

JOB DESCRIPTION

GP Clinical Lead	
Title:	GP Clinical Lead
Reports to:	Clinical Director and Operations Director
Base:	Surrey Heath COVID 19 Vaccination Site
Hours per week:	Variable – bank contract
Salary:	£90 per hour
	Must be GMC Registered and on the National Performer's list

JOB OVERVIEW

- This role forms an integral part of mass vaccination delivery within the region that Frimley Health and Care ICS covers, working at the Surrey Heath Vaccination Centre.
- As GP Clinical Lead, the post holder will work as part of a dynamic team in delivering a safe and effective service for the mass delivery of vaccinations for both influenza (flu) and the COVID-19 vaccine(s). The post holder will provide overarching clinical leadership for the site when on duty, working alongside the operational manager (site manager) to ensure the safe and effective running of the clinic.

In particular, during the duty period, the post holder will be responsible for:

- Delivery of a safe immunisation service, contributing to the ongoing planning and delivery of the vaccination centre offering clinical insight and working with relevant colleagues to facilitate change within the setting and service areas.
- During duty period, act as the responsible individual for the safe and secure handling and management of medicines within the site.
- Provide clinical support and management, as needed, to colleagues and patients in the clinic. This is expected to include being the escalation point for vaccinators when dealing with questions or clinical concerns from patients
- Supporting the reviews of complex medical histories and potential adverse reactions and providing clinical advice as needed in order to support the safe and informed pre-screening, consent and administration processes
- Responsible for ensuring the availability and functionality of all required emergency care equipment.
- Providing first line clinical support and intervention in the event of anaphylaxis (in the vaccination room) or to an unwell patient in the clinic pre or post-vaccination. The process for being alerted to the need for urgent clinical support is via the operational site manager. This will also include making decisions to identify plans for patients presenting under the 'Green Card Scheme'.
- Act as the named person responsible for COVID-19 vaccine storage, preparation and administration during the duty period, being responsible for the safe and effective use of vaccine within the clinic during the duty period. This includes acting as the supervisor for the vaccine preparation team, vaccinators and other clinical staff at the vaccination centre, and working with the Duty / Site Manager to ensure safe and effective delivery of the vaccination activity during the duty period.
- Responsible for providing clinical supervision of the configuration of the vaccination pod and vaccination stations within the vaccination clinic delivery model.

To Promote The Delivery Of Health, Social And Wellbeing Services In The Community

- Responsible for responding to any competence or training concerns related to vaccinator or vaccine preparation staff during the duty period, providing support, assessment and additional training as required. Ensuring safe and effective use of vaccines, supporting the 'end of session' processes of balancing the numbers of patients and doses to ensure all allocated vaccine doses are administered and no doses are wasted unnecessarily.
- Must be competent in all components of vaccination and vaccine preparation related to the clinical roles and responsibilities at the vaccination centre, and willing to undertake any of the clinical tasks when required in order to ensure the safe, smooth running of the clinic, e.g. be safe and able to vaccinate when required.
- Ensuring the best possible clinical outcomes by using up-to-date skills and adhering to evidence-based policies and procedures
- Providing support to the operational site lead (Manager / Supervisor), if needed, when they are dealing with challenging behaviour or events.
- Support the competence assessment process for new starters and support the ongoing quality of the work of vaccination centre staff involved with vaccine preparation and vaccination.

KEY RESPONSIBILITIES AND DUTIES:

Responsibilities for direct/indirect patient care

- Responsible for clinical supervision of a team of vaccinators and vaccine preparation staff.
- Responsible for providing highly specialist advice and technical services in relation to the care of patients
- Plan, advise, recommend and evaluate treatment when necessary
- Handle difficult conversations (sensitive, language barriers, hostile atmosphere) and convert complex technical information into easily to understand communication

Responsibilities for policy and service development implementation

- Observe infection control procedures
- Adheres to Professional Code of conduct, and maintains own professional development ensuring fit for practice
- Ensures that all NHS statutory & mandatory training is up to date. Attends all mandatory training as needed. This includes Basic Life Support, Anaphylaxis and Immunisation training.
- Follow local and national policy making comments on proposals for change
- Act as a mentor or respond to any escalations or queries from more junior staff.
- Support staff in the provision of care including training in the use of site protocols for implementing safe delivery of the service.

Responsibilities for financial and physical resources

- Responsible for the safe and effective use of equipment and other resources, ensuring equipment is maintained in good working order
- Ensure vaccine, stationery and health promotion resources are ordered and monitored appropriately
- Corporate responsibility for the financial resources and physical assets of the vaccination site

To Promote The Delivery Of Health, Social And Wellbeing Services In The Community

Responsibilities for human resources (including training)

- Improve and maintain personal and professional development by participating in in-house forums, clinical meetings and clinical supervision and support the development of others by acting as a mentor and role model
- Attend statutory and mandatory training in compliance with national requirements
- Understand current and emerging factors related to workplace health and the issues facing those working to deliver health services to the UK population
- Have an awareness of policies and procedures that affect the management of staff
- Involved in the induction and supervision of new and existing staff, and clinical supervisor to named staff within the team.
- Mentors other staff frequently

Responsibilities for information resources (including systems access)

- Effectively use IT support systems to enhance direct and indirect care delivery
- Use of an electronic patient record system
- Submit accurate and timely activity data as required

Freedom to act

- To make judgements and decisions within the confines of own professional code of conduct boundaries and within national and trust guidelines/policies for self and report to the Vaccination Site Managers.
- Interpret overall health service policy and strategy
- Act with minimal guidelines and set goals and standards for others

Physical effort

- Manual handling of equipment (e.g. records, vaccination equipment)
- Frequent requirement to exert moderate physical effort (walking, standing up)
- Sit moderate periods in the office when using visual Display Units / writing records / correspondence
- Lift and carry patient records and equipment daily

Mental effort

- Frequent requirement for intense concentration (supervisory responsibility, drawing-up, patient assessment and observation)
- Work pattern altering to meet service need and prioritising work issues accordingly with changes faced

Emotional effort

- Occasional need to cope with difficult emotional situations
- Occasional exposure to aggressive patients and family members

To Promote The Delivery Of Health, Social And Wellbeing Services In The Community

Behaviour / Ways of working / Work approach

- Manage and prioritise own workload
- Work as an effective team member, demonstrate good personal communication skills and actively promote excellent team and interdisciplinary relationships
- Demonstrate appropriate assertiveness and ability to challenge others when the rights of patients and others may be infringed
- Display good analytical ability and sound decision making in changing clinical situations.

Develop insight into evidence underpinning care

- Demonstrate ability to assess, plan, implement and evaluate the needs of patients
- Demonstrate concise, accurate, timely record keeping and ensure that all work carried out is recorded accurately
- Be a confident and competent computer user with good IT skills and experience of using applications such as Outlook, Word, Excel
- Provide skilled, evidence-based care which adheres to agreed policies and procedures

Patient Safety and Clinical Governance

- Use clinical judgement and risk assessments to keep the patients as safe as possible
- Follow the centre and national policies including Patient Group Directions (PGD's) and national protocols or standard operating procedures (SOPs) are followed. These include SOPs on the safe storage, administration and disposal of the vaccine.
- Assist in the monitoring and maintenance of the health, safety and security of self and others in work area.
- Assist in the identification and assessment risks in work activities.
- Practise in accordance with the professional, ethical and legal codes of the site and its protocols and guidelines
- Work with team to maintain high standards of infection control in the clinical area and a well-maintained department environment
- Actively promote diversity and sustain relationships that promote dignity, rights and responsibilities. Identify and take action to address discrimination and oppression
- Ensure that the practice complies with Data Protection/ Confidentiality/ Caldicott principles in addition to Statutory and Regulatory guidelines of the Professional Bodies (GMC, NMC, GPhC, HCPC and others)
- Safeguard people by recognising and responding when an adult or child might be at risk from abuse but also recognising their own limits and asking for help and escalate concerns when necessary
- Reflect on everyday practice to identify areas where improvements in safety or quality can be made
- Maintain compliance with staff mandatory training requirements

Codes of Conduct

- All staff must comply with the Code of Professional Conduct set by their governing body.

To Promote The Delivery Of Health, Social And Wellbeing Services In The Community

Equal Opportunities

- SHCPL, the PCN and practices are committed to an equal opportunities policy that affirms that all staff should be afforded equality of treatment and opportunity in employment irrespective of sexuality, marital status, race, religion/belief, ethnic origin, age or disability. All staff are required to observe this policy in their behaviour to fellow employees.

Equality and Diversity

- The post-holder will support the equality, diversity and rights of patients, carers and colleagues, including:
- Acting in a way that recognises 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.

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.

Data Protection

- All employees must adhere to the Practice Policy on the Protection and use of Personal Information, which provides guidance on the use and disclosure of information. The Practice also has a range of policies for the use of computer equipment and computer-generated information. These policies detail the employee's legal obligations and include references to current legislation. Copies of the policy on the protection and use of personal information, and other information technology, can be found in the Practice policies and procedures manual.

Risk Management

- You will be responsible for adopting the risk management culture and ensuring that you identify and assess all risks to your systems, processes and environment and report such risks for inclusion within the Practice risk register. You will also attend mandatory and statutory training, report all incidents/accidents, including near misses, and report unsafe occurrences as laid down within the relevant local Policy.

To Promote The Delivery Of Health, Social And Wellbeing Services In The Community

- The post-holder will strive to maintain quality within the clinic and PCN, 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.
- Proactively seek and identify opportunities for quality / service improvement and lead such activities.
- 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:
- Communicate effectively and respectfully with colleagues, patients and carers.
- Recognise people's needs for alternative methods of communication and respond accordingly.

Health & Safety

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the relevant local Health & Safety Policy.