

PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITYJOB DESCRIPTION FOR THE POST OF CLINICAL ASSISTANT  
TO THE GERIATRIC DIVISION IN GOSPORT

<u>LOCATION</u>	GOSPORT WAR MEMORIAL HOSPITAL	11 PATIENTS
	NORTHCOTT ANNEXE	12 PATIENTS
	REDCLYFFE ANNEXE	23 PATIENTS

ACCOUNTABLE TO:- CONSULTANT PHYSICIANS IN GERIATRIC MEDICINE

LIAISES WITH:-

INTERNAL CONSULTANT PHYSICIANS IN GERIATRIC MEDICINE  
LOCAL MANAGER FAREHAM/GOSPORT  
HOSPITAL/PREMISES MANAGER GOSPORT  
WARD SISTERS  
MEDICAL RECORDS DEPARTMENT  
HEADS OF PARAMEDICAL SERVICES  
PHARMACY  
DIETICIANS

EXTERNAL GENERAL PRACTITIONERS  
SOCIAL SERVICES  
VOLUNTARY SERVICE ORGANISATIONS

JOB SUMMARY

This is a new post of 5 Sessions a week worked flexibly to provide a 24 hour Medical Cover to the long Stay patients in Gosport. The patients are slow stream or slow stream rehabilitation, but holiday relief and shared care patients are admitted. An important aspect of this role is for the postholder to be seen not only as a medical adviser but as a friend and counsellor to patients, relatives and staff.

All Consultant Physicians in Geriatric Medicine have an equal right of Admission, but at present the beds in Gosport are under the control of Dr Wilkins and Dr Grunstein.

DUTIES

1. To visit the Units on a regular basis and to be available "On Call" as necessary.
2. To ensure that all new patients are seen promptly after Admission.
3. To be responsible for the day to day Medical Management of the patients.
4. To be responsible for the writing up of the initial case notes and to ensure that follow up notes are kept up to date and reviewed regularly.
5. To complete, upon discharge, the Discharge Summary and HRM 60.
6. To ensure the prompt preparation of death certificates and for cremation certificates where appropriate.
7. To take part in the weekly Consultant rounds.

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8. To prescribe, as required, drugs for the patients under the care of the Consultant Physicians in Geriatric Medicine.
9. To participate wherever possible in multi-disciplinary case conferences and discussions related to the patients in the Unit.
10. To provide clinical advice and professional support to other Members of the Caring Team.
11. To identify opportunities to improve services so that a high level of care can be provided within the resources available.
12. To be available when required to advise and counsel relatives.
13. To be responsible for liaison with the General Practitioners with whom the patient is registered, and with other Clinicians and Agencies as necessary.

There may be a possibility that the sessions can be split between two separate General Practitioners, ideally from the same Practice.