities Policy and to ensure that staff receive equal treatment throughout their employment with Practice Plus Group.

## **Health and Safety**

As an employee of Practice Plus Group, the post holder has a duty under the Health and Safety at Work Act 1974, to:-

Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.

Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the treatment centre, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

## **Philosophy of Care**

We aim to provide a safe and clinically sound environment, where the immediate and urgent need of individuals using the centre is recognised and suitably skilled staff are available to see and treat the users of this service. To ensure that we meet the needs and expectations of the patient we provide a culture of continuing learning and development.

## **Risk Management**

All members of staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to, co-operate with any investigation undertaken.

This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

**This job description is subject to regular review and appropriate modification.**

**I confirm I have read and understand this Job Description**

**Name of Post holder:** .....

**Signature:** .....

**Date:** .....