

GP Shared Care Practitioner

(Salary as advertised)

Hackney

37.5 hours per week

Permanent

1. Main purpose of the role

The post holder will be required to work 37.5 hours per week and to organise their time in such a way as to complete tasks within the working week. Therefore, flexibility in the hours worked will be expected of the post holder as some shift work may be required (including evenings).

Working within a multi-disciplinary team, to provide a range of clinical treatment interventions to clients involved in all areas of the Hackney Recovery Service. The post holder will have care co-ordination responsibilities and provide other clinical and psychosocial interventions.

The post holder will be responsible for the following duties amongst others:

- To conduct screening, comprehensive assessment and care plan reviews
- To support and deliver both clinical and psychosocial interventions to service users
- To coordinate titration and prescribing services to service users
- To provide advice/information and guidance on the management of substance misuse patients within primary care.
- To ensure that WDP Hackney Shared Care and Treatment service is delivered in line with contractual, service level agreements and NICE guidance
- To provide support to GPs treating substance misuse patients including identifying any training needs.
- To work with the local specialist drug services to enhance and advance the local Shared Care Model.
- To take part in the generic work of WDP including training and audit.
- To act as a specialist resource substance misuse with WDP.

This is an outline of the post holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of WDP.

2. Reporting and working relationships

<p>Reporting relationships:</p> <ul style="list-style-type: none"> ▶ The GPSC Nurse will report directly to the DSU Manager 	
<p>Working relationships:</p>	

3. Role-specific responsibilities

3.1	To ensure that the care and management of shared care clients takes place within evidence based clinical protocol and treatment guidelines.
3.2	Be responsible for ensuring monthly contract and other data reporting activities are submitted within agreed timescales.
3.3	Adhere to all service data recording policies and ensure that client records of information are accurate and up-to-date in line with the Data Protection Act and information sharing protocol
3.4	<p>Contributing to the promotion and success of the Capital Card® scheme</p> <ul style="list-style-type: none"> ▶ Follow the process for enrolling all consenting service users onto scheme and rewarding points for appropriate interventions ▶ Actively promote the scheme, the Companion App and local spend partner opportunities to service users at every opportunity ▶ Attend relevant training as required
3.5	<p>General accountabilities</p> <ul style="list-style-type: none"> ▶ To be an active and positive member of the team ▶ To participate constructively and positively in staff and other meetings to promote and support communication channels within the organisation

	<ul style="list-style-type: none"> ▶ To comply with WDP’s policies and procedures ▶ To comply with all health and safety policies and guidelines, taking responsibility for your own safety, that of colleagues and others as applicable. ▶ To comply with Infection Prevention and Control policies ▶ To observe professional integrity in relationships with all stakeholders ▶ To treat all information acquired as a result of your employment at WDP as confidential, complying with all relevant policies and procedures.
3.6	To attend clinical reviews with primary health care teams offering advice, guidance and other information relevant to the case management of WDP Hackney service users.
3.7	Participate in multi-disciplinary meetings, both on-site and in the community relating to client management.
3.8	Provide consultation and support for WDP staff (within the listed areas) in respect of their clients’ prescribing needs.
3.9	To participate in service reviews and to contribute to the production of service plans as directed by the Service Manager.
3.10	To actively encourage service user involvement and feedback and ensure their views are considered in informing the development of the service.
3.11	To be able to communicate highly sensitive information to patients and their relatives with empathy and reassurance.
3.12	To conduct drug and alcohol screening tests
3.13	To provide specialist training to GPs and associated staff in line with WDP training strategy.
3.14	Be responsible for the effective management of own caseload and to keep records of economical use of time and resources, daily travel logs, diary appointments and workload priorities.
3.15	To allocate one session to either research or professional development with the aim of presenting a piece of work at an agreed forum in line with service needs.
3.16	Contribute to the development, provision and review of recovery care plans including, when appropriate, coordination of multi-disciplinary support plan reviews within the programme and with external partner agencies as required.
3.17	Ensure an understanding and implementation of clinical governance.

3.18	To have knowledge of all equipment used in the area and to ensure that equipment (both disposable and non-disposable) is maintained and stock managed to ensure economical use of all resources.
3.19	To undertake supervision from the supervisor on own work areas and professional development plan.
3.20	To identify training needs as part of the annual appraisal process and complete evaluation of training events and courses attended.
3.21	To undertake any duties as may be required by management, which falls within own sphere of duties.
3.22	To ensure that high quality of service is delivered by following the Quality Standards set by the service.
3.23	To participate in service reviews and to contribute to the production of service plans as directed by the Service Manager.
3.24	Be responsible for ensuring monthly contract and other data reporting activities are submitted within agreed timescales.
3.25	Adhere to all service data recording policies and ensure that client records of information are accurate and up-to-date in line with the Data Protection Act and information sharing protocol

4. WDP's commitment to you

WDP works within the following framework and requires all employees to do the same.

4.1	<p><u>Equal Opportunities</u></p> <p>WDP is committed to promoting anti-discriminatory practices within society, its organisation and in the promotion of its services to the community. WDP expects all employees to understand, comply with and to promote its policies in their work and to challenge prejudice and discrimination and where necessary to undertake any appropriate training.</p>
4.2	<p><u>Recovery</u></p> <p>WDP is a recovery focused organisation. Our staff and volunteers are committed to helping our service users improve their health and wellbeing, and to become free from dependency.</p>
4.3	<p><u>Career Development and Progression</u></p> <p>At WDP we actively encourage career progression from the talent we have from within and we strive to provide not only promotional progression but to develop a specialist and lead responsibility roles with teams and other services within WDP.</p>

4.4	<p><u>Safeguarding</u></p> <p>WDP is committed to ensuring the safeguarding and wellbeing of children and vulnerable adults, and all applicants will be required to demonstrate understanding of and commitment to best safeguarding practice.</p>
4.5	<p><u>Care Quality Commission (CQC)</u></p> <p>Many of WDP’s services are monitored, audited and regulated by the Care Quality Commission (CQC), the independent regulator of health and adult social care in England. Whether or not a particular service is registered, we believe CQC represents the minimum standard we expect for all of our services. We therefore work with all of our staff to make sure that every WDP service provides people with safe, effective, compassionate, high quality care and we encourage our services to learn and improve.</p>
<p>5. Your commitment to WDP</p>	
5.1	<p><u>WDP Vision, Mission and Values</u></p> <p>Promoting and understanding the values, vision and mission statement of WDP. To understand what it means to you in your respective role, to your team and to service delivery.</p>
5.2	<p><u>Vulnerable children and adults</u></p> <p>Demonstrating an understanding of and commitment to best safeguarding practice. Taking immediate and appropriate action as required.</p>
5.3	<p><u>Boundaries and behaviours</u></p> <p>Observing professional integrity in relationships with service users, peers and other relevant professionals.</p>
5.4	<p><u>Health & Safety</u></p> <p>Being responsible for your health and safety and that of colleagues and service users. Employees should co-operate with management and follow established systems of work, use protective equipment where necessary and report defects and hazards to management. To comply with Infection Prevention and Control policies and procedures.</p>
5.5	<p><u>Confidentiality</u></p> <p>Treating all information acquired through the course of your employment as confidential and complying with all the appropriate policies, systems and procedures.</p>
5.6	<p><u>Information Governance</u></p> <p>Applying information governance processes to ensure all necessary safeguards are in place regarding personal information – and its appropriate use – about our service users, workforce and members of the public.</p>
5.7	<p><u>Continuous Professional and Personal Development</u></p>

Working within a learning organisation, seeking learning opportunities either by attending learning and training events either externally or internally to improve and broaden their knowledge and skills and develop the personal qualities required in their professional lives.

The above is an outline of the post holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of WDP.

Person specification **E/D** **Measured by**

Essential and desirable requirements (E & D) for the role and assessing and testing the necessary level of competence required for this role either via the application form (A); interview (I); and/or exercises (E).

Please note - applicants are asked to evidence their ability to meet each aspect of the person specification below, e.g. by highlighting relevant key achievements and duties held within roles.

1.	Education, knowledge and experience	E/D	Measured by
1.1	A minimum of 2 years post qualification experience in working within a recovery focused substance misuse service delivering clinical interventions, including maintenance/detoxification prescribing, and BBV testing/vaccinating.	E	A/I
1.2	A commitment to establishing partnerships with other professions to achieve good outcomes for the client group. E.g. GPs, treatment agencies, mental health services, criminal justice agencies etc	E	A/I
1.3	Experience and knowledge in practice development using evidence-based models, e.g. Motivational Interviewing and Harm Reduction.	E	A/I
1.4	Experience of delivering training to GPs and other professionals	E	A/I
1.5	A proven commitment to anti-discriminatory practices and an understanding of Equal Opportunities policy and practice.	E	A/I
1.6	Ability to work with clients at different stages of behaviour change and make appropriate assessment of need.	E	A/I
1.7	Experience of conducting assessments and developing, implementing and evaluating care plans.	E	A/I
1.8	An understanding of the issues of substance misuse and offending behaviour.	E	A/I
1.9	Excellent written and verbal communication skills. The ability to accurately record statistics for data purposes and to work to deadlines for the submission of information e.g. reports.	E	A/I

1.10	Excellent time management skills, and the ability to work on own initiative, prioritising accordingly.	E	A/I
1.11	Excellent team working and interpersonal skills, maintaining a highly cooperative approach to supporting colleagues in delivering service objectives.	E	A/I
1.12	Level 1 in RCGP – or willingness to undergo training	D	A/I
2.	Abilities and skills		
2.1	Ability to manage change successfully in a way that prioritises the needs of service users.	E	A/I
2.2	Ability to liaise and work in partnership with a wide range of professionals and agencies.	E	A/I
2.3	Ability to communicate complex information to individuals and groups in a way that is easily understood.	E	A/I
2.4	Effective interpersonal skills with the ability to engage successfully with internal and external stakeholders at all levels.	E	A/I
2.5	The ability to work collaboratively with others (internally and externally).	E	A/I
2.6	A high degree of personal IT competency.	E	A/I
2.7	An ability to keep abreast of the developments in WDP’s areas of operation and to share those developments with team members.	E	A/I
2.8	Ability to work flexible hours.	E	A/I
3.	Working within WDP’s framework of commitments to employees		
3.1	A commitment to engaging with, understanding and promoting WDP’s values, vision and mission.	E/D	A/I
3.2	An understanding of and commitment to safeguarding best practice.	E/D	A/I
3.3	An understanding of the importance of professional integrity in relationships with service users, peers and other relevant professionals.	E/D	A/I
3.4	A responsibility for your own health, safety and wellbeing as well as those around you (e.g. colleagues and service users).	E/D	A/I

3.5	An understanding of and commitment to treating all information acquired through the course of your employment as confidential.	E/D	A/I		
3.6	An understanding of information governance processes and a commitment to follow and apply all necessary safeguards.	E/D	A/I		
3.7	A commitment to seek learning opportunities to improve and broaden your own professional knowledge and skills and to contribute to and where relevant oversee the learning of others.	E/D	A/I		
4.	Key competencies				
4.1	As defined within WDP's key competencies framework for practitioners	E	A/I		
5.	Equality, diversity, vision, mission and values				
5.1	An empathy for and understanding of our mission, vision and values.	E	A/I		
5.2	Commitment to equal opportunities and overcoming barriers to diversity and equality.	E	A/I		
5.3	Experience of working with people from a range of social, cultural and ethnic backgrounds.	E	A/I		
5.4	Experience and commitment to supporting and working within diversity awareness environments.	E	A/I		
6.	Circumstances				
6.1	Able to travel as required for the role and attend meetings and other activities outside office hours	E	A/I		
6.2	A flexible approach to workload.	E	A/I		
			Authors		
	Version number	Date	Initials	Initials	Initials
	1.0	27.11.2018	BK	CB	