

JOB DESCRIPTION

Job title	GPSI (GP with Specialist Interest) – Shared Care
Department	Substance Misuse
Reports to	Clinical Lead/Operations Manager
Grade	5

Job purpose	<p>Responsibility for the development and quality of the shared care provision in the service that contributes to service outcomes:</p> <ol style="list-style-type: none">1. To be clinical mentor for the shared care GPs in the service:<ol style="list-style-type: none">a. to provide them with clinical advice when necessary regarding substance misuse clinical areas,b. to organise and deliver relevant training and CPD eventsc. to attend practice review meetings (annually or more frequently if necessary) to provide governance oversight and mentoring support to the GPsd. to communicate effectively with all GP colleagues on behalf of Turning Point2. To liaise with Turning Point colleagues (including the clinical lead and service manager) and represent the role of shared care within the service3. To link in with Turning Point's colleagues with respect to clinical governance and quality improvement <p>The role will be delivered in a flexible way, with the timing of activity to fit the GPSI and shared care colleagues.</p> <p>The GPSI is also accountable to the Medical Director of Turning Point, and the clinical governance of the role falls under the remit of the governance structures of Turning Point</p>
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<p>Key accountabilities</p>	<p>Key objectives for the role Include:</p> <ul style="list-style-type: none"> • participate in developing and implementing the shared care system across the locality with practices signed on the local enhanced service (LES) • provide skilled assessment, treatment and care to patients with drug problems (within DH – and other agreed local and national guidelines) and also clinical support and advice to all GPs and other professionals • work closely with the Turning Point to develop good communications with GPs and networking • accurate and appropriate communication for all patient consultations and treatments is made between Turning Point, practice and pharmacist • assist Turning Point in the formulation of philosophy, protocols and policies for the treatment and management of drug misuse across all services in liaison with other stakeholders, GPs and the Shared care monitoring group • contribute to the provision of support, education and training to facilitate RCGP1 and 2 certification to GPs in the locality • check that all practices on the LES are providing accessible services for blood borne viruses – including provision of hepatitis B vaccination if required • assist in service monitoring and evaluation of the LES, taking part in clinical audit and research as required • keep up-to-date with developments in the drug misuse and related fields, in order to effect changes in clinical practice and communicate this to GPs on the LES • participate in own supervision; work to set and review objectives for training, and continued professional development • provide mentoring for GPs on the LES by contributing to developing a 'buddy system' and identifying GP 'champions' • be available to attend other practices on the LES surgery reviews • act as clinical liaison when problems arise with GPs not fulfilling their roles within the Turning Point shared care system • to provide further information in order to be "accredited" as GPSIs, and will need to provide evidence of both experience and qualifications, as well as providing evidence of their clinical practice to retain their accredited status
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To ensure quality standards are maintained by, but not exhausted:-

- 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



To work collaboratively to develop the service by:-

- 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.

To undertake any other duties reasonably requested by the line manager

Dimensions	Direct reports	Provide support to GPs in locality
	Total staff overseen	N/A
	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"> • Regulatory bodies – service monitoring and review. • Partners & agencies – service delivery and health and social support to service users. • Commissioners – as requested by the Operations Manager in contract reviews, information exchange new business/service add on opportunities. • Advocacy services/service user/family and friends feedback (forums) – discuss ethical issues regarding service users
	Planning horizon	<ul style="list-style-type: none"> • Typically 3 months in advance and will work to annual service plans.
	Problems solved	<ul style="list-style-type: none"> • Clinical delivery and options for service users, addressing the wider health and wellbeing needs of service users • Meeting service/community need and demand • Meeting the needs of families, friends and carers • Problem solving day to day delivery issues
	Financial authority	<ul style="list-style-type: none"> • To provide accurate information for expenses claims and use Turning Point's financial policies and procedures, such as central procurement processes when required.

PERSON SPECIFICATION

Job title GPSI Shared Care		
Acquired experience & qualifications	Essential	Desirable
	<ul style="list-style-type: none"> GP has appropriate level of clinical experience in substance misuse that enables them to be able to competently deal with clinical queries from shared care GPs and provide appropriate clinical mentoring. It is likely that the successful candidate will have experience of operating as a substance misuse specialist GP is competent at mentoring, and identifying and managing clinical issues or concerns that may arise GP has obtained RCGP “Management of Drug Misuse” Certificates – Part 1 and Part 2 <ul style="list-style-type: none"> Part 1 is mandatory on application 	<ul style="list-style-type: none"> GP has requisite specialist experience equivalent to at least 100 sessions in a specialist setting (substance misuse treatment service) – equivalent experience in shared care is acceptable by discussion in individual cases GP has obtained RCGP “Management of Drug Misuse” Certificates – Part 1 and Part 2 <ul style="list-style-type: none"> Part 2 is preferable on application – if applicant does not currently have Part 2, they must be working towards this (i.e. currently undertaking) or evidence that they have applied for the next cohort of this certificate GP has obtained RCGP Certificates or equivalent in: Management of Alcohol Problems in Primary Care (Part 1) - preferable Detection, Diagnosis and Management of Hepatitis B and C in Primary Care (Part 1) - preferable Detection, Diagnosis and Management of Hepatitis B and C in Primary Care (Part 2) – preferable
Other requirements	Essential	Desirable
	 Willingness to work flexibly to irregular hours in order to manage the delivery of required care solutions to clients.	 Willingness to travel to other TP locations in the interests of collaborative working, networking and service delivery.