

## JOB DESCRIPTION

**Job Title:** General Practitioner - Offender Health, Lincolnshire and Nottinghamshire prisons

**Reports to (post title):** Offender Health GP Lead

### Background:

Offender Health has provided integrated healthcare (physical health, mental health, neurodiversity, substance misuse and population health) services to a number of prisons in Leicestershire, Nottinghamshire and Lincolnshire for over a decade based on principles of “equivalence” with services in the community. However, in effect, the provision of these services for primary care is arguably better than community in terms of ease of prompt access on site in a polyclinic model to services such as mental health, substance misuse, podiatry, dentistry, physiotherapy, optometry, pharmacy, sexual health etc.

Offender Health is part of the Community Health Services Care Group in the Trust which also provide a complex and diverse range of community-based services which include the following:

- Urgent Care & Therapy. This service assists acute hospitals in discharging patients from their care into the community or community hospital bed when deemed medically fit to do so via our Discharge To Assess scheme. Additionally, patients in the community are supported via our Urgent Community Response Service thus avoiding inappropriate conveyance to ED / non elective admission to hospital.
- Planned & Proactive. Provides core community services including Community Nursing, Community Matrons, Specialist Nurses and Palliative Care that wrap around GP Practices to provide care to patients within the community setting and in our hospices.
- Child, Families & Specialist Services. This service provides universal public health and health promotion services, such as school nursing and health visiting, alongside Community & Surgical Podiatry, Speech & Language Therapy, Dietetics and MSK provision.

### Role Purpose:

We are recruiting for opportunities across our Nottinghamshire and Lincolnshire prisons currently recruiting for GPs to work with us particularly in HMP Ranby and HMP Lowdham Grange in Nottinghamshire, and HMP Lincoln.

As a member of the primary care team at these prisons the GP(s) at these sites will provide clinical services 3x week to support the fully integrated healthcare service to meet the acute and long-term health needs of the prison population.

### Role Context:

The post holder will provide high quality primary care medical services to prisoners in their prison. Including face to face consultations, telephone consultations and all associated clinical administration.

The post holder will be a key member of the primary care team and take a leading role in the physical health MDT.

The GP will be part of a team working across the care group and at times may be asked to provide a remote response to clinical tasks, advice or prescribing needs to another prison in the care group.

Colleague cover in the same or other prisons in Offender Health may sometimes be requested for planned and unplanned leave

The post holder will work in partnership with all members of the health care team in the relevant prison. They will also liaise with prison staff and relevant stakeholders in the secure healthcare environment including representatives of statutory and voluntary agencies. They will help to identify health need and achieve health gain for the prison population, utilising the existing prison health needs assessment and the local primary healthcare team's own information.

All staff within the Salaried GP service are directly employed by Nottinghamshire Healthcare NHS Foundation Trust and work in collaboration with other Trust staff.

The post holder will work to mirror high quality general practice through targets mirroring appropriate QOF, Directed/ Locally Enhanced Services and other primary health care initiatives.

Key Accountabilities	Performance Measures
<p>Clinical</p> <ul style="list-style-type: none"> <li>• Provision of clinical consultations to enable assessment, diagnosis and treatment of patients with acute care needs and long-term conditions.</li> <li>• Arranging investigations and onward referrals in line with national guidelines and best practice</li> <li>• Maintaining ongoing prescribing of required medication in line with Safe Prescribing Guidelines.</li> <li>• Managing and acting on pathology results and clinical correspondence.</li> <li>• Responding to clinical queries from primary care team</li> <li>• Delivering care in line with Notts Healthcare clinical guidelines and protocols</li> </ul> <p>Leadership</p> <ul style="list-style-type: none"> <li>• A senior member of the Healthcare MDT</li> <li>• Represent physical healthcare stream at the weekly multi-pathway meeting.</li> <li>• Work flexibly with colleges from mental health and Substance misuse pathways to ensure patients receive the best care.</li> <li>• Supporting the physical health matron to respond to changing levels of demand and complex case management.</li> </ul> <p>Communication</p> <ul style="list-style-type: none"> <li>• Maintain a high level of communication with patients, healthcare teams, prison staff and management at all times.</li> </ul> <p>Training</p> <ul style="list-style-type: none"> <li>• Support training of clinicians in the MDT including non-medical prescribers, Advanced Clinical Practitioners and GP registrars.</li> </ul>	

<p><b>Clinical Governance</b></p> <ul style="list-style-type: none"> <li>• Contribute to quality improvement activity, clinical audit and service development.</li> <li>• Attendance at local Clinical Governance forums including Drug and Therapeutics committee.</li> </ul>	
<p><b>Detailed Job Description and Main Responsibilities</b></p>	
<ul style="list-style-type: none"> <li>• Provide clinical consultations to enable assessment, diagnosis and treatment of patients with acute care needs and long-term conditions.</li> <li>• Arranging investigations and onward referrals in line with national guidelines / best practice</li> <li>• Ongoing prescribing of required medication in line with Safe Prescribing Guidelines.</li> <li>• Managing and acting on pathology results and clinical correspondence.</li> <li>• Responding to clinical queries from primary care team</li> <li>• Provide senior clinical advice and leadership to the primary care team.</li> <li>• A key member of the primary care MDT and multi-pathway complex care team</li> <li>• Delivering care in line with Notts Healthcare clinical guidelines and protocols</li> </ul>	
<p><b>Safeguarding</b></p>	
<p>All employees are responsible for taking all reasonable measures to ensure that the risks of harm to children and vulnerable adults are minimised. They should take all appropriate actions to address concerns, working to agreed local policies and procedures including the guidance on Safeguarding, in partnership with other relevant agencies. This includes accessing appropriate training, advice, and support.</p>	
<p><b>Disclosure and Barring Services</b></p>	
<p>Where this post relates to the types of work, activity, employment or profession as set out in The Exceptions Order made under the Rehabilitation of Offender Act 1974; the post will be subject to a DBS Disclosure check at the point of recruitment and thereafter, as the Trust determines appropriate. The level of the check will be determined by the type of activities undertaken and the level of contact the post holder will have with children and/or adults in receipt of health services.</p>	
<p><b>Infection Control</b></p>	
<p>All employees of Nottinghamshire Healthcare NHS Foundation Trust have an individual responsibility to have knowledge of and employ the basic principles of infection prevention and control practice. All employees must comply with Infection Prevention and control mandatory training requirements specific to their role.</p>	
<p><b>Equality &amp; Diversity</b></p>	
<p>All staff should be able to demonstrate an understanding and commitment to the Trust's Equality and Diversity Policy commensurate with the KSF profile for this post.</p>	
<p><b>Communication</b></p>	
<p><b>Knowledge, Training and Experience</b></p>	
<ul style="list-style-type: none"> <li>• Registered Medical Practitioner, Full GMC registration.</li> <li>• MRCGP OR MRCGP equivalent approved by the Royal College of General Practice</li> <li>• On Performers List for General Practice</li> <li>• Experience of working in custodial setting, or diverse complex clinical settings is valuable</li> <li>• RCGP Substance Misuse (Part 2) or commitment to work towards this once in post.</li> <li>• Excellent interpersonal and communication skills both written and verbal.</li> </ul>	

- IT Skills including high level of competence with patient information systems.
- Thorough knowledge of National Healthcare agenda, and political drivers e.g., national service frameworks, legislation and local agendas.
- Teaching, influencing, negotiation and supervision skills.
- Experienced team worker, effectively working in a secure environment across professional boundaries.
- Excellent patient focused assessment skills.
- Ability to recognise and respond proactively to changes in the political environment.

#### **Analytical and Judgement Skills**

- Ability to quickly identify complex issues/situations/information and have the skills to formulate solutions and make recommendations on the best course of action.
- To provide clinical advice in physical health and substance misuse on Serious Incidents, the outcomes of Root Cause Analysis reports and recommendations.

#### **Planning and Organisational Skills**

- Ability to manage and monitor multiple action plans and recommendations as required, received by Trust colleagues, HMP Inspectorate, Prison Health Performance Quality Indicators, Key Performance Indicators
- Be able to work in highly complex situations with competing priorities and complex environmental and multi organisational demands.

#### **Responsibility for Patient/Client Care**

- To provide direct patient care through clinics within the prison settings
- To ensure that contemporaneous records are kept.
- To advise the Clinical Director, Offender Health, on service design for all patients receiving Physical Healthcare health care within the respective prisons.
- To contribute to care pathways are developed and implemented.
- To contribute to ensuring good and effective service user consultation is embedded into the service model.

#### **Responsibility for Policy/Service Development**

- To actively lead the development and timely review of local procedures, ensuring adherence to Trust policy and NICE guidance.
- To accurately identify service development issues/themes and develop plans to address, ensuring monitoring and audit of these.
- Ensure practice is based on current evidence and research and ensure compliance with policies, procedures and guidelines.

#### **Responsibility for Financial and Physical Resources**

- To have an understanding of all resources ensuring both physical and financial resources are managed appropriately.
- Advise on appropriate resources for use across the Directorate healthcare teams.

#### **Responsibility for HR**

- The post-holder is expected to undergo annual Job Planning with GP Lead/ Clinical Director.
- Trust processes support appraisal and revalidation. Post holders will remain on the performers list. Their revalidation requirements will remain with their Responsible Officer.
- The postholder will participate in national GP appraisal programme and an annual appraisal with the OH Lead GP.

#### **Responsibility for Information Resources**

- Responsible for quality information held within SystmOne records, staff training records/systems.
- To liaise with the Chief Clinical Information Officer for the Trust on quality issues for electronic records as required.

#### **Responsibility for Research and Development**

- Accurately identify areas requiring development. Initiate data collection and analyse the same with regards to service development.
- Undertake audit projects and produce reports

#### **Freedom to Act**

- The post holder will be guided by general health, organisational and broad occupational policies and will establish a way in which these should be interpreted.
- Ability to use own initiative and act on the same
- May be required to work alongside clinical staff outside of office hours

#### **Salary**

- The postholders' salary would be in line with the national NHS Consultant contract (2003) where the number of years working as a GP is reflected in the threshold on the NHS Consultant contract salary scale.
- All other terms and conditions will be determined by local negotiation.

#### **Mental Effort**

- Concentration required for completing patient assessments, treatment and care planning, clinical teaching sessions with individuals and teams, report writing and attendance at meetings, often with multiple interruptions.

#### **Emotional Effort**

- There is regular exposure to circumstances which require significant emotional strength and effort, e.g., serious incident management, disciplinary investigations/hearings.
- Frequent and prolonged exposure to highly distressing or highly emotional circumstances.
- The backgrounds and presentation of some patients may present exceptional challenges in working with patients, in managing personal emotional responses and those of others.
- Some exposure to circumstances dealing with distressed / aggressive patients.

#### **Working Conditions**

In a Prison setting, caring for offenders who are either on remand awaiting trial, convicted or sentenced. This involves being responsible for adhering to security procedures, keys and working in a restrictive, locked environment.

This includes:

- Locks and fences
- Inadequate ventilation and temperature control.
- Risk of verbal and physical aggression by patients
- Security procedures – searches, movement restrictions
- Being alert to emergency security procedures
- Knowledge and adherence to organisational security policies and procedures
- Demonstrate an understanding of the need to integrate security requirements within therapeutic activities in the provision of care and rehabilitation for patients.

#### Signatures

After reviewing the questionnaire, please sign to confirm agreement

Post holder:

Date:

Line Manager:

Date:

Next level Manager:

Date: