

Temporary Medical Support Worker (MSW) Primary Care

Job description and person specification

Position			
Job title	Medical Support Worker (primary care)	Division/Team	
Pay band		Responsible to	
Salary	Honorary payment (AfC band 6 as a guide)	Accountable to	
Tenure		Responsible for	
Funding Arrangements		Base	
About the role			
<p>The MSW post was developed in 2020 as part of the response to the Covid National Emergency. It provides an opportunity for doctors to utilise skills and training to assist with patient care in a supportive and supervised setting and to gain experience of working in the NHS. The post is suitable for doctors who have not been practising recently or for foreign medical graduates in process of gaining full GMC registration with a licence to practise. The basic requirements for application are a medical qualification recognised by the GMC and evidence of postgraduate medical experience to include completion of an internship with 6 months each of a medical and a surgical discipline. Foreign graduates also need proof of proficiency in English as per criteria set by the GMC.</p> <p>The intention is for the MSW to be able to contribute to the safe and effective running of a General Practice while at the same time being able to hone their skills and gain insights into the working of primary care in the modern NHS.</p> <p>Doctors will work in Primary Care (General Practice) working under the supervision and guidance of a registered medical practitioner. On induction, the MSW will agree an educational contract with the supervising clinician and an individual assessment of competence undertaken before agreement to undertake any tasks or procedures.</p>			
Key job specifics and responsibilities			
<p>Duties are likely to include</p> <p>Attending practice meetings and becoming part of the multi-professional clinical team</p> <p>The Medical Support Worker will work with patients under the direction and supervision of a registered medical practitioner or other registered healthcare professional in charge of</p>			

the clinical area in which they are employed. They may undertake medical activities including (but not exclusively)

- Assist generally with patient care
- Take histories/ascertain problems
- Perform clinical examinations (under supervision and with consent of the patient)
- Perform some procedures following appropriate training such as phlebotomy, vaccination, vitamin B12 injection
- Act as assistant to a registered healthcare professional for minor surgery and other procedures
- Undertake biometric assessment
- Undertake and organise simple investigations (urinalysis, blood tests, ECG)
- Assist in routine long term condition clinics
- Write in medical records
- Review investigations/correspondence but not to action unless agreed with supervising clinician and following agreed protocol
- Communicate with patients re appointments, care plans and test results that have been interpreted by a registered healthcare professional
- Assist non-clinical teams with care navigation
- Support quality improvement activity such as audit, new healthcare initiatives, QOF, and medicines optimisation review.

Due to licensing regulations, the MSW will not be permitted to

- See unselected and emergency patients by themselves without supervision
- Make clinical decisions about patient management without consultation
- Prescribe medication
- Request X-ray's or other investigations involving ionising radiation
- Write legal certificates (e.g. Certification of Death)

The MSW will be expected to

- Assist with practice administration and clinical record management – filing, record keeping, coding, record summarising
- Become familiar and competent with NHS and Practice IT systems
- Comply with local policies and procedures
- Complete statutory and mandatory training
- Ensure that any complaints or queries from patients are reported to the supervising doctor
- Report accidents/incidents immediately to a senior member of the Practice staff
- Identify themselves to patients and staff as a Medical Support Worker and not as a doctor to avoid confusion and misunderstanding.

Additional information

Health and Safety at Work Act

- The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work.
- The post holder is also required to adhere to statutory and departmental safety regulations.

Confidentiality

- The post holder has a responsibility to maintain confidentiality and adhere to the organisation's policies and procedures.

Safeguarding of children and vulnerable adults

- During employment the postholder has a responsibility to safeguard children and vulnerable adults.

Information Management/ Data Quality

- The post holder must ensure that records are documented, secured, stored and disposed of appropriately and in accordance with the relevant legislation.

Freedom of Information

- The post holder must be aware that any information held by the organisation in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies.

Disclosure and Barring Service

- All applicants who are offered employment will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed.

Travel to other sites

- The post holder may be required to travel to other locations.

Person specification

Criteria		Essential	Desirable	Evidence*
Qualifications	Qualified as a doctor – with degree recognised by the GMC	Y		A/I/C
Knowledge and Experience	Previous experience in a registered medical role for at least one year post qualification	Y		A/I
	Previous experience in clinical area offered		Y	A/I
	Proficiency in English to meet the GMC minimum language requirements	Y		I/C
Skills Capabilities & Attributes	Reflect on own practice and learn from it	Y		A/I
	Recognise the limits of practice that they must always comply with, notwithstanding any previous role they may have had as a fully registered doctor			
Values and Behaviours	Commitment to and focus on quality, promotes high standards to			A/I

	<p>consistently improve patient outcomes.</p> <p>Values diversity and difference, operates with integrity and openness</p> <p>Works across boundaries, looks for collective success, listens, involves, respects and learns from the contribution of others</p> <p>Works well with others, is positive and helpful, listens, involves, respects and learns from the contribution of others</p>			
--	--	--	--	--

* Evidence will take place with reference to the following information:	
A	Application form
I	Interview
T	Test or Assessment
C	Certificate

Appendix – Minimum requirements checklist for Medical Support Workers

Language and skills assessment		Yes/No
Language requirement for candidates not born in the UK	<p>Can the candidate demonstrate they meet the GMC minimum language requirements? This is equivalent to a grade B in Occupational English Test or an average mark of 7.5 in IELTS (with no single section scoring below 7, ie reading, writing, speaking and listening)</p> <p>https://www.gmc-uk.org/registration-and-licensing/join-the-register/before-you-apply/evidence-of-your-knowledge-of-english</p>	
Clinical skills self-assessment		
	Skill description	Have you had experience?
Candidate should complete this self-assessment matrix. This will help to understand competency level and identify any	Take and record clinical observations	
	Basic resuscitation	
	Take blood samples	
	Insert, flush and manage peripheral cannulas	
	Perform and interpret ECGs, spirometry and bedside diagnostic tests	
	Perform simple diagnostic and therapeutic procedures	
	Be aware of the National Early Warning System (NEWS) scoring	
	Write and maintain confidential patient records	

training
needs.

Be familiar with GMC "Good Medical Practice