

JOB DESCRIPTION

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| Job title | Doctor in Specialist Integrated Care |
| Sector/Function | Public Health & Substance Misuse (PHSM) |
| Department | Leicester City Substance Misuse Service |
| Reports to | Clinical Lead & Clinical Services Manager |
| Grade | 5 |

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| Job purpose | <ul style="list-style-type: none"> ✚ To deliver high quality medical services to individuals with drug and or alcohol misuse issues ✚ To provide specialist assessment including psychiatric assessment to new clients and medical reviews where appropriate ✚ To initiate clients onto opioid substitution treatment (OST) as an 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 with clients wishing to go down this route ✚ To provide advice and guidance for the service team in relation to medical or clinical issues to ensure a best practice approach in line with national, organisational, and local standards |
| Key accountabilities | <p>To provide clinical support and guidance to the service team by: -</p> <ul style="list-style-type: none"> ✚ Providing guidance and advice in the safe and effective medical management of people with drug and/or alcohol problems ✚ To assist the Clinical Lead and Clinical Services Manager in developing local policies and protocols in relation to clinical or medical matters |

- ✦ To support in undertaking and the development of local audits 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 non-medical prescribers, specialist nurses, Health Care Assistants and operational staff working within the service
- ✦ Support the development and delivery of continuous professional development activities (internally and externally)
- ✦ Ensure timely and effective clinical record keeping; recording all client contact clearly, accurately, and legibly
- ✦ Coaching direct reports with appropriate leadership, to ensure a culture of learning and best practice are embedded across the area of responsibility
- ✦ Ensure visible and accessible presence within the service to whom staff, patients and their families can turn to for assistance and advice
- ✦ 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 improvement targets for direct line reports where applicable

Supporting the service to continually strive to achieve that the highest quality of care and standards by: -

- ✦ Ensure that best practice standards are maintained as set out according to Turning Point policies and procedures and any regulating, professional or accrediting bodies, e.g., CQC, GMC, National Institute for Clinical Excellence, RCP and Department of Health etc
- ✦ Drawing up and implementing action plans to address any under-performance whether through quality or financial reasons
- ✦ To support the development of best practice, within local and national clinical governance meeting forums

To continuously review and reflect on personal and professional learning and development needs by: -

- ✚ Actively participating in regular clinical and managerial supervision from the Clinical Lead in accordance with professional practice guidelines
- ✚ Active participation in any performance related management meetings, collaboratively agreeing own task and development objectives and reviewing these with 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 and support the development of others by undertaking and delivering role based training and other CPD activities
- ✚ To act and work only within and not beyond the boundaries of their knowledge and competence

To ensure that 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 designated working areas
- ✚ Ensuring that risk assessments are completed (when appropriate).
- ✚ Taking personal responsibility for own safety and of others e.g., reporting concerns, incidents. Ensuring that appropriate personal vaccinations and eye tests etc. are obtained

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| | <ul style="list-style-type: none"> ✦ 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 |
| | <p>To ensure compliance with internal and external standards and codes of conduct by-</p> <ul style="list-style-type: none"> ✦ 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. |

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| | <ul style="list-style-type: none">✦ 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 |
| | <p>To proactively deliver a high quality/person centred service provision that meets the needs of the service users by: -</p> <ul style="list-style-type: none">✦ Ensuring day-to-day delivery of service provision embeds and extends Turning Point's person-centred approach in 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 and 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 |

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| | <ul style="list-style-type: none"> + 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 promote and develop the service by: -</p> <ul style="list-style-type: none"> + Developing and co-ordinating professional and partnership links with other statutory and voluntary service providers + Ensuring the service and the wider organisation of Turning Point is always represented in a professional manner |
| | <p>Undertake any other reasonably requested duties within your capabilities that are relevant to the job that are requested of you by the Clinical Lead or other service Senior Managers.</p> |

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| 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 + Clinical Services Manager |

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| | | <ul style="list-style-type: none"> ✚ Specialist Nurse Manager, Specialist Nurses & HCA's ✚ 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, inclusive of annual leave planning and will work within the Service Annual Plan. |
| | Problems solved | <ul style="list-style-type: none"> ✚ Clinical delivery ✚ Clinical intervention/treatment 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 |

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| | Financial authority | <ul style="list-style-type: none"> <li data-bbox="913 201 1397 300">✚ To provide accurate information for expense claims including credit card submissions if applicable. <li data-bbox="913 308 1397 370">✚ Adherence to Turning Points finance policies and procedures at all times. |
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Accountability: The post holder will be accountable to the Clinical lead and Consultant Psychiatrist Dr Andrew Ball. Professional accountability is to Turning Point's 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 Managers.

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 is required to wear a Turning Point Identification Badge at all times whilst at work.

Further Information & Arrangements to visit: Expressions of interest are welcome to arrange a service visit. Applicants should contact the following key people to discuss the post in detail and if possible arrange an informal visit: Contact : Dr Andrew Ball, Clinical Lead and Consultant in Psychiatry and Addiction Medicine on 07484097409 or email: Andrew.Ball@turning-point.co.uk.

Person Specification: Doctor in Specialist Care

| <u>Criteria</u> | <u>Essential</u> | <u>Desirable</u> | <u>Means of Assessment</u> |
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| <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 (if applicable) | <ul style="list-style-type: none"> • Section 12 approval • MRCPsych, MRCGP or Equivalent • Any additional postgraduate qualifications, especially in substance misuses. | <ul style="list-style-type: none"> • Application form • Other documentation • Accreditation by Turning Point's 'Roles & responsibilities' accreditation process (to be undertaken after job offer) |
| <u>Experience/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 • Accreditation by Turning Point's 'Roles & responsibilities' accreditation process (to be undertaken after job offer) |
| <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 | <ul style="list-style-type: none"> • Evidence of specific achievements that demonstrate leadership skills • Motivational skills | <ul style="list-style-type: none"> • Application form • Interview • References |

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| | <ul style="list-style-type: none"> • Excellent written and oral communication skills • Approachable and compassionate personality with good listening skills | | |
| <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 & 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 process |
| <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 form • Interview • Post interview process |