

PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITY**JOB DESCRIPTION**

POST: Clinical Assistant in Geriatric Medicine
Gosport War Memorial
Geriatric Day Hospital

GOSPORT DAY HOSPITAL

The Gosport Day Hospital is the newest of the four Geriatric Day Hospitals within the Portsmouth and South East Hants Health Authority. Patients will be accepted from Gosport and Lee-on-Solent which has an over 65 population of around 13,000.

The Day Hospital is purpose built and part of the new block of the Gosport War Memorial. A maximum of fifteen patients a day could attend from Monday to Friday. This would provide 3,750 annual attendances. The War Memorial currently provides Outpatient Services, and also has an Elderly long stay ward and a General Practitioners' ward. In the next phase Psychiatric Services for the Elderly will also be on site.

The Day Hospital aims to provide medical and nursing therapies, rehabilitation, and maintenance in the community using a multi-disciplinary team approach with a view to maintaining independence for as long as possible.

STAFFING

The Day Hospital will be staffed by two Consultants who will each contribute one session per fortnight - Dr. R.F. Logan on a Tuesday morning and Dr. A. Lord on a Monday morning. There will be a total of five Clinical Assistant sessions.

THE POST

The Clinical Assistant will be required to attend in the mornings and attend to the ongoing medical problems, and carry out venesections as well as specific tests like ECG, sigmoidoscopy, and pleural aspiration. Review and adjustment of drug regimens, co-ordination of referrals with other departments, including the arranging of admissions will also be required. New patients would need to be clerked in and a treatment plan formulated together with the other members of the multi-disciplinary team. Communication with General Practitioners and dictation of discharge summaries will also be required.

Consultant support will be in the form of a ward round (as above) but is also available at any other time on an informal basis.

Patients from the acute, rehabilitation or long-stay wards of the Elderly Services Department may be referred direct to the Day Hospital, while those from the Community and other departments and wards will initially be seen by a Consultant or Senior Registrar in Geriatric Medicine.

EDUCATION AND RESEARCH

Working in the Day Hospital should provide an excellent opportunity to learn the basic principles of Geriatric Medicine, and staff are encouraged to sit for the Diploma in Geriatric Medicine. Participation in Audit and Research will be supported.

TERMS AND CONDITIONS OF EMPLOYMENT

This post is subject to the Terms and Conditions of Hospital Medical and Dental Staff.

Salary: £2,810 per session, per annum

Annual Leave: 6 working weeks per annum

Superannuation: Optional NHS Superannuation Scheme in operation

Notice: 2 Calendar months in writing

Any candidate wishing to visit the Day Hospital should contact Dr. R.F. Logan or Dr. A. Lord via Mrs. V. Barker, Medical Secretary, Gosport War Memorial - Code A

Portsmouth HealthCare
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DEPARTMENT OF MEDICINE FOR ELDERLY PEOPLE

JOB DESCRIPTION

Clinical Assistants - Continuing/Shared Care Beds - George, Elizabeth & Diana

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.

TPA/MJA: S.M.S.D.T.A.N.A.S.T
 MJA: H.O. DM C/REVISED: 14.2.94
 Department of Medicine
 for Elderly People

PORTSMOUTH HEALTHCARE NHS TRUST

CLINICAL ASSISTANT, ST CHRISTOPHER'S HOSPITAL, FAREHAM -
SLOW STREAM STROKE REHABILITATION

JOB DESCRIPTION

STROKE REHABILITATION SERVICE

From the 1st April 1994, the Department of Elderly Medicine in Portsmouth will be establishing a comprehensive stroke rehabilitation service for the over 75 age group. This will include a slow stream rehabilitation programme in locality-based beds for those patients not expected to make a rapid recovery. It is anticipated that patients will be transferred from acute stroke beds located in Queen Alexandra Hospital approximately one week after admission.

ST CHRISTOPHER'S HOSPITAL SLOW STREAM STROKE REHABILITATION

Nine slow stream stroke rehabilitation beds will be located in an upgraded portion of the ground floor wards in St Christopher's Hospital. Multi-disciplinary rehabilitation team will be led by Dr R F Logan. Medical support will be supplied by the clinical assistant with out-of-hours cover by Dr R Bellenger and Dr J Fisher's practice.

Two clinical assistant sessions are available for the care of the nine beds. The clinical assistant will be expected to attend a weekly multi-disciplinary ward round, and supply day-to-day medical support during the working week to the rehabilitation unit. The clinical assistant will not be expected to re-clerk or re-prescribe medicines immediately on the patients transfer from Queen Alexandra Hospital, they will, however, be required to assess the patient within a reasonable time of their transfer, and at other times if an urgent need is felt by the nursing staff. It will at times be necessary for the clinical assistant to communicate with Dr Logan or other members of the Department of Elderly Medicine at Queen Alexandra. Likewise they will be expected to communicate with other departments when appropriate. The clinical assistant will be most welcome at weekly departmental meetings at Queen Alexandra Hospital, and would be encouraged to gain the Diploma in Geriatric Medicine.

TERMS AND CONDITIONS

This post is covered by the Terms and Conditions of Service for Hospital Medical and Dental Staff, which should be read in conjunction with the General Whistler Council Conditions of Service.

Owing to the vulnerability of people receiving health care, this post is exempt from the provisions of Section 4(2) Rehabilitation of Offenders Act 1977. Details of any criminal convictions you may have had must be disclosed; failure to do so could result in dismissal.

SALARY

£54.35 per session (1993 rate).

ANNUAL LEAVE

6 working weeks per annum.

PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITY

PETERSFIELD COMMUNITY HOSPITAL

JOB DESCRIPTION: Clinical Assistant in Geriatric Medicine
Petersfield Community Hospital
Geriatric Day Hospital

PETERSFIELD GERIATRIC DAY HOSPITAL

The Petersfield Geriatric Day Hospital is one of three geriatric Day Hospitals within the large Portsmouth and South East Hampshire Health Authority. It covers an area extending from Liss in the north and Clanfield in the south and encompasses the villages of Buriton, East Meon, Langrish, Foxfield, Steep and Hangers. The population over 65 years is 4,838 and over 75 years is 2,417. The Day Hospital is a purpose built and located on the site of the new Petersfield Community Hospital due to open in December 1991.

The Petersfield Community Hospital has inpatient services for Maternity Care patients, Elderly Longstay, Psychiatric, Psychogeriatric and General Practitioner patients. There is also Day Hospital facilities for Psychiatric and Psychogeriatric patients.

PHILOSOPHY OF SERVICE: In keeping with the other geriatric Day Hospitals in the district the Geriatric Day Hospital in Petersfield aims to provide most of the facilities of inpatient care on a daily basis. These include rehabilitation, maintenance, medical assessment, nursing care and social care. The Day Hospital aims to bridge the gap between hospital and community care enabling elderly patients to maintain independent lives in the community for as long as is feasible.

STAFFING:

It is planned that the Department will be staffed by 2 consultants (Dr D Jarrett and Dr A Dowd) who will each contribute one clinical session per fortnight. There are two clinical assistant sessions per week. The days of these morning sessions have yet to be decided and will depend on a proposed new consultant appointment anticipated soon.

THE PATIENTS:

The patients will have a wide variety of medical, rehabilitation, psychiatric and social problems. Up to ten patients can be seen in hospital on each day. The anticipated workload is thought to be about 2,000 patient days per year.

CLINICAL ASSISTANT DUTIES:

The Clinical Assistant is expected to clerk the patients when they arrive on their initial visit and order the appropriate investigations in collaboration with the consultant, nursing staff and other paramedical staff. The Clinical Assistant will formulate a treatment plan for the patient and will record reasonable goals as part of the internal audit within the Department. Formal assessment of mental function and Activity of Daily Living indexes are routinely performed. The work of the Department is firmly founded on a multi-disciplinary model. Multi-disciplinary team meetings allow for forward planning of patient care. The Clinical Assistant will also have to address the every day ongoing medical problems of the patients as they present.



**SPECIFICATION OF MEDICAL SERVICES
PROVIDED BY RETAINED MEDICAL OFFICER (RMO)**

This specification should be read in conjunction with the Contract for Service.

1. The contract is for 24 hours medical cover arranged by the Practice.
2. The contract provides for total weekly hours - the timing of attendance will be agreed from time-to-time by and can be changed by agreement with the lead consultant to meet patient needs.
3. Contracted attendance times will normally include participation in a ward round at least once per week.
4. The practice will be responsible for suitable cover for medical care of the patients out of hours. Cover will be normally provided by members of the practice or authorised co-operative in a rota system. The duty consultant, or nominee, on call at night may be contacted by dialling the (hospital) on: (telephone) and obtaining the on call consultant's contact number.

Each visit will be documented by the medical practitioner in the medical notes. If hospital admission (or admission to an acute ward) of patient is indicated on clinical grounds, the doctor providing day to day care, a partner or doctor nominated by the Practice will liaise with the duty team at the (hospital), and arrange for admission under the relevant clinical team. The referring doctor will also inform the named Consultant at an appropriate time.

5. Medication prescribed over the telephone will normally be entered in writing in the appropriate record by the authorising doctor within 24 hours of the verbal advice.
6. The RMO will be professionally and clinically accountable to the named consultant in the absence of the named consultant, information and advice can be sought from the consultant's clinical team.
7. On admission, the RMO will write in the clinical notes a summary of the clinical problems and reasons for admission. The RMO will record all subsequent clinical interventions in the patient's notes.

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8. The RMO will prescribe medication on Trust record sheets both on transfer from other wards and during the remainder of the patient's stay.
9. The RMO will follow the discharge procedure of the department. This will involve:
 - i) Organising and prescribing discharge medication.
 - ii) Completing discharge documentation.
 - iii) Completing death certificates.
10. The service will normally be provided by a nominated practice doctor(s). Every effort will be made to provide consistency and avoid dislocation through changes in personnel. Where other doctors are involved in the care, they will be responsible for ensuring relevant information relating to the patients condition is communicated to the nominated doctor.
11. Practice Doctors are encouraged to participate in education and audit activities of the department and to contribute to the identification of their educational needs.