



## **JOB DESCRIPTION**

Job Title:	Ambulatory Care/Interface Medic
Grade:	GP / Consultant / Associate Specialist
Responsible to:	Medical Director, Primary, Community and Dental Directorate
Reporting to:	Operational Manager for Community SDECs
Accountable to:	Head of Service for Intensive Community Care
Place of work:	Community SDEC locations across Oxfordshire
Hours:	Sessional
Author:	Dr Shamim Rahman
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## **ABOUT AMBULATORY CARE**

Oxford Health NHS Foundation Trust's (OHFT) newly configured Intensive Community Care Pathway comprises a number of services which provide same day, acute and urgent care to patients as a safe alternative to secondary care.

This includes our three Community Same Day Emergency Care (SDEC) units. Working with colleagues from primary and secondary care, we have established these multi-disciplinary ambulatory care units in community hospitals at Witney, Abingdon and Henley, providing assessment and treatment of acute and sub-acute, medically unwell adult patients. Referrals are accepted from primary care, ambulance crews and from other community clinicians working with frail older adults. The units operate between 08:00 and 20:00 Monday – Friday, with some units also open 10:00 – 16:00 weekends and public holidays. Weekend and Public Holiday working may be required.

The equipment available includes access to a range of near patient blood and urine testing, ECGs and plain radiography to facilitate patient assessment and treatment including iv infusions, antibiotics, planned blood transfusions, nebulisers, nursing and therapy assessments. These combined interventions provide viable alternatives to an acute admission for appropriate patients. While the aim is for most patients to return home, there are a small number of in-patient beds at Witney and Abingdon for the short-term admission of patients if required. Patients who require transfer to an acute hospital for investigation or admission are referred mainly to the John Radcliffe in Oxford (from Witney and Abingdon) or Royal Berkshire Hospital, Reading (from Henley).

Oxfordshire also has a Hospital at Home service supporting early discharge of patients from acute hospital. They also work with GPs and with the ambulatory care units to prevent admissions.

## **JOB PURPOSE**

As a doctor working in ambulatory care in the community your role can be varied. When working clinically in one of the units, the role is very hands on, assessing newly referred patients, and those who have returned for follow-up, as well as daily review of the small number of in-patients. While interface medics have a nominal base unit, some flexibility to attend meetings and to provide cover in other units from time to time is required.

OHFT currently has a GP trainee working in each of the Witney and Abingdon units (Monday to Friday) and interface doctors have a role in supervising their day-to-day clinical work, and undertaking some of their workplace based assessments. Similarly, the interface medic may be asked to provide senior medical advice and support to clinical practitioners who are working alongside them on the unit or other colleagues such as Hospital at Home (H@H) and Urgent Community Response (UCR) practitioners delivering care in patient's own homes.

## **THE TRUST**

Oxford Health provides a comprehensive range of physical, mental health and social care services to the populations of Oxfordshire, Buckinghamshire, Swindon, Wiltshire, Bath and North East Somerset. In Oxfordshire, we are the main provider of community health services and deliver these in a range of Ambulatory Care/Interface Medic JD & PS December 2022

community and in-patient settings including eight community hospitals and a Hospital at Home Team. The trust employs Specialist nurses (e.g. diabetes, heart failure, respiratory) Community Nursing, Physiotherapy and Occupational Therapists, Podiatry, Minor Injury Units, Urgent Care, which includes the county Out of Hours GP service.

Oxford Health NHS Foundation Trust is a core partner of the Oxford Academic Health Sciences Centre. Research activity is a top priority for the Trust alongside high quality service provision and education and training. Jointly with the Oxford University Hospitals NHS Trust, Oxford Health hosts a NIHR-funded. Clinical Research Facility and a National Institute for Health Research (NIHR) Collaboration for Leadership in Applied Health Research and Care (CLAHRC).

## **PRINCIPLE DUTIES AND RESPONSIBILITIES**

### ***Clinical***

- To provide high quality clinical care and assessments
- In accordance with the service timetable, as agreed, the post-holder will make him/her-self available to undertake a variety of duties including ambulatory day unit consultations urgent visits telephone consultations and queries, checking and signing repeat prescriptions and dealing with queries, paperwork and correspondence in a timely fashion.
- To deliver personalised, evidence based informed medical care plans to all patients attending EMU and in EMU beds that are appropriately documented and regularly evaluate
- To provide advice and timely medical reviews and interventions as part of the inter-disciplinary model of care
- To support and actively manage admission avoidance to acute hospitals to ensure that all patients attending EMU receive optimal care in relation to assessed need
- Keep good quality up to date medical records including a timely discharge letter and summary
- To ensure appropriate documentation and coding is used to provide consistent audit and monitoring of the service.
- To maintain patient records in accordance with Trust and General Medical Council policy on record keeping, ensuring both confidentiality and security.
- To adhere to local prescribing guidelines
- To work in close partnership and liaison with Primary Care, acute and specialist services, urgent and ambulatory care, Hospital at Home, Single Point of Access (SPA), Community Services (such as Integrated Locality Teams, Community Therapy Service), Social Services, Mental Health Services and Voluntary Services both clinically and in relation to service development
- There may be opportunities to work within the Oxford University Hospitals with the purpose of personal development, building relationships and standardising care in the ambulatory pathways

- To co-ordinate the clinical care and appropriate support in collaboration with clinical and management colleagues to ensure the quality of outcomes for patients and carers.
- To prioritise work and deliver appropriate management of care.
- To ensure that the practice is in accordance with national NICE guidelines and local system wide referral policies and procedures.
- To provide high quality personal medical services that achieve the National quality requirements for Witney EMU services and the other services in Abingdon and Henley when required.
- To promote the use of end of life strategies (Gold Standard Framework, etc) to deliver high quality palliative care.
- To review, action and post test results promptly.
- To refer patients appropriately for secondary or specialist care in line with local policies and protocols and participate in referral review processes within the practice.
- To participate in medical reviews and work within practice treatment protocols and drug formulary.
- To work flexibly as required.

### ***Non-Clinical***

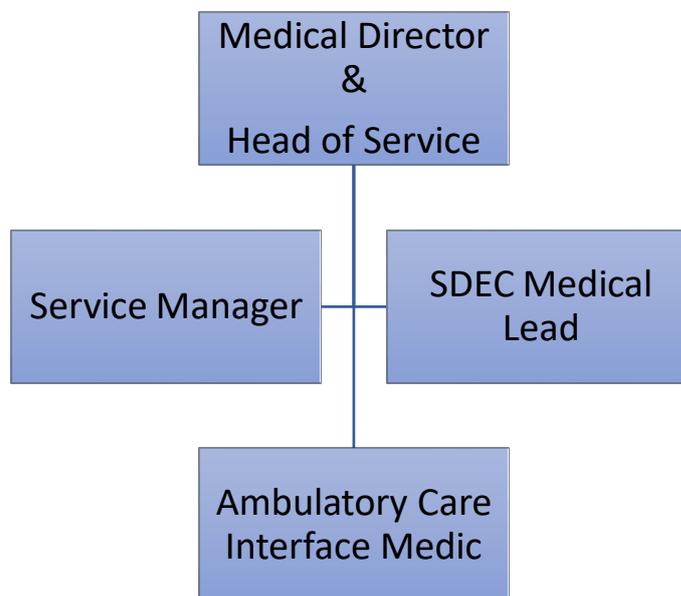
- Provide data regarding performance against key performance indicators for the role.
- To participate in multidisciplinary team meetings and other meetings as required.
- To identify and utilise best practice appropriately through benchmarking and clinical guidelines.
- To develop positive collaborative working relationships across all areas with relevant stakeholders.
- To delegate responsibility and task appropriately to create an environment where flexibility and adaptability are encouraged.
- To carry out appropriate administrative and other duties in line with the needs of the service.
- To liaise with all relevant agencies and services to promote knowledge and awareness of services in provided within pathfinder response role and the local community.
- To work with GP colleagues to develop or enhanced pathways for people to access GP support as identified need.
- Work to promote opportunities for patient involvement in service development and evaluation.
- To work in line with appropriate Trust policies and procedures including human resources, safeguarding etc.

- To be actively involved and engaged in team meetings and forums to ensure the delivery of quality services, communication, and developments.

## **EQUAL OPPORTUNITIES**

The Oxford Health NHS Foundation Trust is committed to the promotion of Equality of Opportunity and by its Equal Opportunities policies aims to ensure that no applicant or employee receives less favorable treatment on the grounds of gender, race, marital status, disability or any other unjustifiable criteria throughout the recruitment process and in training and promotion.

## **Organisational Structure**



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## **CODE OF CONDUCT**

- To adhere to your Professional Code of Conduct.
- To uphold the principles and values set out in the NHS Code of Conduct.
- To support the organisation in developing an effective work/life balance for employees that meets the needs of the individual and the organisation.
- To ensure that the health and wellbeing of patients is at the centre of all activities and that all staff engage and communicate with patients as appropriate.
- To always promote quality and safety of patients, visitors and staff thus enabling the Trust to meet its regulatory requirements (Care Quality Commission Registration - Regulations and Outcomes) that relate most directly to patients and strive for continuous quality improvement.

### **Personal Development**

- To participate in performance reviews and where required the development and implementation of a personal development plan. Formal medical appraisal will be performed in accordance with NHS England guidelines.
- To take responsibility for own professional development ensuring professional standards are maintained.
- To attend any training as requested.

### **Equal Opportunities/Diversity**

- To observe Oxford Health NHS Foundation Trust's Equal Opportunities Policy providing equality of treatment and opportunity to employee's, service users and service providers.

### **Health & Safety**

- To take responsibility for the health & safety of yourself and others at all times.
- To promote the Trust's Health and Safety policy and ensure matters are managed in accordance with it.
- To co-operate with the Trust to ensure that statutory and departmental regulations are adhered to.
- Report accidents, incidents and near misses, implementing corrective action where necessary.

### **Infection Control**

- To comply with Trust policies for infection control such as hand hygiene, decontamination policy, uniform and workwear code and standard precautions policy to reduce the spread of healthcare-associated infections (HCAIs).
- Employees with clinical responsibilities must incorporate into their clinical activities up-to-date evidence that supports safe infection control practices and procedures, such as the use of aseptic techniques and the safe disposal of sharps.

### **Confidentiality and Data Security**

- To comply fully with the duties and responsibilities outlined in the Trust's Information Governance Policy.
- To comply with the General Data Protection Regulation (GDPR) 2016, NHS Confidentiality guidelines (e.g. Caldicott) and any code of practice (GMC) and Service/ departmental policies.
- To ensure that all information collected, stored and used is done so in compliance with the above Act and any relevant Trust Policy.
- To raise any matters of concern with your Line Manager.

### **Safeguarding**

- To recognise that promoting the welfare and safeguarding of children, young people and adults is everyone's business.
- To support the organisation in ensuring service users are protected from abuse, or the risk of abuse and their human rights are respected and upheld.
- To ensure concerns are responded to appropriately in line with the Trust's Safeguarding Adults Policy and the Child Protection Policy and interagency safeguarding procedures.
- To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Disclosure and Barring Service (DBS).

### **Other**

- To be aware of and work in line with all Trust policies and procedures.
- To carry out any other tasks as reasonably directed.

### **General**

This job description is not restrictive or definitive in any way and should be regarded only as a guideline to the duties required and may be amended in the light of changing circumstances following consultation with the post holder. The job description does not form part of the Contract of Employment.

## Person Specification

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>EVALUATION</b>
<b>Registration</b>	Full GMC registration with licence to practice Up to date with appraisal and revalidation requirements.		
<b>Qualifications (dependent upon clinical background)</b>	CCT in Geriatric Medicine, <b>OR</b> CCT in General Internal Medicine, <b>OR</b> Completion of GP training (either JCPTGP certificate (pre 2005) or MRCGP)	Higher degree or equivalent in relevant field of medicine Postgraduate teaching qualification Relevant post-graduate diplomas e.g. Diploma in Geriatric Medicine.	
<b>Experience</b>	Active NHS clinical experience in:- General (or Community) & Acute Geriatric Medicine; <b>OR</b> General Medicine <b>OR</b> General Practice with demonstrable experience in working with older people	<ul style="list-style-type: none"> <li>• Subspecialty experience of working at the Interface between general medicine and primary care;</li> <li>• Experience of working with virtual ward rounds.</li> </ul>	
<b>Ability</b>	Ability to undertake the full range of Senior Medical responsibilities	Ability to identify & address own learning needs	
<b>Skills &amp; Knowledge.</b>  <b>A) Leadership Skills</b>	Ability to work within a collaborative multidisciplinary framework, and to share leadership responsibilities with senior colleagues of other professions	Knowledge of national and local agendas in respect of primary care commissioning, frailty pathways, and urgent care agendas.	

<b>b) Organisation &amp; Management Skills</b>	<ul style="list-style-type: none"> <li>• Ability to understand how organisations work most effectively</li> <li>• Commitment to active clinical governance</li> <li>• Ability to promote effective team working</li> <li>• Capacity to prioritise workload</li> <li>• Active participation in clinical audit</li> <li>• Commitment to interagency partnership working</li> </ul>	Relevant experience of: <ul style="list-style-type: none"> <li>• administrative, management and leadership roles of senior medical staff</li> <li>• Inter-agency partnership working and development</li> </ul>	
<b>c) Communication Skills</b>	<ul style="list-style-type: none"> <li>• Must have good skills in communication with patients, relatives, colleagues and staff of other organisations.</li> <li>• Good spoken and written English</li> </ul>	Good IT skills	
<b>d) Professional Approach</b>	<ul style="list-style-type: none"> <li>• Ability to work effectively &amp; flexibly across services and professional boundaries</li> </ul>		
<b>e) Personal Motivation</b>	Must have interest in and commitment to a holistic, ambulatory care approach to the needs of frail elderly people and their carers.	Commitment to the development of care closer to home pathways	
<b>f) Teaching &amp; Academic Experience</b>	<ul style="list-style-type: none"> <li>• Experience in supervising medical trainees</li> <li>• Application of research evidence to clinical practice</li> </ul>	<ul style="list-style-type: none"> <li>• Undergraduate and postgraduate medical teaching.</li> <li>• Experience of mentoring or teaching non-medical clinical colleagues</li> </ul>	

<b>g) Clinical Skills</b>		<ul style="list-style-type: none"> <li>• High quality research as evidenced by publications and citations.</li> <li>• Knowledge of Comprehensive Geriatric Assessment (CGA) and its application</li> </ul>	
<b>Personality</b>	<ul style="list-style-type: none"> <li>• Dynamic team player with a passion for older peoples' care and a 'can do' attitude</li> <li>• Ability to accept new ways of working</li> <li>• Ability to work in a high functioning MDT with respect for the roles and experience of other team members</li> <li>• To put patients at the centre of decision making, and treat them with care and compassion</li> </ul>	Able to tolerate a degree of clinical risk	
<b>Governance</b>	<ul style="list-style-type: none"> <li>• Experience of conducting audit</li> <li>• Ability to use evidence-based practice and audit to support decision making</li> <li>• Meet specifications set out in GMC Guidance: Duties of doctor</li> </ul>	Experience of leading on complaints and Serious Incident investigations.	