

Job Profile

Job Description

Job Details		
Job Title:	Primary Care Facilitator	
School/Dept/Institute & Centre:	SMD Blizard Centre for Primary Care and Public Health	
Reports to:	Senior Primary Care Facilitator/Clinical Facilitator	
Grade:	Grade 4 Professional	Full Time
Appointment period:	To 31 March 2020	
Current Location:	Whitechapel	

Job Context

The Clinical Effectiveness Group is a team of health professionals who aim to reduce illness and death from chronic disease in east London by facilitating the use of clinical guidelines and audit in general practice and primary care teams. CEG work with practices and Clinical Commissioning Groups (CCGs) and Public Health in Newham, City & Hackney, Tower Hamlets, Waltham Forest, Barking, Havering and Redbridge.

Job Purpose

This is a highly visible role in which the facilitator will be the focal point for local primary care based work-streams supporting management of long term conditions such as diabetes and also improving data quality. The facilitator will be expected to liaise closely with local commissioners of primary care services and contribute to the development of their specifications. The facilitator will be expected to visit practices and feedback the results of CEG audits and make recommendations to the practice about future actions. To do this the facilitator will be expected to be able to encourage changes in behaviour and explain complex processes in a simple and clear manner and to build a positive perception of the CEG in the local health sector.

The facilitator will also have responsibility for developing clinical computer templates and training primary care staff in their use.

Main Duties & Responsibilities

- To proactively help improve primary care in east London through a facilitative process, using both initiative and judgement and developing a strong relationship with local GP surgeries.
- To collaborate with commissioning organisations on their locality services
- To improve long term conditions management through the production of clinical computer templates & protocols
- To contribute to the development and implementation of local services
- To feedback results of the CEG audits
- To ensure practices participate in regular clinical audits.
- To manage and participate in multidisciplinary educational work on clinical effectiveness and data quality, at both practice and locality levels.
- To promote the work of the Clinical Effectiveness Group and Queen Mary University at local, national and international conferences.

Job Context

- To undertake such other duties as may be reasonably expected by the line manager or Head of Centre.
- To carry out responsibilities with due regard to the College's Equal Opportunities Health and Safety Policies

The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonable requested by their line manager.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

	Requirements	Essential / Desirable	
Qualifications	Educated to degree level or equivalent level gained through experience	E	
	Clinical qualification	D	
Knowledge,	Significant experience of working with inner city general practice teams	E	
	Experience of at least one of the main clinical systems (Emis, Vision, SystemOne)	E	
Skills and	Experience of facilitating and supporting change in primary care	D	
	Teaching or training experience in a primary care setting	D	
Experience	Experience of designing computer templates for clinical systems	D	
	Excellent negotiation skills particularly with clinicians	D	
	Ability to present complex information to multidisciplinary groups and committees	E	
	Ability to write detailed reports on both clinical and none clinical topics	D	
	Ability to facilitate multidisciplinary groups & workshops	D	
	Confident manner in working with senior clinicians and managers	E	
	Must be willing to work in collaboration with others	E	
	Must be able to work on own initiative	E	
	Must be willing to cover for colleagues in their absence	E	
	Will be expected to work off site including in GP practices	E	
	Flexibility to work according to the needs of the post	E	

E – Essential: Requirements without which the job could not be done.

D – Desirable: Requirements that would enable the candidate to perform the job well.