

## **Job Description**

<b>Post:</b>	General Practitioner With Special Interest (GPWSI) in Substance Misuse (1PA)
<b>Location/Base:</b>	Stockport Drug and Alcohol Service. Cirtek House
<b>Responsible to:</b>	Nurse Consultant SDAS
<b>Main Contacts:</b>	Nurse Consultant. Head of Service

## **Job Summary**

Pennine Care NHS Foundation Trust is seeking to make a part-time appointment to this post working with Stockport Drug and Alcohol Service (SDAS), the established substance misuse service in Stockport. The appointee will provide the clinical management of people with substance misuse dependencies. They will deliver clinical leadership across the team and support all aspects of service planning and evaluation.

### **A) THE POST**

#### **Job Title**

GPWSI Substance Misuse

#### **Type of Post**

The post is based with SDAS, the substance misuse service providing treatment for adults (26+ years) in Stockport.

All treatment referrals in the borough, other than criminal justice referrals, come through a single point of contact within Stockport MBC's Public Health Department, Stockport Triage Assessment & Referral Team (START). SDAS is the conduit for all criminal justice referrals, managed by the Criminal Justice Team. This includes people serving community sentences with a substance misuse treatment requirement, and prison releases.

SDAS offers a range of treatment options together with partner agencies, ACORN Recovery and Intuitive Thinking Skills. The comprehensive assessment process ensures people identify and receive the treatment package most appropriate for their needs. Interventions and offers include:

- Holistic assessment for appropriate treatment modality

- Opioid Substitution Therapy (OST) with a variety of pharmacological interventions
- Pharmacological interventions to help maintain abstinence from opioids and alcohol.
- Psycho-social interventions
- Group work/workshop programs
- Community based detoxification support
- Blood borne virus testing.
- Vaccination programs
- Hepatitis C on-site treatment through partnership with Manchester Foundation Trust
- Family and Carers Support
- Assessment and referral for residential detoxification and rehabilitation placements

The service is pivotal in the drive to eradicate Hepatitis C in the Borough. SDAS works with Health Innovation Manchester to support the regional and National Hepatitis C elimination strategy, and with the NHS Addictions Provider Alliance and the HepCU later campaign.

SDAS are partners with ACORN Recovery who provide early intervention support and deliver their Reduction and Motivation Program (RAMP), and Intuitive Thinking Skills who provide recovery support and deliver their Intuitive Thinking Skills program, and Routes to Recovery program.

### **Full time / part time or job share**

Part time 1pa

### **Principal Duties**

#### **Clinical**

- To provide specialist medical assessment to new clients.
- To provide medical reviews to existing clients
- To initiate clients onto OST or relapse prevention medication and review their ongoing treatment.

- To provide advice and guidance to the service team regarding medical or clinical issues, and to ensure best practice is provided in line with national, organisational, and local standards.
- Ensure service users are involved in decisions on their care and respond to their views
- To support community detoxifications for service users where clinically indicated.
- Multi-disciplinary, multi-agency and partnership working.

### Other Duties

- Undertake administrative duties associated with the care of service users.
- Record clinical activity accurately and comprehensively.
- Participate in service and business planning and development activity.
- Contribute to performance monitoring and evaluation processes.
- Ensure the maintenance of standards of practice according to the employer and any regulating, professional and accrediting bodies, e.g. NICE guidance, DOH Clinical Guidelines etc. and keep up to date on new recommendations/guidelines.
- Maintain professional registration with the GMC and a license to practise.
- Work with the senior staff team to ensure the efficient running of the service.

### Salary Range

The nationally agreed salary scale will be used.

### Employer

The post holder will be employed by Pennine Care NHS Foundation Trust:

Pennine Care NHS Foundation Trust Headquarters, 225 Old Street, Ashton-under-Lyne, Lancashire, OL6 7SR.

### Responsibility

The post holder will be responsible to, and line managed by Sue Doherty Nurse Consultant SDAS. Responsibilities as educational or clinical supervisor are primarily the concern of the College Tutor. Yearly appraisal and job planning will be provided, and discussion regarding the best process for this will be agreed with the post holder. The Trust Chair is Ms Evelyn Asante-Mensah OBE and the Chief Executive is Anthony Hassall.

### Office Base

The GPWSI will have use of a dedicated space in SDAS's base, Cirtek House. This will be sufficiently private and resourced to carry out the full range of GPWSI

functions and will include break-out areas, immediately available, where discussions and phone calls can take place in complete confidence. Administrative support will be provided to facilitate high-quality communication between the post holder, patients and colleagues. This support will include a named individual who can manage diaries and provide support for non-clinical activities. The GPWSI will be provided with the appropriate IT support which can link to printers, the Trust network, the internal e-mail system digital dictation and the Internet. The GPWSI will be provided with a mobile working device and mobile phone.

The service does not operate from any other site.

### **On Call Arrangements**

The post does not require on call arrangements to be in place. The post holder will be required to offer flexibility in signing ad-hoc prescriptions where necessary.

### **Secretarial Assistance**

The service has a dedicated administration and reception team, including an Administration and Data Manager based at Cirtex House.

### **Medical Records**

SDAS uses the Theseus caseload and referral management system. All case notes, diaries and clinics are recorded electronically. Some reference to historic records requires the use of paper notes.

### **Local demographics and needs of local population**

The borough of Stockport is one of the most polarised in the country in terms of deprivation. This is reflected in high levels of health inequality. While overall life expectancy has improved over recent decades, a gap remains between the most and least affluent parts of the borough of more than nine years for men and seven years for women. Drug and alcohol misuse and poor mental health play a significant part in maintaining this differential. Reducing health inequalities is a key objective for commissioners and service providers.

## **B) CONTINUING PROFESSIONAL DEVELOPMENT**

Continuing Professional Development (CPD) is actively encouraged and is seen as an integral component of the post. The Trust will support continuing professional development in terms of reasonable study leave.

The post holder will be expected to be in good standing with their professional body for CPD. They will be expected to join a peer review group and participate in annual personal development planning, as described by their professional body and in line with the process of revalidation as specified by the GMC.

Peer supervision is available with a supportive body of consultants and clinical supervision/case discussion available as needed from senior colleagues.

#### **D) THE STOCKPORT DRUG AND ALCOHOL SERVICE**

SDAS is staffed by a multi-disciplinary, multi-skilled team of clinically experienced workers. We also have a renowned peer mentor and volunteer training program. Key personnel consist of:

- Head of Service
- Nurse Consultant
- Team Manager
- Senior Recovery Worker (Safeguarding Lead)
- Senior Recovery Worker (Nursing Lead)
- Recovery Workers
- Homeless Outreach Worker
- Co-occurring conditions worker
- Pathway Workers
- Peer mentors and volunteers
- Full range of support staff including administrative and domestic roles

Our first contact support staff, create a safe, welcoming environment. Many of our workshop programs are facilitated by ex-service users who have lived experience of substance misuse.

We are partners with ACORN Recovery who deliver their Reduction and Motivation Program (RAMP), and Intuitive Thinking Skills who deliver their Intuitive Thinking Skills program.

The service is the single point of contact for the borough for criminal justice referrals e.g probation orders with a treatment requirement, and continuity of care for prison releases.

#### **E) PENNINE CARE NHS FOUNDATION TRUST**

The Trust covers the Metropolitan Boroughs of Tameside, Oldham, Bury, Rochdale and Stockport. Foundation Trust status was awarded on the 01 July 2008.

Becoming a Foundation Trust gave Pennine Care greater freedom to develop its services and give local people much more say in decisions about the Trust's future. Patients, carers and local people can get involved by becoming members of the Trust. There is an established Council of Members representing a broad geographical area and skill mix, made up of local people, staff, and representatives from partner organisations. They play an important role in making key decisions affecting the Trust. The Chair is Evelyn Asante-Mensah OBE, and the Chief Executive is Anthony Hassall.

The Trust aims to deliver mental health treatment through services based in each Borough and in conjunction with local Commissioners and local Social Care departments. The Commissioners for mental health services in Stockport are the Stockport Care Commissioning Group. Commissioning arrangements for SDAS diverge from those in place for mental health services and lie with the Local Authority.

## **1 General Hospital Facilities**

Stockport NHS Trust, services a population of approximately 300,000 and its main site, Stepping Hill Hospital, is the District General Hospital in the area. The Trust has 1011 beds. The Trust also manages 2 other hospitals. The Trust incorporates all of the major specialities: Critical Care Directorate, Women's and Children's Division, Division of Clinical Support Services, Division of Medicine, Division of Surgery, Division of Diagnostic Services, Facilities Directorate and Directorate Central Management Services. It is now a Foundation Hospital

## **2 Mental Health Provision**

### **The Purchasers**

The main purchaser for Mental Health Services in Stockport is Stockport CCG, but contracts are also held with various High Peak agencies (which are not directly relevant to this post). Historically, there has also been a high level of GP fund holding in the district. However, practically, the development and implementation of a Mental Health Strategy is through the National Service Framework Local Implementation Team representing the department, the Trust, the Health Authority, Primary Care, Social Care and the Voluntary Sector.

Purchasing for substance misuse services is held by the Public Health Department within Stockport Metropolitan Borough Council.

### **The Area**

Stockport is a busy town south of Manchester with a total population of 284,420, with a further 48,305 in the adjacent High Peak area of Derbyshire. The breakdown of the area by sector is as follows:

Sector	Population Group	Population
East	16-64	90419
	65+	22919
West	16-64	110691
	65+	26271

The district encompasses a great variety of affluence, and ranges from urban to rural areas. Stockport services also cover the adjacent High Peak area of Derbyshire. Meanwhile, whilst retaining a strong identity, it allows close links with Greater Manchester.

The Mental Health Directorate is a priority service for investment and development. Currently there are two sections: The General Adult Services and the Old Age Service.

### **The Department of General Adult Psychiatry**

The General Adult Psychiatry Service is the larger element of mental health provision. The service aims to offer comprehensive community orientated services. There is a strong emphasis on multi-disciplinary team working, incorporating key processes such as the care programme approach.

### **Community Mental Health Teams**

The Community Mental Health Services have been redesigned to improve quality and care. There are two sector teams within Stockport encompassing a recovery hub within each team. The teams are split geographically covering East and West Stockport. Within Stockport both teams now have community bases and have been running a generic service 'targeted to people with severe mental illnesses'. The team will work with people aged 16 years+ with a mental disorder which is impacting upon their level of functioning to a significant level in line with Care Act 2014 criteria.

The Community Mental Health Teams operate Mon – Fri 9.00 – 17.00.

### **Stockport Access Team**

This is based at the Stepping Hill Hospital. Currently a locum specialty doctor provides part - time medical cover with added sessions of consultant input. The team is the single point of entry for all referrals to Mental Health Services and offers assessments and brief interventions.

### **A&E Liaison Team**

The mental health A&E Liaison Team manages emergency department referrals and assessments on medical wards. The average referral rate to the team from the wards and A & E per month is 178. The team consist of 10 Mental Health Practitioners, who are based within the Mental Health Unit but work directly from the Emergency Department when they take referrals. The team provide their service 24 hours a day, 7 days a week, all year. The A&E Mental Health Practitioners work on

shift rota basis. The shifts comprise of an early 0730-1500, late 1400-2130, nights 2115-0800. The team also provides an A&E Liaison follow up clinic which runs during open office hours, for those requiring follow up after their initial assessment.

The Alcohol A&E Liaison Team is based currently with SDAS. They provide an assertive outreach service to alcohol dependent people who are also frequent attenders at the Emergency Department.

### **Home Treatment Team**

This team provides intensive community support as an alternative to hospital admission and helps facilitate early discharge from the in-patient unit. Currently a part time specialty doctor provides cover to the team and sector consultants are approached for any advice with regards to patients in their sectors.

### **Psychological Services**

There is a strong Department of Psychology, including diverse expertise: Counselling Services, Cognitive Behaviour Therapies and Psychotherapy. The precise pattern and nature of psychology service provision is under review. There is also a full time Psychotherapist and many other clinical staff with psychotherapy training who contribute to the Psychological Therapies offer.

## **F) SECURITY**

The Trust places a high priority on personal safety for all staff including trainees. Outpatient and inpatient areas, including those in the community, have been adapted to meet the safety requirements of appropriate professional bodies. All staff are issued with an alarm when interviewing service users. Community work is covered by robust reporting back arrangements. All staff, including trainees, are given instruction in breakaway techniques, and the Trust has a dedicated training team.

### **Terms & Conditions of Appointment**

The post holder will be expected to work with professional colleagues and local managers in the efficient running of services and will share with medical colleagues in the medical contribution to the management of the service, in line with the Terms and Conditions of Service.

The appointee is expected to observe the Trust's agreed policies and procedures, drawn up in consultation with the profession on clinical matters, and to follow the standing orders and financial instructions of the Trust.

Where the management of the staff of the Trust is concerned, the post holder will be expected to follow the local and national employment and personnel policies and procedures.

He/she will be expected to make sure that there are adequate arrangements for hospital staff involved in the care of the patients to be able to contact him/her when necessary.



The post holder would be expected to travel to a variety of sites within the Trust footprint so should ideally have access to a car with a valid current driving license.

The Trust will provide support available for non-drivers due to disability in line with The Equality Act

This job description and work programme is subject to regular review with the Chief Executive of Pennine Care Trust.

This job description is not exhaustive, but is intended to give an overall picture of the role. Other duties within the general scope of the post may be required from time to time. The duties of the post and job description can be reviewed through the agreed process.

### **General Duties of all post holders**

- To undertake any other reasonable duty, which is appropriate to the band, when requested by Senior Staff.
- To be familiar with and comply with all Trust and departmental policies, procedures, protocols and guidelines.
- To be aware of and work towards the Trusts strategic goals.

### **Standards of Business Conduct**

- The post holder will be required to comply with the organisations standing order and standing financial instructions and at all times, deal honestly with the organisation with colleagues and all those who have dealing with the organisation including patients, relative and suppliers.
- The post holder must ensure that their behaviour and interests inside and outside work do not conflict with their Trust position, duties and/or responsibilities.
- The post holder must comply with and support the development of the performance standards within the service/department to ensure the service is responsive to and meets the needs of its customers.
- The post holder will be required to develop and maintain good working relationships with all patients, service users, staff, contractors and where appropriate, members of the public.
- The Trust aims to maintain the good will and confidence of its own staff, patients, service users, NHS contractors and the general public. To assist in achieving this objective it is essential that at all times, the post holder carries out their duties in a courteous, sympathetic and professional manner.
- All post holders who are members of a professional body must comply with standards of professional practice / conduct. It is the post holders' responsibilities to ensure they are both familiar with and adhere to these requirements and maintain their professional membership to the relevant body.

## **Equality and Diversity and Equal Opportunities**

- The post holder must carry out all duties and responsibilities of the post in accordance with the Trust's Equal Opportunities and Equality and Diversity policies, avoiding unlawful discriminatory behaviour and actions when dealing with colleagues, service users, members of the public and all other stakeholders.
- The post holder must promote awareness of and respect for equality and diversity in accordance with Trust policies and procedures.
- The post holder is responsible for treating all staff, patients, service users, NHS contractors and the general public with dignity and respect at all times.

## **Safeguarding**

- Appointments to regulated and controlled activities require an enhanced DBS disclosure.
- All staff have a responsibility to promote the welfare of any child, young person or vulnerable adult they come into contact with and in cases where there are safeguarding concerns, to act upon them and protect the individual from harm.
- All staff should refer any safeguarding issues to their manager and escalate accordingly in line with the Trust Child and Adult Safeguarding Policies.
- All staff should familiarise themselves with the NICE Guidelines "when to suspect child maltreatment 2009."

## **Professional and Personal Development**

- The post holder must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction Programme.
- The post holder will be involved in a formal IPDR/KSF review with their manager at least every 12 months. Once performance / training objectives have been set, the staff member's progress will be reviewed on a regular basis, so that new objectives can be agreed and set, in order to maintain progress in the service delivery.
- The post holder will be expected to take responsibility for their own professional development and will be supported by the Trust to achieve development opportunities as appropriate.

## **Confidentiality and Information Governance**

- Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to confidential documents and information relating to patients, service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the NHS unless done in the

normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence has been established.

- All information obtained or held during the post-holders period of employment that relates to the business of the Trust and its service users and employees will remain the property of the Trust. Information may be subject to disclosure under legislation at the Trust's discretion and in line with national rules on exemption.
- The post holder must maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately, appropriately and kept up to date. The post holder must only access information, whether paper, electronic or in other media, which is authorised to them as part of their duties.
- The post holder must work to the requirements of data protection laws as applicable to the UK, which includes the General Data Protection Regulations (GDPR).

### **Health and Safety at Work**

- The post holder is required to take reasonable care of the health and safety of themselves and other persons who may be affected by their acts or omissions at work and to co-operate with the Trust in adhering to statutory and departmental safety regulations.
- The post holder is responsible for ensuring that they do not intentionally or recklessly misuse or interfere with anything provided in the interests of health safety or welfare e.g. misuse of equipment.
- The post holder is required to contribute to the control of risk and must report immediately, using the Trust Incident reporting system, any incident, accident or near miss involving patients, service users, carers, staff, contractors or members of the public.
- All Trust sites have been designated a no smoking area. The post holder is therefore advised smoking is not permitted within the hospital premises or grounds or whilst representing the Trust in the course of their duty. While the Trust will not discriminate against employing smokers, all prospective employees should be aware of this policy.

### **Infection Control**

- Infection Prevention and Control is the responsibility of all Trust staff.
- All staff members have a responsibility to protect service users, visitors and employees against the risk of acquiring health care associated infections by consistently observing Trust Infection Prevention and Control Policies and procedures and best practice guidance in order to maintain high standards of Infection Prevention and Control.

### **Visits**

Arrangements to visit the service may be made directly with Matthew Phoenix, Head of Service and Contracts Manager:

**matthew.phoenix@nhs.net**

Head of Service and Contracts Manager. Stockport Drug and Alcohol Service, Pennine Care, Cirtek House, Higher Hillgate, Stockport SK1 3 QD. Tel: 0161 716 4000

Further clinical discussion about the post is available by contacting Sue Doherty, Nurse Consultant:

**sue.doherty2@nhs.net**

Sue Doherty. Stockport Drug and Alcohol Service, Pennine Care, Cirtek House, Higher Hillgate, Stockport SK1 3 QD. Tel: 0161 716 4000