

Job Description

1. JOB DETAILS

Job Title:	General Practitioners
Hours:	Flexible – Salaried or Sessional shifts across weekday evenings and weekends
Accountable to:	Medical Director / Chief Executive
Location:	Cumbria

2. JOB SUMMARY

Cumbria Health on Call (CHoC) is a key element of the health economy in Cumbria providing a quality, highly responsive primary care.

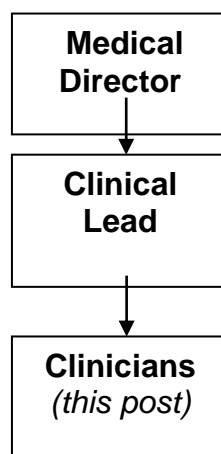
We are looking for General Practitioners to join our clinical teams across the county.

Working as part of a multi-disciplinary team, the post holder will be responsible for delivering routine primary care medical services to patients within Cumbria.

All staff are expected to work to CHoC Values:

- Clinically focused - Everything every one of us does is for the patient
- Responsive - We listen and we respond quickly in a patient focussed way
- One Team - We work together to provide a high quality service which is organised and consistent, and in partnership with both the local Acute and Community Trusts
- High Standards - We provide skilled professionals working to the highest standards who are passionate about improving patient care

4. ORGANISATIONAL CHART



5. KEY WORKING RELATIONSHIPS

- CHoC/ CHEA Clinical Teams (Clinical Coordinator, GPs, Nurses, Pharmacists)
- CHoC/ CHEA Non-Clinical Teams (Call Handlers, Receptionists, Drivers)
- Medical Director
- Senior Clinical Nurse Manager
- North Cumbria University Hospitals NHS Trust
- North West Ambulance Service
- Cumbria Partnership NHS Trust
- Social Services & 3rd sector
- Voluntary and Independent Sector organisations

6. DUTIES AND RESPONSIBILITIES OF THE POST

Main Responsibilities

- This post is to provide a full range of high quality primary care services in line with approved protocols and evidence based medicine to the population of Cumbria during an Out of Hours setting.
- To respond to medical problems presented by patients as appropriate which may include:
 - Clinical advice by telephone
 - Face to face consultations
 - History taking
 - Examination
 - Diagnosis
 - Investigation
 - Treatment
 - Referral where appropriate
- Provide health promotion and preventative health care and advice where appropriate.
- Provide medical care in accordance with Cumbria Health on Call's quality standards.
- Prescribe and administer medicines in accordance with the Medicines Management procedures.
- To participate in and support the electronic methods of data collection and record management whilst ensuring appropriate communication with all professionals.
- Produce clinical records in accordance with the quality standards and to enable full clinical details to be supplied to patients' GPs by the start of the next working day.

- Report all adverse incidents to CHoC by completing and forwarding an adverse incident form.
- Participate in the implementation of Clinical Governance arrangements for CHoC and production of regular performance monitoring reports as required.
- Co-operate with the Chief Executive in CHoC's Complaints Procedures, if necessary.
- Comply with the requirements for appraisal and revalidation.
- Maintain good medical practice and clinical care by undertaking appropriate educational and training to allow the continued development of the knowledge, skills and attitudes relevant to modern primary care and to undertake paid training courses as directed by CHoC.
- Participate in formal reviews and audits as required.
- To supervise and, where necessary, offer advice to new clinicians working for CHoC, Medical Students and Trainee Nurse.
- This job description is not exhaustive. The post holder will be expected to undertake appropriate duties from time to time as requested by the Chief Executive and Medical Director.
- This job description may be subject to alteration in the light of changing priorities, circumstances and regulations.
- The post holder will use all equipment and carry out all duties in a safe manner in line with current health and safety legislation and regulation.

7. WORK SETTING AND REVIEW

Working hours will be within the out-of-hours period. The post holder can choose to work on a salaried or sessional basis.

8. INDIVIDUAL RESPONSIBILITIES

The post holder is expected to:

- adhere to CHoC policies and procedures and relevant legislation including the requirements of the any professional bodies
- attend and complete mandatory training as identified by CHoC
- adhere to CHoC infection prevention policies, procedures, audits in line with the Health Act 2006, to actively reduce Health Care Associated Infections

9. CONFIDENTIALITY

The post holder must maintain the confidentiality of information about patients, staff and organisation business in accordance with the Caldicott principles and with legal obligations under the Data Protection Act 2018 (the '2018 Act') and the EU General Data Protection Regulation ('GDPR') in respect of data privacy and security. Further information on this is outlined in the CHoC Privacy Notice (Staff). The jobholder should also work within the boundaries described in CHoC's Information Governance Policy and all other related data protection policies.

10. HEALTH AND SAFETY

Employees must be aware of the responsibilities placed upon them under the Health & Safety at work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

11. RISK MANAGEMENT

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

12. EQUALITY AND DIVERSITY

All employees of CHoC have responsibility to:

- Act in ways that support equality and value diversity.
- Treat everyone with whom they come into contact with dignity and respect.
- Act in ways that are in accordance with CHoC's Equality and Diversity policy.

13. SAFEGUARDING

All employees have a duty for safeguarding and promoting the welfare of children and adults at risk. Staff must be familiar with CHoC's Safeguarding Policy and the process for raising concerns about the welfare of anyone with whom they have contact. Staff must also ensure they receive the appropriate level of safeguarding children and adult training depending on their role in CHoC.

Staff are expected to access supervision and support from their line managers and/or the locality based safeguarding team when managing complex cases where applicable to their role.

14. INFORMATION GOVERNANCE

The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow CHoC policies and procedures to ensure that information is dealt with legally, securely, efficiently and effectively.

It is important that the post holder processes personal identifiable information only in accordance with Data Protection Act notification to the Information Commissioner. The



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post holder must check with the Data Protection Officer before creating new systems to process person identifiable information to ensure that this is carried out within the scope of the Data Protection Act 1998 notification.

The post holder must manage the records they create or hold during the course of their employment with CHoC in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. Data Protection Act 1998, Freedom of Information Act 2000, Caldicott Guidelines NHS Confidentiality Code of Conduct 2003, and professional codes of conduct on confidentiality.

The post holder must maintain the confidentiality of information about service user staff and organisational business in accordance with the Data Protection Act 1998 and Caldicott principles.

It is likely that the post holder will be in contact at some time with a form of information system, and therefore are responsible for implementing and maintaining data quality. The post holder, when making entries into records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that information recorded within records either on paper, in an electronic format or both paper and electronic is accurate, complete and relevant.

15. JOB DESCRIPTION AGREEMENT

Post holder's signature

Date

Line Manager's signature

Date



Cumbria Health on Call

PERSON SPECIFICATION

POST TITLE: GP

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Must be fully qualified Doctor with full GMC registration • Evidence of GP experience (certificate of prescribed and equivalent experience) • Must be on Medical Performers List in England 	<ul style="list-style-type: none"> • Additional qualifications relevant to the provision of GMS/PMS services
Knowledge & Experience	<ul style="list-style-type: none"> • Knowledge and use of IM & T systems • Experience in medical audit and clinical risk management • Working across boundaries – good communication skills, able to collaborate and co-operate in multi-agency working • Previous experience delivering GMS/PMS services • Eligible to provide: <ol style="list-style-type: none"> a) CHS b) Maternity services c) Contraceptive services d) Evidence of continued professional development 	<ul style="list-style-type: none"> • Experience of providing clinical leadership in a GP practice environment
Personal Circumstances	<ul style="list-style-type: none"> • Eligible to work in the UK • Personal Clinical Indemnity • Self-motivated and enthusiastic • Proven good attendance in previous employment • Flexibility to work in various locations with various systems/people • Ability to travel to meet the needs of the post 	<ul style="list-style-type: none"> • No history of professional misconduct as determined by the GMC • No current restrictions imposed by the GMC

PERSON SPECIFICATION AGREEMENT

Post holder

Date

Line Manager

Date