

Portsmouth HealthCare  
NHS TRUST

DEPARTMENT OF MEDICINE FOR ELDERLY PEOPLE

JOB DESCRIPTION

Clinical Assistants - Continuing/Shared Care Beds

Code A

QUEEN ALEXANDRA HOSPITAL

1. The clinical assistant will provide 24 hour medical cover to continuing care and shared care residents at QAH.
2. There will be a daily ward visit except at weekends and public holidays.
3. It is expected that the clinical assistant accompanies the consultant on their round.
4. It is a particular requirement of the post that the clinical assistant sees their role as including a caring, supportive and friendly attitude to both the patients and the nursing staff.
5. The clinical assistant will visit the patient if requested by nursing staff. Each visit will be documented by the clinical assistant in the medical notes.
6. Medication prescribed over the telephone will be "written up" within 12 hours of the verbal advice.
7. Advice may be sought from the on-duty registrar or consultant, when the consultant in charge of the ward is unavailable.
8. The doctor will be expected to write a brief summary of the clinical problems and reasons for admission to the long stay ward. S/He will record all subsequent clinical episodes in the patient's notes.
9. In conformity with department policy, the senior nurse on duty may require the doctor to confirm that death has occurred. This will not be routinely requested, but is required when the death is unexpected.
10. The clinical assistant is responsible for writing a summary upon discharge or death of the patient.

11. The clinical assistant will be expected to maintain prescription charts both on transfer from other wards and during the remainder of the patient's stay.
12. It is the responsibility of the clinical assistants to arrange cover for absences and to ensure that other doctors (i.e. partners or deputising service) are aware of and conform to the above requirements.

Clinical assistants are welcome to participate in medical educational activities particularly the Wednesday lunch time sessions held at QAH.

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Department of Medicine  
for Elderly People