



## UnityHealth

### JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>URGENT CARE PRACTITIONER</b>
<b>REPORTS TO:</b>	<b>THE PARTNERS</b>
<b>HOURS OF WORK:</b>	<b>37 hours per week</b>
<b>LOCATION:</b>	<b>Brill, Chinnor, Long Crendon, Princes Risborough &amp; Thame</b>

#### **Job Summary:**

Responsibility for attending to patients who wish to be seen by a health care professional; diagnosing and treating patients presenting with minor illness and seeing and advising patients in respect of their continuing medical and nursing needs. The practitioner will need to prioritise and triage the needs of patients accordingly making any necessary referrals for investigations in the appropriate manner.

#### **Main Responsibilities:**

##### **Diagnosing and treating patients presenting with minor illness**

- Triage and treat patients wishing to see a health care professional making any necessary referrals to other members of the primary health care team
- Ensure clinical practice is safe and effective and remains within boundaries of competence and to acknowledge limitations.
- Advise patients on general health care and minor ailments with referral to other members of the primary health care team as necessary
- Referral to secondary care for acute presentations either directly or after discussion with GP if appropriate
- Undertake home visits to patients if appropriate and as required for GMS. This is separate to the service offered by the District Nursing Service.

##### **Prescribing**

The Prescriber can prescribe from the full BNF in accordance with their individual competence, the NMC (or equivalent) code of Professional conduct (2006), the NMC standards of proficiency for non-medical prescribers and the practice job description for non medical independent prescribers.

- Adhere to NMC (or equivalent) standards of proficiency for non-medical prescribers (2006).
- Only prescribe within own competencies.
- Ensure prescribing formularies are in place and kept up to date.
- Prescribe within the guidance of the prescribing lead.

### **Providing assessment, screening treatment services and health education advice:**

- Dietary advice
- Blood pressure checks
- Urinalysis
- Health screening
- Ear syringing
- Dressings
- ECG
- Phlebotomy
- Routine injections
- Contraception inc implant insertion and removal
- Minor injuries
- Routine immunisations and vaccinations
- Removal of sutures / clips
- Baby immunisations
- First registration checks / health surveillance / general health advice
- Provide general and specific health screenings to the Practice patients (within agreed protocols) with referral to other members of the primary and secondary health care team as necessary
- Assessment and management of patients with long term illness

### **Pathological specimens and investigatory procedures**

- Undertake the collection of pathological specimens including intravenous blood samples, swabs etc. Perform investigatory procedures requested by the GPs

### **Administration and professional responsibilities**

- Participate in the administrative and professional responsibilities of the Practice team
- Ensure that accurate and legible notes of all consultations and treatments are recorded in the patients notes
- Ensure that the clinical computer system is kept up to date with accurate details recorded and amended
- Ensure that appropriate items of service claims are made accurately, reporting any problems to the Practice Administrator
- Ensure that accurate completion of all necessary documentation associated with patient health care and registration with the Practice is carried out
- Ensure that collection and maintenance of statistical information required for regular and ad hoc reports and audit is carried out
- Attend and participate in Practice meetings as required
- Ensure that you are working in accordance with all of the practice's policies and procedures (including confidentiality, information governance and infection control), as well as the Staff Handbook.

### **Training Practice**

- To be involved in the training of medical students, GP registrars and work experience students.

### **Training and personal development**

- Training requirements will be monitored by yearly appraisal and will be in accordance with Practice requirements. Personal development will be encouraged and supported

by the Practice. It is the individuals' responsibility to remain up to date with recent developments.

- Participate in the education and training of students of all disciplines and the introduction of all members of the Practice staff where appropriate
- Maintain continued education by attendance at courses and study days as deemed useful or necessary for professional development.
- If it is necessary to expand the role to include additional responsibilities, full training will be given.
- Develop and maintain a Personal Learning Plan

### **Liaison**

- Work closely with the clinical team, reception, office and dispensary staff to ensure the smooth running of the Practice, reporting any problems encountered to the relevant person and ensuring every one is aware of the different roles within the clinical team.
- There is also the need to establish and maintain good liaison with other surgeries and agencies including secondary care

### **Meetings**

- It will be necessary to attend and contribute to various Practice meetings as requested. The only reason for not attending will be annual, study or sick leave.

### **Confidentiality:**

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately
- In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to patients and their carers, Practice staff and other healthcare workers. They may also have access to information relating to the Practice as a business organisation. All such information from any source is to be regarded as strictly confidential
- Information relating to patients, carers, colleagues, other healthcare workers or the business of the Practice may only be divulged to authorised persons in accordance with the Practice policies and procedures relating to confidentiality and the protection of personal and sensitive data

### **Health & Safety:**

The post-holder will adhere to the practice Health & Safety Policy, the practice Health & Safety Manual, and the practice Infection Control policy and published procedures. This will include (but will not be limited to):

- Using personal security systems within the workplace according to Practice guidelines
- Awareness of national standards of infection control and cleanliness and regulatory / contractual / professional requirements, and good practice guidelines
- Responsible for the correct and safe management of the specimens process including collection, labelling, handling, use of correct and clean containers, storage and transport arrangements

- Active observation of current working practices across the practice in relation to infection control, cleanliness and related activities, ensuring that procedures are followed and weaknesses / training needs are identified, escalating issues as appropriate
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks across clinical and patient process
- Making effective use of training to update knowledge and skills.
- Safe management of sharps procedures including training, use, storage and disposal
- Using appropriate infection control procedures, maintaining work areas in a tidy, clean and sterile, and safe way, free from hazards. Initiation of remedial / corrective action where needed or escalation to responsible management
- Actively identifying, reporting, and correction of health and safety hazards and infection hazards immediately when recognised
- Keeping own work areas and general / patient areas generally clean, sterile, identifying issues and hazards / risks in relation to other work areas within the business, and assuming responsibility in the maintenance of general standards of cleanliness across the business in consultation (where appropriate) with other sector managers
- Undertaking periodic infection control training
- Waste management including collection, handling, segregation, container management, storage and collection
- Spillage control procedures, management and training
- Decontamination control procedures, management and training, and equipment maintenance
- Maintenance of sterile environments

### **Equality and Diversity:**

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognizes the importance of people's rights, interpreting them in a way that is consistent with Practice procedures and policies, and current legislation
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

### **Personal/Professional Development:**

The post-holder will participate in any training programme implemented by the Practice as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work

### **Quality:**

The post-holder will strive to maintain quality within the Practice, and will:

- Alert other team members to issues of quality and risk

- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
- Work effectively with individuals in other agencies to meet patients needs
- Effectively manage own time, workload and resources

### **Communication:**

The post-holder should recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognise people's needs for alternative methods of communication and respond accordingly

### **Contribution to the Implementation of Services:**

The post-holder will:

- Apply Practice policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audit where appropriate.
- Discuss and help implement the introduction of any additional Advanced Practitioner roles in the practice.

**This document is not intended to cover all duties required within the role and is to be used as a guideline for the general duties required for the professional and efficient operation of the Practice. As the Practice moves forward certain duties could change and/or be replaced.**