**Community Based Assessment Centre – Position Description**

**CBAC Clinical Leader**

**Reports to:**

* Primary Care Co-ordinator
* Liaises closely with CBAC Nursing Leader and CBAC Manager

**Responsible for:**

* Ensuring appropriate rostering of Clinical CBAC staff
* Overall supervision of medical Staff at CBAC
* Developing guidelines, in conjunction with Nursing Leader, for managing patient flow through the CBAC including prioritisation of patients
* Establish clinical guidelines for assessment, investigation and treatment of patients
* Orientation of new staff and dissemination to returning staff of any changes in guidelines
* Overview of clinical decisions to ensure concordance with guidelines
* Ensuring lines of feedback for matters arising at CBAC
* Safety of staff

**Specific duties:**

* Contact all new medical staff prior to their first shift
* Meet with all new staff (or arrange suitable delegate)to orient them with CBAC layout and management guidelines
* Review local and Ministry updates and modify CBAC guidelines as required and ensure staff are aware of changes to guidelines
* Act on Shift Reports and staff feedback forms
* Random review of clinical records to ensure
  + their accuracy and completeness
  + that management guidelines are being followed correctly
* Ensure staff are wearing appropriate PPE and following other infection control guidelines
* Provide assistance in assessment and treatment when required
* Provide clinical advice to medical, nursing and administrative staff as required
* Monitor patient volumes to ensure adequate staffing