

JOB DESCRIPTION

Job title	Specialty Doctor in Substance Misuse / General Practitioner with special interest
Sector/Function	Substance Misuse
Department	Integrated Service (location to be confirmed at time of offer)
Reports to	Clinical lead and Operations Manager
Grade	5

Job purpose	<ul style="list-style-type: none"> • To assist the Clinical Lead or Service manager in delivering high quality medical services. • To provide specialist assessment including psychiatric assessment to new clients and medical reviews where appropriate. • To initiate clients onto OST as independent prescriber or in conjunction with Non-Medical Prescribers (NMPs). • To provide the full-range of evidence-based prescribing interventions for addictions in a multi-disciplinary context and with Consultant supervision. • To undertake and support community detoxifications in clients wishing to go down this route. • To provide advice and guidance for the service team regarding medical or clinical issues and to ensure best practice is provided in line with national, organisational and local standards • There are opportunities to become for service-development and clinical governance.
Key accountabilities	<p>To provide support and guidance to the team by:-</p> <ul style="list-style-type: none"> • Support other Turning Point staff in the safe and effective medical management of people with drug and/or alcohol problems • To assist the Service Manager and Clinical Lead in developing local policies and protocols in relation to clinical or medical matters • To deputise for the Clinical Lead in times of planned or unplanned absence • To support the Clinical Lead in the development and audit (internal and external) of clinical services • To liaise with external parties and organisations about the clinical/medical practice of the service • To offer clinical supervision advice and guidance to other independent and supplementary prescribers other doctors nurses and recovery workers working within the service • Providing Crisis management and ensure support to staff in resolving difficult and challenging situations. • Delivering continuous improvement in service quality and performance • Participating in maintaining and utilising management information and data collection systems as appropriate

- Inspiring a multi-disciplinary team using a participative style as the norm ensuring a culture is developed and sustained within the locality that is conducive to team working, continuous improvement and learning
- Coaching direct reports, when applicable, in appropriate leadership and to ensure required culture and best practice is embedded across the area of responsibility
- Ensuring that all communication channels are open and that information flows up, down and across the area of responsibility
- Leading by example in participating in Turning Point's performance management system, where applicable, and ensure it is embedded within the business area and that budgets allow staff to have the time to actively participate and take account of development needs
- Ensuring the appropriate implementation of HR policies and procedures in all services within the locality e.g. sickness absence management processes, dignity at work, discipline and grievance, etc.
- Agreeing and monitoring performance targets for direct reports and challenge and deal with non-performance
- Support the Clinical Lead and Operations Manager on major change issues undertaking appropriate consultation activities and implementing changes required in a timely and effective manner

To ensure quality standards are maintained by:-

- To receive regular clinical and managerial supervision from the Clinical Lead in accordance with professional practice guidelines.
- To contribute to the maintenance of standards of practice according to the employer and any regulating, professional and accrediting bodies, e.g. GMC and keep up to date on new recommendations/ guidelines set by the department of health, e.g. NHS plan, National Service Framework, National Institute for Clinical Excellence as advised by Clinical Psychologist.
- Participate in all appropriate audits and inspections both internal and external
- Ensure the maintenance of standards of practice according to the employer and any regulating, professional and accrediting bodies, e.g. NICE guidance, BPS guidance, RCP etc and keep up to date on new recommendations/ guidelines set by the department of health, e.g. NHS plan, National Service Framework and CQC
- To contribute to the development of best practice within the service.
- Drawing up and implementing action plans to address under-performance whether through quality or financial reasons
- To work with the Operations Manager to take lead on local, Substance Misuse Business Unit and organisational clinical governance forums and meetings, including policy review.

To continuously review own performance and development needs to assist growth and development by:-

- Participating in open two-way dialogue during Performance Management meetings

- agreeing own task and development objectives and reviewing these and overall performance against the competency framework.
- Participating in training and other development opportunities as agreed within the Performance Management process
 - Effectively undertaking the responsibilities of a Reviewing Manager within Turning Point Appraisal system
 - To agree and work towards objectives to improve performance. To review own performance and development needs by actively participating in supervision and appraisal processes.
 - Taking responsibility for own self development. To undertake training and other development activities to facilitate personal and professional development
 - Be professionally obliged to act only within and not beyond the boundaries of their knowledge and competence.

To ensure Health & Safety standards are maintained and risk is mitigated to the lowest level possible by:-

- Ensuring a safe working environment for self, and where appropriate, the team
- Ensuring good standard of housekeeping is maintained with own area
- Ensuring risk assessments are completed when appropriate
- Taking personal responsibility for own safety e.g. reporting concerns, ensuring appropriate vaccinations and eye tests etc. are obtained
- Complying with all H&S policies and procedures including serious untoward incidents and accident reporting
- To ensure service staff deliver effective risk assessment and risk management for individual clients and to provide both general and specialist advice and training to staff in relation to client risk assessment and risk management.

To ensure compliance with internal and external standards and codes of conduct by-

- Meeting all regulatory requirements
- Complying with Turning Point's Code of Conduct, policies and procedures
- Working proactively to safeguard children and vulnerable adults
- All employees have a responsibility and a legal obligation to ensure that information processed for both patients and staff is kept accurate, confidential, secure and in line with the Data Protection Act (1998) and Security and Confidentiality Policies.
- To maintain up-to-date knowledge of legislation, national and local policies and procedures in relation to Substance Misuse, and Primary Care Services.
- Keep up to date all records in relation to continued professional development (CPD) and ensure personal development plan maintains up to date knowledge of latest theoretical and service delivery models/developments.
- To independently maintain registration with the GMC and relevant specialist bodies, such as the Royal College of Psychiatrists (RCP) and all requirements associated with the role of a Consultant Psychiatrist specified by the RCP.

- All employees have a responsibility and a legal obligation to ensure that information processed for both patients and staff is kept accurate, confidential, secure and in line with the Data Protection Act (1998) and Security and Confidentiality Policies.
- To maintain up-to-date knowledge of legislation, national and local policies and procedures in relation to Substance Misuse, and Primary Care Services.
- To ensure evidence of professional medical insurance is maintained and up to date. Turning Point must be informed with adequate notice to renew this annually.

To proactively deliver a high quality/person centred service provision that meets the needs of the service users by:-

- Ensuring day-to-day delivery of service provision embeds and extends Turning Point's person centred approach that promoting peoples' rights and responsibilities
- Providing advice and information to Service Users, their families and friends and professionals regarding their support.
- Developing, in consultation with Service Users, flexible and realistic support packages/person centred plans within agreed guidelines or service models
- Ensuring that a collaborative approach is used, with effective communication links with external professional groups e.g. GPs, Social Services, etc. and to work as an effective member of any multi-disciplinary team
- Providing written reports to professionals and other organisations, such as, GPs, Probation services, social care services, Court reports etc.
- Ensuring record keeping is maintained to the required standard at all times and contributing to service monitoring requirements
- Undertaking responsibility for clinical risk and needs assessment and the formation and implementation of management plans
- Ensuring high quality service user Recovery/Care Plans are delivered. This is ensured through staff training embedded audit processes
- Recognising indicators of substance misuse and making appropriate referrals
- Enabling individuals to adopt safe practice associated with substance use
- Supporting individuals when they are using substances ensuring that your actions are consistent with agreed role and Turning Point policies and procedures
- Supporting individuals in stabilising and reducing substance use and helping service users maintain abstinence whenever possible
- Providing information and raise awareness about substances, their use and effects
- Applying recognised theoretical models (e.g. motivational interviewing) to enable individuals to identify and explore concerns relating to their substance misuse

	<p>To work collaboratively to develop the service by:-</p> <ul style="list-style-type: none">▪ Developing and co-ordinating professional links with other statutory and voluntary service providers.▪ Ensuring the service and the wider organisation of Turning Point is represented in a professional manner at all times.
	<ul style="list-style-type: none">▪ To undertake any other duties reasonably requested by the line manager

Dimensions	Direct reports	Up to 2 paid staff, including Medical Trainee on placement etc
	Total staff overseen	Up to 2
	Internal contacts	<ul style="list-style-type: none"> ▪ Clinical Lead ▪ Clinical Director ▪ Medical Director ▪ Senior Operations Manager ▪ Nurse Manager & Nurses ▪ Operations Manager ▪ Other clinical colleagues ▪ Team Managers ▪ Other team colleagues ▪ TP Central Support services ▪ Colleagues in the Substance Misuse Business Unit ▪ National Clinical Lead roles e.g. Consultant Psychologist, Consultant Nurse etc
	External contacts	<ul style="list-style-type: none"> ▪ GPs ▪ Pharmacists ▪ Clinical and Non-clinical staff from partner agencies, such as Probation, Police, Prison ▪ Consultants in Primary Care and Hospitals ▪ Public Health and Public Health England ▪ Representatives from local Clinical Commissioning Groups ▪ Service Users ▪ Carers/Friends/Family members ▪ Advocacy /Service User forums
	Planning outlook	<ul style="list-style-type: none"> ▪ Typically up to 3 months in advance and will work within the Service Annual Plan.
	Problems solved	<ul style="list-style-type: none"> ▪ Clinical delivery ▪ Clinical options for Service Users ▪ Meeting Service Needs and Demand ▪ Meeting the needs of family / friends / carers ▪ Addressing the wider health and wellbeing needs of service users ▪ Problem solving day-to-day delivery issues
	Financial authority	<ul style="list-style-type: none"> ▪ To provide accurate information for expenses claims, including credit card submissions if required. ▪ To use Turning Point's financial policies and procedures, such as central procurement processes when required.

Accountability:

The post holder will be accountable to the Clinical lead and Consultant Psychiatrist Dr Vyasa Immadisetty. Professional accountability is to the Turning Point through the Clinical Director & Medical Director.

Job Planning:

Job Plans are reviewed and discussed annually with the Operations Director and the Clinical Lead, with input from the local Service Manager.

Programme Activities (PAs):

The indicative job plan is detailed below. A final job plan will be negotiated with the post holder, taking into account the post holders interests as well as service needs.

OTHER INFORMATION**Satisfactory References:**

This appointment will be offered on the receipt of two satisfactory references.

Rehabilitation of Offenders Act:

The post is exempt from the provisions of the Rehabilitation of Offenders Act and applicants are not entitled to withhold information about convictions, including those that are "spent". Any information given will be confidential but failure to disclose such convictions could result in disciplinary action or dismissal.

Cover for leave:

The post holder will be expected to liaise with any Clinical lead and the operations director when planning leave to ensure continuing of cover for the service.

Tenure:

The employment is subject to three months' notice on either side.

Security:

In the interests of safety and security the appointee will be issued with and required to wear Identification Badge at all times whilst at work.

Further Information & Arrangements to visit

Applicants should contact the following key people to discuss the post in detail and if possible arrange an informal visit:

Contact : Dr David Bremner, Deputy Medical Director on 07587 132800 or email: David.Bremner@turning-point.co.uk

The aim is to ensure that all candidates receive details about the Suffolk Recovery Network and Turning point and to give candidates the opportunity to assess whether the Turning point can fulfil their career aspirations.

PERSONAL SPECIFICATION - Specialty Doctor

Criteria	Essential	Desirable	Means of Assessment
<u>Qualifications:</u>	<ul style="list-style-type: none"> • Primary Medical Degree • Full GMC Registration and holding a current licence to practise at the time of the appointment. • Post holder to maintain their Section 12 approval and Approved Clinician Status. 	<ul style="list-style-type: none"> • Section 12 approval • MRCPsych or Equivalent • Any additional postgraduate qualifications, especially in substance misuses. 	<ul style="list-style-type: none"> • Application form • Other documentation
<u>Experience</u> <u>\Skills :</u>	<ul style="list-style-type: none"> • Completed at least 4 years full time post graduate training (or its equivalent on a part time or flexible basis) at least two of which will be in a specialty training programme in a relevant specialty or as a fixed term trainee or have equivalent experience and competency. • Ability to assess, diagnose and manage medical/psychiatric problems in people presenting with drug and alcohol problems, and to deal with crisis situations. • Evidence of effective multidisciplinary team involvement 	<ul style="list-style-type: none"> • Experience of assessing and treating clients in community settings. • Knowledge and evidence of participation in CPD. 	<ul style="list-style-type: none"> • Application form • Interview
<u>Personal Skills:</u>	<ul style="list-style-type: none"> • Demonstrable leadership Skills • Ability to manage own time, workload and prioritise clinical work. • Ability to appraise own performance • Excellent written and oral communication skills • Approachable and compassionate personality with good listening skills. 	<ul style="list-style-type: none"> • Evidence of specific achievements that demonstrate leadership skills • Motivational skills. 	<ul style="list-style-type: none"> • Application • Interview • References
<u>Knowledge:</u>	<ul style="list-style-type: none"> • Awareness of current issues in mental health and drug and alcohol service provision, policy and legislation. • An understanding of the importance of clinical governance in healthcare organisations and its importance to client care. 		<ul style="list-style-type: none"> • Application Form • Interview
<u>Appraisal and Revalidation:</u>	<ul style="list-style-type: none"> • Evidence of satisfactory completion of Appraisal within the last 12 months, as demonstrated by the output of appraisal, e.g. Form 4. • Name and details of current Responsible Officer, where appropriate 		<ul style="list-style-type: none"> • Post interview processes

Criteria	Essential	Desirable	Means of Assessment
<u>Other:</u>	<ul style="list-style-type: none">• Ability to fulfil the duties of the post.• Independently mobile and willing to travel• Satisfactory pre-employment checks		<ul style="list-style-type: none">• Application• Interview• Post interview process

