###### JOB DESCRIPTION

**Job Title** General Practitioner Urgent Treatment Centre (UTC)

**Responsible to** Lead GP/Lead Practitioner

**Accountable to** Hospital Director andMedical Director

**JOB SUMMARY**

The Practice Plus Group Urgent Treatment Centre operates seven days a week, providing clinical consultations to patients who attend the UTC when GP intervention is required to manage their medical condition in the short or immediate term. This support allows patients to gain an appointment with their own GP or facilitates appropriate onward referrals.

The GP walk-in service is well supported by highly experienced Nurse and Paramedic Practitioners, who can see the majority of patients’ medical conditions autonomously. To assist the Practitioners and GPs, a team of qualified and experienced Healthcare Assistants and Assistant Practitioners undertake various clinical tasks.

**Principal Duties and Responsibilities**

* Provide GP intervention for patients presenting with illnesses, injuries, or the management of long-term conditions in the short term, until they can see their own GP.
* Expect to see an average of 2.6 patients per hour.
* Offer clinical advice and support to Practitioners and other team members.
* Prescribe appropriate medications to manage patients’ medical conditions in the short term.
* Support the delivery of the service in accordance with the contract between Practice Plus Group, NHS England, and relevant NHS commissioning bodies.
* Maintain accurate and comprehensive patient records at all times.
* Ensure patient confidentiality is upheld at all times.
* Actively participate in local clinical governance processes and demonstrate a commitment to personal development and ongoing education.
* Fulfil any monitoring requirements associated with the post as necessary.
* Work in accordance with Practice Plus Group policies and procedures, and contribute to their development.
* Participate in the Urgent Care training pathways for Registered Nurses and Paramedics within the department.
* Contribute to innovation and the development of new ideas within the practice.
* Support the Registered Nurses and Paramedics professionals with clinical decision-making and assist with patient management during clinical shifts.
* Provide clinical supervision to staff within the UTC when the need arises.

**Person Specification**

Essential

* Full registration with the General Medical Council (GMC) with a licence to practise.
* Current registration on the GMC GP Register.
* Registration on the Performers’ List.
* Safeguarding Level 3
* Ability to work effectively as part of an integrated team and support junior staff with clinical advice and training.
* Prior experience in Urgent care or and Emergency Department.
* Excellent communication skills.
* Leadership and team-building skills.
* Commitment to Continuing Professional Development (CPD), appraisal, and clinical governance.
* Self-motivated and proactive.

Desirable

* Awareness of current and forthcoming national policies and their impact on clinical practice.
* Advanced Life Support (ALS) accreditation.
* Basic Life Support (BLS) instructor certification.
* Safeguarding Level 4.
* Diploma in Urgent Medical Care from the Royal College of Surgeons of Edinburgh, Faculty of Pre-Hospital Care.
* Patient Safety Level 1&2

**Additional Information**

Clinical Governance

PPG follow the PSIF principles within Healthcare Governance. Candidates will be responsible for maintaining high-quality patient care through ongoing professional development, research, and audit against relevant standards. This will include participation in departmental audits and quality improvement initiatives as directed by the clinical lead. Candidates will also support investigations within the department when required to do so.

Code of Conduct for Professional Group  
All doctors are required to work in accordance with the GMC’s Code of Conduct. This job description provides a general overview of the scope and responsibilities of the role but is not exhaustive. It will be reviewed regularly and amended as necessary in consultation with the post holder. In addition the post holder is to uphold the PPG Values

*Confidentiality*

The post holder is required not to disclose such information, particularly that relating to patients and staff.  All employees are subject to the Data Protection Act 1998 and must not only maintain strict confidentiality in respect of patient and staff records, but the accuracy and integrity of the information contained within.  The post holder must not at any time use personal data held by Practice Plus Group for any unauthorised purpose or disclosure such as data to a third party.  You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of Practice Plus Group, unless expressly authorised to do so by Practice Plus Group.  Further guidance on confidentiality is contained within Practice Plus Group Information Security Management System (ISMS).

*Data Protection*

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act, GDPR Regulation , and the company’s ISO27001 accreditation.  This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

*Conflict of Interests*

In accordance with the Practice Plus Group Conflict of Interest Policy you must declare to your manager all private interests, which could potentially result in personal gain as a consequence of your employment position in Practice Plus Group. Interests that might appear to be in conflict should also be declared.

*Disclosure and Barring service*

It is a requirement of this position that aDisclosure and Barring service application at the enhanced level is undertaken.

*Education and Training*

Personal continuing professional development is encouraged and an annual appraisal system is in place to discuss CPD and ongoing objectives. Annual GP appraisal should continue with NHS England through your local area office as your designated body.

*Equal Opportunities*

The post holder is required at all times to carry out responsibilities with due regard to Practice Plus Group Equal Opportunities Policy and to ensure that staff receive equal treatment throughout their employment with Practice Plus Group.

*Health and Safety*

As an employee of Practice Plus Group, the post holder has a duty under the Health and Safety at Work Act 1974, to:

Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work. In addition, to co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the Urgent Treatment Centre, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

*Philosophy of Care*

We aim to provide a safe and clinically sound environment, where the immediate and urgent need of individuals using the centre is recognised and suitably skilled staff are available to see and treat the users of this service. To ensure that we meet the needs and expectations of the patient we provide a culture of continuing learning and development.

*Risk Management*

All members of staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to, co-operate with any investigation undertaken.

This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

**This job description is subject to regular review and appropriate modification.**

**I confirm I have read and understand this Job Description**

**Name of Postholder: ……………………………………**

**Signature: …………………………………...**

**Date: …………………………………...**