PCN ARRS GP

# Sandhills PCN

# Location: Biggleswade, Sandy and the surrounding villages

# Closing date is 15th November 2024

## Job summary

Primary Care Networks (PCNs) form a key building block of the NHS long-term plan. Bringing general practices together to work at scale has been a policy priority for some years for a range of reasons, including improving the ability of practices to recruit and retain staff; to manage financial and estates pressures; to provide a wider range of services to patients and to integrate with the wider health and care system more easily.

Sandhills PCN is a small PCN with a patient list size of circa 31,000 patients. We have a significant workforce in place which brings wonderful opportunities for in-house multi-disciplinary team working. We have a well-developed multidisciplinary team including a Pharmacy Team, First contact physiotherapists, personalised care roles, Advanced nurse practitioner and a paramedic. This is in additional ot the extensive practice team we work alongside.

Both Practices are GP training practices and experience of supporting Gp trainees through their training.

Following the release of ARRS GP funding we are looking for newly qualified (within 2 years) to join Sandhills PCN on a fixed term salaried contact until 31 March 2025. We will consider applications for between 2 and 6 sessions with a start date as soon as possible.

## Main duties of the job

You may be required to work across 2 Practices in Sandy and Biggleswade, supporting our practices through the winter period. We are a highly supportive PCN, and the practices all work closely within the PCN, understanding the importance of a good work/life balance with an open-door ethos.

To undertake duties governed by the PMS & GMS contract and Objectives of Direct and Local Enhanced Services including:

* Face to face and telephone consultations.
* Patient Home visits and Nursing Home visits.
* Checking and signing repeat prescriptions.
* Administration – responsible for dealing with queries, patient test results, referral letters NHS/private, task, emails and other paperwork and correspondence in a timely manner.
* Cover all the clinical management of the patients in surgery as appropriate including initiating investigations, reviewing results, making referrals to secondary care or to other providers as appropriate.
* Develop care and treatment plans in consultation with patients and in line with current Practice disease management protocols as well wider guidance such as that from NICE.
* Responsible for following up on own initiated investigations, referrals, tasks, emails and other paperwork to ensure actions are completed.

# Job description

## Job responsibilities

### Organisational Expectations

* To carry out the duties as outlined and be proactive in continuously improving service delivery.
* To work in a professional manner with a client focus, ensuring that respect and courtesy is shown to patients, colleagues, other service providers and all those in contact with the organisation.
* Our staff are expected to be flexible to work at any/ all our PCN sites and in patients place of residence when clinically necessary.
* management protocols as well wider guidance such as that from NICE.

## Main Tasks

### Clinical

* Recording clear and contemporaneous I.T. based consultation notes to agreed standards
* Provide safe, evidence-based, cost-effective, individualised patient care within the surgery, patients own home or other environment where patient care is carried out.
* Clinically examine and assess patient needs from a physiological and psychological perspective, and plan clinical care accordingly referring patients to other services/agencies in a timely manner, utilising Practice, PCN and local guidelines.
* To recognise the need for and be able to perform and interpret investigatory procedures, including laboratory and radiology.
* Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care.
* Ensure appropriate follow up of patients.
* Support patients to adopt health promotion strategies that promote healthy lifestyles and apply principles of self-care.
* Support the delivery of anticipatory care plans.
* Recognise and work within your own competence and in accordance with professional codes of conduct, maintaining accurate and contemporaneous health records.
* Independently prescribe for patients within your scope of practice. Prescribing in accordance with locally agreed or national guidelines.
* Compiling and issuing computer-generated acute and repeat prescriptions.
* Review medications following the appropriate policies, NICE/local clinical guidelines and local care pathways.
* To maintain an awareness of developments in clinical practice.
* Awareness of and compliance with all relevant practice policies/guidelines e.g., prescribing, confidentiality, data protection, health and safety and QOF standards.
* Be aware of your duties and responsibilities regarding current legislation and adhere to our policies and procedures on Safeguarding Children and Safeguarding Adults.

### Confidentiality

* You will have access to confidential information relating to patients and their Carers, practice staff and other healthcare workers. Patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately.
* Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data

### Health and Safety

* The post-holder will assist in promoting and maintaining their own and others health, safety and security as defined in our Health & Safety Policy, to include:
* Using personal security systems within the workplace according to PCN guideline. Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks.
* Making effective use of training to update knowledge and skills.
* Using appropriate infection control procedures, including maintaining a tidy and safe way work area free from hazards.
* Effective hand hygiene.
* Provide advice on the correct and safe management of the specimen's process, including collection, labelling, handling, use of correct containers, storage and transport arrangements.
* Correct use of personal protective equipment (PPE) in both routine and extraordinary circumstances.
* Directly managing all incidents of accidental exposure. Safe use of sharps, storage and disposal.
* Reporting potential risks identified.

### Equality and Diversity

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

* Acting in a way that recognises the importance of peoples rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation.
* Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues.
* Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.
* Training, Personal/ Professional Development Training requirements will be monitored in accordance with PCN requirements.
* Relevant personal development will be encouraged and supported by the PCN. You will be expected to take responsibility for maintaining a record of own personal and/or professional development.
* Undertake mandatory and statutory training as required and attend courses/ study days as deemed appropriate/necessary.
* Continually review clinical practice, responding to National policies and initiatives where appropriate.
* Participation in an annual individual performance review / internal appraisal and annual
* external GP appraisal including taking responsibility for maintaining a record of own personal and/or professional development.
* Provide leadership and education for members of the multi-disciplinary team, providing guidance and support when necessary.
* Assess own performance and take accountability for own actions, either directly or under supervision.

### Quality

* The post-holder will strive to maintain quality within the practice, and will:
* Contribute to the achievement of the highest possible quality standards such as those detailed by their regulatory body and the CQC.
* Monitor the safety and effectiveness of own clinical practice through quality assurance strategies such as the use of audit, mentor feedback, case review and peer review. Implement improvements where necessary.
* Understanding of the audit process and of clinical risk management.
* Alert other team members to issues of Clinical Governance, quality and risk. Participate in Significant Event and/or near miss analysis reviews.
* Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the teams performance.
* Effectively manage own time, workload and resources.
* Work in partnership with other clinical teams, collaborate on improving the quality of health care responding to local and national policies and initiatives as appropriate.
* To accept delegated responsibility for a specific area (or areas) of QOF.
* Collecting data for audit purposes.

### Communication:

* Excellent communication skills (written and oral), when dealing with patients and other team
* members. The ability to make clear decisions with confidence and communicate these
* effectively.
* Demonstrate sensitive communication styles to ensure patients and carers are fully informed
* and consent to treatment.
* Recognise people's needs for alternative methods of communication and respond
* accordingly.
* Use developed communication, negotiation and conflict management skills recognising the
* need for alternative methods of communication to overcome different levels of
* understanding, cultural background etc.

# Person Specification

Qualifications

Essential

* Newly qualified GP (within two years and not having had a substantive post) with full GMC registration and license to practice.
* Experience of working in a GP training practice using SystmOne.

Desirable

* Please see attached the person specification.

Experience

Essential

* Experience of working in urgent care and/ or a primary care environment.
* Experience of dealing with a range of clinical conditions.
* Experience of providing home visits.
* Proven ability to evaluate the safety and effectiveness of own clinical practice.
* Understanding of evidence-based practice.
* Evidence of working autonomously, with some support and supervision.

Desirable

* Experience in Triage.
* Knowledge of Quality and Outcomes Framework.
* Knowledge of public health issues in the local area.
* Awareness of issues within the wider health arena.
* Knowledge of health-promotion strategies.

Disclosure and Barring Service Check

* This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

UK Registration

* Applicants must have current UK professional registration. For further information please see [NHS Careers website (opens in a new window).](https://www.healthcareers.nhs.uk/working-health/overseas-health-professionals)

Employer details

Employer name

* Sandhills PCN

Address

Hosted Employer

Saffron Health Partnership

Saffron road

Biggleswade

Sg18 8DJ

For questions about the job, contact:

Business Administrator

PCN Manager Clare Saravacos

Clare.saravacos@nhs.net

Pay scheme

* Other

Salary

* Depending on experience

Contract

* Fixed term

Duration

* 4 months

Working pattern

* Flexible working

Job locations