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SOCIAL PRESCRIBER (SP) PERSON SPECIFICATION & JOB DESCRIPTION

SP JOB SUMMARY

Social Prescribing is a means of enabling frontline healthcare professionals to refer service users to a wide range of non-clinical programmes, services and events in their local community, where they can learn about the possibilities and design their own personalised solutions, i.e. 'co-produce' their 'social prescription'. It seeks to address the needs of a service user across several areas such as physical activity, diet and nutrition, mental health and social support. It is often referred to as a 'more than medicine' approach to health and wellbeing as it is considered that many long-term conditions can be helped by lifestyle change alone.

SPs support service users to access health care, community groups and statutory services for practical and emotional support. SPs work (under direction) with the Practice Team to support service users with their health choices, strengthen community and personal resilience, reduce health and wellbeing inequalities by addressing the wider factors of health such as debt, poor housing, social isolation, poor diet and physical inactivity.

SPs act within professional boundaries and seek advice or refer to colleagues when appropriate.

SPs have excellent communication skills, a compassionate and friendly nature who can operate in a busy environment with a range of people and professions, as they work with clinical and administration teams.

SP PERSON SPECIFICATION

This person specification provides a list of essential and desirable skills and competencies that a candidate should have in order to perform the job.

QUALIFICATIONS	ESSENTIAL	DESIRABLE
<i>GCSEs at grade C or equivalent (or 4-9), including English and Maths.</i>	<input checked="" type="checkbox"/>	
<i>Training in administration/clerical duties at NVQ level or above.</i>		<input checked="" type="checkbox"/>
<i>NVQ Level 2/3 in Customer Services or Health Care or related discipline.</i>		<input checked="" type="checkbox"/>

PERSONAL ATTRIBUTES	ESSENTIAL	DESIRABLE
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<i>Works effectively independently and as a member of a team.</i>	<input checked="" type="checkbox"/>	
<i>Flexible approach to meet service needs and ensure a stakeholder focused response.</i>	<input checked="" type="checkbox"/>	
<i>Self-motivated and proactive.</i>	<input checked="" type="checkbox"/>	
<i>Continued commitment to improve skills and ability in new areas of work.</i>	<input checked="" type="checkbox"/>	
<i>Demonstrate excellent interpersonal and communication skills.</i>	<input checked="" type="checkbox"/>	

SKILLS AND EXPERIENCE	ESSENTIAL	DESIRABLE
<i>Experience of working in a medical or primary care setting.</i>		<input checked="" type="checkbox"/>
<i>Computer literate with an ability to use the required GP clinical systems.</i>		<input checked="" type="checkbox"/>
<i>General office skills, photocopier, scanning, shredding.</i>	<input checked="" type="checkbox"/>	
<i>Awareness of Data Protection Act and need for confidentiality of Information.</i>	<input checked="" type="checkbox"/>	
<i>Attention to detail, able to work accurately, identifying errors quickly and easily.</i>	<input checked="" type="checkbox"/>	
<i>Has a planned and organised approach with an ability to prioritise their own workload to meet strict deadlines.</i>		<input checked="" type="checkbox"/>
<i>Excellent understanding of data protection and confidentiality issues.</i>	<input checked="" type="checkbox"/>	
<i>Excellent verbal and written communication skills with team members, service users, carers, and other healthcare professionals, with the ability to adjust communication style.</i>	<input checked="" type="checkbox"/>	
<i>Committed to own continuing personal development and an ability to support others to develop and progress.</i>	<input checked="" type="checkbox"/>	

PHYSICAL REQUIREMENTS	ESSENTIAL	DESIRABLE
<i>Commit to a DBS Check.</i>	<input checked="" type="checkbox"/>	
<i>Able to undertake the demands of the post with reasonable adjustments if required.</i>	<input checked="" type="checkbox"/>	
<i>UK Driving Licence.</i>		<input checked="" type="checkbox"/>

KEY TASKS

- Promote Social Prescribing within Practice area and Primary Care Network (PCN).
- Provide personalised support to meet population needs.
- Support patients and community groups to receive referrals.
- Work with local partners to ensure community groups are strong and workable.

DUTIES AND RESPONSIBILITIES

Working with direct supervision from GPS, the SP will take referrals from a wide range of agencies, including PCNs' GP practices and multi-disciplinary team:

- Pharmacies.
- wider multi-disciplinary teams.
- hospital discharge teams.
- allied health professionals.
- fire service.
- Police.
- job centres.
- social care services.
- housing associations
- voluntary, community and social enterprise (VCSE) organisations

Please note that this list not exhaustive and can be subject to change.

- Provide care within own competence and seek advice or refer to colleagues when appropriate, ensuring that practice is effective, relevant, evidence-based and of a high standard.
- Develop knowledge of local services to enable service users to access a range of services to meet their needs and ensure they are engaged and connected with their local community and other organisations and groups to make best use of resources.
- Take referrals from the local network(s) and work with the referrer and the patient to plan a holistic based approach to care to include a personalised care plan.
- Assess health and wellbeing needs to ensure they can be met by services and other opportunities available within the community.
- Provide personalised support to individuals, their families, and carers to take control of their health and wellbeing based on the person's priorities and wider determinants of health.
- Work with service users to produce a simple-to-follow personalised care plan to address health and wellbeing needs by introducing or re-connecting service users with access to community groups or statutory services. This can be based on their priorities, interests, values, and motivations, including what they can expect from participation with groups, activities, and services they will connect with through social prescribing referrals.
- Evaluate how the care and support plan(s) are meeting the individual's health and wellbeing needs, and take a holistic approach based on the person's priorities and the wider determinants of health.
- Help service users identify wider issues that impact on their health and wellbeing, such as debt, poor housing, unemployment, loneliness, and caring responsibilities.
- Promote the role of social prescriber in-house and the wider community.
- Need to manage and prioritise their own caseload in accordance with the health and wellbeing needs of their local population needs, referring patients to other health professionals within the PCN as necessary.
- Develop effective working relationships with local voluntary, community, and social enterprise organisations (VCSE) and community groups make and receive timely, appropriate and supported referrals.
- Work collaboratively with local networks (inc. PCN and other local partners) to build strong links with VCSE organisations, neighbourhood, and community groups to identify gaps or problems in local provision with commissioners and local authorities.
- Share information with GPs and primary care staff, either written or verbally, about the services available within the community and how and when service users can access them, updating as necessary on an ongoing basis.

- Engage with the neighbourhood team to improve links with community/ voluntary services.
- Communicate effectively with clinical and non-clinical colleagues to ensure the smooth running of the practices.
- Liaise with members of the Primary Health Care Team (PHCT), community services, hospitals, and other agencies (such as local authority, social services, and voluntary agencies) in order to assure appropriate care is provided for service users.
- Communicate effectively with service users and carers, recognising their needs for alternative methods of communication.
- Demonstrate sensitive communication styles to ensure patients are fully informed and consent to treatment.
- Act as an advocate when representing service users and colleagues.

HEALTH & SAFETY

- SPs manage their own and others' health & safety and infection control as defined in the GPS's Health & Safety Policy, GPS's Health & Safety Manual, and the GPS's Infection Control Policy and published procedures.
- Comply with GPS's health & safety policies by following agreed safe working procedures.
- Actively report health & safety hazards and infection hazards immediately.
- Keeping work and general areas clean and tidy, and using appropriate infection control procedures to keep work areas hygienic and safe from contamination.
- Undertaking periodic infection control training (minimum annually)
- Awareness and compliance with national standards of infection control, hygiene, regulatory / contractual / professional requirements, and good practice guidelines.
- Correct personal use of Personal Protective Equipment (PPE) and ensuring correct use of PPE by others, advising on appropriate circumstances for use by clinicians, workers and service users.
- Reporting incidents using the organisations Incident Reporting System.
- Using personal security systems within the workplace according to GPS guidelines.
- Making effective use of training to update knowledge and skills.

EQUALITY AND DIVERSITY

- The SP will support, promote, and maintain the GPS's Equality & Diversity Policy.
- No person whether they are a worker, service user or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.
- The SP must comply with all policies and procedures designed to ensure equality and that services are delivered in ways that meet individual needs.

PERSONAL/PROFESSIONAL DEVELOPMENT

- The SP will participate in any training programme implemented by GPS.
- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development.
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.

OTHER DELEGATED DUTIES

This job description is not intended to be exhaustive - it may be changed after consultation with the post holder. The worker shares with the employer the responsibility for review and modification of duties.

LRD: October 2022