COMMUNITY BASED ASSESSMENT CENTRE – POSITION OVERVIEW

CBAC Medical Shift Leader

**Reports to:**

* CBAC Nursing Leader, Clinical Leader or manager
* Liaise with Nursing Shift Leader
* (Primary Care Co-ordinator)

**Responsible for:**

* Familiarising self with clinical updates (on notice board)
* Assisting with other GPs becoming aware of updates since they last worked.
* Assisting with orientation of any new GPs working at the CBAC
* Oversight of patient flow through the CBAC
* Liaising with Nursing Shift Leader to ensure rapid assessment of priority 1 and “fast-track” patients
* Check with reception staff to ensure legibility and completeness of notes and seek clarification from GP concerned
* Overseeing waiting times for patients in cubicles and calling in stand-by GP if available
* Monitor patient numbers and if quiet consider allowing one GP to leave early
* Ensuring CBAC remains clinically safe in terms of patient numbers
* Providing assistance with prioritisation and treatment of patients as required

**Duration of Shift**

* Liaise with Nurse Leader or Clinical Leader as required
* Identify self to floor staff including Reception staff
* Update self on shift report and relevant clinical updates (Clinical Leaders manual)
* Check with Reception staff for appointments booked for shift
* Monitor CBAC patient flow and call stand-by GP if available
* Monitor CBAC patient flow and if appointments are taken, and the level of walk-ins reaches a level that could compromise good clinical care, then instruct staff to direct other walk-ins to 24HS after 21.00. Advise security staff, 24HS and Emergency Department this has been done.
* Provide clinical support for all staff assessments and management where required
* Ensure medical staff take regular breaks.

**Shift change**

* Provide shift changeover report.
* Forward any incident reports, if any, to CBAC Nursing and Clinical Leaders