

JOB DESCRIPTION

Reference: GPC088

Job Title: Community Gynaecologist

Location: Required to work from different locations across Heywood, Middleton and Rochdale.

Reports To: Deputy Chief Officer

Job Type: Clinical

Salary: To be discussed

Job Summary:

We are seeking a qualified and experienced Community Gynaecologist to provide specialist “one stop shop” outpatient care for women with non-complex gynaecological conditions in community settings. The role focuses on improving access to care, reducing hospital referrals, and enhancing women’s health outcomes through preventative and proactive care.

The following conditions are covered:

- Management of all types of menstrual problems
- Management of pelvic pain
- Management of urinary symptoms (Incontinence)
- Management of menopausal problems
- Work up for infertility
- Management of patients presenting with amenorrhoea (PCOS)
- Management of prolapse
- Management of vulval conditions and vaginal symptoms (discharge and discomfort)

The following procedures are offered in our clinic:

- Removal of cervical polyps
- Management of cervical ectropion
- Endometrial biopsy
- Insertion of intrauterine system
- Ultrasound guided removal of IUS/IUD (presenting with missing threads)
- Bladder scan (if necessary to check post-voidal urine volume)
- Monitoring ovarian cysts (with regular TV scans)
- Insertion of various types of pessaries (Ring, Gellhorn, POPY etc)

Key Responsibilities:

- Conduct clinics in community health centres or GP surgeries across Heywood, Middleton and Rochdale
- Diagnose and manage common gynaecological conditions such as menstrual disorders, menopause, pelvic pain, prolapse, and contraception needs

- Perform minor procedures where appropriate (eg pipelle biopsy, endometrial sampling, IUCD insertions/removals)
- Provide specialist input into multidisciplinary teams and liaise with hospital-based consultants as needed
- Contribute to patient education, health promotion, and preventative care initiatives
- Ensure accurate documentation and use of electronic medical records
- Participate in clinical audit, governance, and service development initiatives
- Maintain CPD and compliance with GMC revalidation requirements
- Supervise or support junior staff or trainees, if applicable
- To keep up to date and to follow the recommendations and standards set by the National Institute for Health and Care Excellence (NICE) for health and social care in England and Wales

Qualifications & Experience:

- MBBS or equivalent medical qualification
- MRCOG or equivalent postgraduate qualification in Obstetrics & Gynaecology
- Full registration with the GMC with a licence to practice
- Minimum of 3 years of clinical experience in gynaecology, including community or outpatient settings or GP with special interest in Gynaecology
- Proven ability to work independently and make safe, evidence-based decisions
- Experience working in diverse community settings is desirable

Skills & Attributes:

- Excellent communication and interpersonal skills
- Patient-centred approach with a commitment to holistic care
- Ability to work collaboratively with GPs, nurses, and other healthcare professionals
- Cultural sensitivity and awareness of women's health issues across diverse populations

Data Management

- To be conversant with all functions of the electronic patient record systems in relation to the booking of appointments and recording consultations and be able to interrogate other relevant systems as appropriate
- To ensure data is entered onto the electronic patient record system in a timely manner
- To be personally responsible for any information received and updating the system with this information
- Ensure accurate completion of all necessary documentation associated with patient's health care
- Identify and report any IT issues that become apparent

Partnership Working

- To work together with the Deputy Chief Officer to provide a flexible response to the changing demands of the organisation
- To actively assist in promoting and fostering good working relationships and practices within the organisation for all service users
- Support any new initiatives with regards to recording and monitoring
- Working collaboratively with senior managers to achieve organisational targets
- Attend and participate in team meetings as required

Confidentiality:

Be aware of and comply with General Data Protection Regulations

- In the course of seeking treatment, patients of GP Care Service entrust us with, or allow us to gather sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately
- In the performance of the duties outlined in this job description, the post holder may have access to confidential information relating to patients, colleagues and other healthcare workers. They may also have access to information relating to GP Care Services. All such information from any source is to be regarded as strictly confidential
- Information relating to patients, carers, colleagues, other healthcare workers or GP Care Services may only be divulged to authorised persons in accordance with the organisation's policies and procedures relating to confidentiality and the protection of personal and sensitive data

Health & Safety

The post holder will assist in promoting and maintaining their own and others' health & safety and infection control as defined in GP Care Services Health & Safety policy, Health & Safety manual and the Infection Control policy and published procedures. This will include (but will not be limited to):

- Using personal security systems within the workplace according to GP Care Services guidelines
- Awareness of national standards of infection control and cleanliness and regulatory/contractual. Professional requirements, and good practice guidelines
- Responsible for the correct and safe management of the specimen's process including collections, labelling, handling, use of correct and clean containers, storage and transport arrangements
- Management and maintenance of Personal Protective Equipment (PPE) for GP Care Services, including provision, ordering, availability and ongoing correct usage by staff
- Responsible for hand hygiene across the service
- Ownership of infection control and clinically based patient care protocols, and implementation of those protocols across GP Care Services
- Active observation of current working practices across GP Care Services in relation to infection control, cleanliness and related activities, ensuring that procedures are followed, and weaknesses/training needs are identified, escalating issues as appropriate
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks across clinical and patient process
- Making effective use of training to update knowledge and skills, and initiate and manage the training of others across the full range of infection control and patient processes
- Monitoring GP Care Services facilities and equipment in relation to infection control, ensuring that provision of hand-cleansing facilities, wipes etc, are sufficient to ensure a good clinical working environment. Lack of facilities to be escalated as appropriate
- Using appropriate infection control procedures, maintaining work areas in a tidy, clean and sterile and safe way, free from hazards. Initiation of remedial/corrective action where needed or escalation to responsible management
- Actively identifying, reporting and correction of health & safety hazards and infection hazards immediately when recognised

- Keeping own work areas and general/patient areas generally clean, sterile, identifying issues and hazards, risks in relation to other works areas within GP Care Services and assuming responsibility in the maintenance of general standards of cleanliness across GP Care Services in consultation (where appropriate) with other managers
- Adhere to GP Care Services non-smoking policy

Equality & Diversity:

The post holder will support the equality, diversity and rights of patients, carers and colleagues to include:

- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with GP Care Service's policies and procedures and current legislation
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner that is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings, priorities and rights

Quality:

The post holder will strive to maintain quality within the organisation, and will:

- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestion on ways to improve and enhance the team's performance
- Work effectively with individuals in other agencies to meet patients' needs
- Effectively manage own time, workload and resources
- Wearing correct uniform, clean and tidy appearance

Further Information for post holder:

The above is not an exhaustive list of duties, and the post holder will be expected to work flexibly within their capabilities.