

**JOB DESCRIPTION**

<b>Job Title</b>	Salaried GP
<b>Line Manager</b>	Practice Manager
<b>Accountable To</b>	The Partners (Clinically) Practice Manager (Administratively)
<b>Job Summary</b>	To work as an autonomous practitioner, responsible for the provision of medical services to the practice population, delivering an excellent standard of clinical care whilst complying with the GMS contract. Furthermore, the post-holder will adhere to the GMC standards for good medical practice, contributing to the effective management of the practice, leading by example, maintaining a positive, collaborative working relationship with the multidisciplinary team.

**KEY RESPONSIBILITIES**

1.0 Primary Responsibilities

The following are the core responsibilities of the Salaried GP. There may be on occasion, a requirement to carry out other tasks; this will be dependent upon factors such as workload and staffing levels:

- 1.1. The delivery of highly effective medical care to the entitled population
- 1.2. The provision of services commensurate with the GMS contract
- 1.3. Generic prescribing adhering to local and national guidance
- 1.4. Effective management of long-term conditions
- 1.5. Processing of administration in a timely manner, including referrals, lab reports, Workflow documents, repeat prescription requests and other associated administrative tasks
- 1.6. Any private work done during the working day i.e. PMAs, medical reports, will be carried as part of normal duties and all fees received for such remain the property of the Practice
- 1.7. In accordance with the practice timetable, the post-holder will make themselves available to undertake a variety of duties, including surgery consultations, video consultations, telephone consultations and queries, covering urgent care duties and visiting patients at home
- 1.8. Maintain accurate clinical records in conjunction with good practice, policy and guidance
- 1.9. Working collaboratively, accepting an equal share of the practice workload
- 1.10. Adhere to best practice recommended through clinical guidelines and the audit process
- 1.11. Contribute to the successful implementation of continuous improvement and quality initiatives within the practice

- 1.12. Accept delegated responsibility for a specific area (or areas) of the QOF
- 1.13. Attend and contribute effectively to practice meetings as required
- 1.14. Contribute effectively to the development and maintenance of the practice including; clinical governance, training, financial management and HR
- 1.15. Ensure compliance with the appraisal process
- 1.16. Prepare and complete the revalidation process
- 1.17. Commit to self-learning and instil an ethos of continuing professional development across the practice team
- 1.18. Support the training of medical students from all clinical disciplines
- 1.19. Support the partners in achieving the strategic aims of the practice, making recommendations to enhance income and reduce expenditure
- 1.20. Review and adhere to practice protocols and policies at all times
- 1.21. Encourage collaborative working, liaising with all staff regularly, promoting a culture of continuous improvement at all times
- 1.22. In general, the post-holder will be expected to undertake all the normal duties and responsibilities associated with a GP working within primary care

## **2.0 Secondary Responsibilities**

In addition to the primary responsibilities, the salaried GP may be requested to:

- 2.1. Participate in practice audits as requested by the audit lead
- 2.2. Participate in local initiatives to enhance service delivery and patient care
- 2.3. Participate in the review of significant and near-miss events applying a structured approach i.e. root cause analysis (RCA)

## **3.0 Review of this Job Description**

This document may be amended following consultation with the post holder, to facilitate the development of the role, the practice and the individual. All personnel should be prepared to accept additional, or surrender existing duties, to enable the efficient running of the practice.

## **GENERAL INFORMATION**

All staff at Redgate & Somerset Bridge Medical Centres have a duty to conform to the following:

#### **4.0 Confidentiality**

The post holder will maintain appropriate confidentiality of information relating to the Practice, individuals and patient information. The post holder will be expected to comply with all aspects of the GDPR and other current legislation

#### **5.0 Equality & Diversity**

Redgate & Somerset Bridge Medical Centres are committed to achieving equality of opportunity for all staff and for those who access our services. You must work in accordance with equal opportunities policies/procedures and promote the equality and diversity agenda of the Practice.

#### **6.0 Prevention and Control of Healthcare Associated Infection**

The post holder is expected to comply with Practice Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection.

#### **7.0 Quality & Continuous Improvement (CI)**

To preserve and improve the quality of our output, all personnel are required to think not only of what they do, but how they achieve it. By continually re-examining our processes, we will be able to develop and improve the overall effectiveness of the way we work. The responsibility for this rests with everyone working within the practice to look for opportunities to improve quality and share good practice.

This practice continually strives to improve work processes which deliver health care with improved results across all areas of our service provision. We promote a culture of continuous improvement, where everyone counts and staff are permitted to make suggestions and contributions to improve our service delivery and enhance patient care.

#### **8.0 Records Management**

The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Practice policy, including email documents and with regard to the GDPR, The Freedom of Information Act and any other relevant statutory requirements.

#### **9.0 Risk Management / Health & Safety**

Redgate & Somerset Bridge Medical Centres are committed to supporting and promoting opportunities to for staff to maintain their health, well-being and safety. You have a duty to take reasonable care of health and safety at work for you, your team and others, and to cooperate with employers to ensure compliance with health and safety requirements. All personnel are to comply with the Health and Safety at Work Act 1974, Environmental Protection Act 1990, Environment Act 1995, Fire Precautions (workplace) Regulations 1999 and other statutory legislation.

**10.0 Safeguarding**

The practice is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share its commitment.

**11.0 Security**

The security of the practice is the responsibility of all personnel. Staff must ensure they remain vigilant at all times and report any suspicious activity immediately to their line manager. Under no circumstances are staff to share the codes for the door locks to anyone and are to ensure that restricted areas remain effectively secured

**12.0 Service Implementation/Improvement**

- 12.1. Assist with safeguarding for both children and vulnerable adults using local guidance and referral criteria
- 12.2. Understand basic legal and communication issues regarding child abuse, family violence, vulnerable adults, substance misuse and addictive behaviour
- 12.3. Contribute new ideas to improve patient care
- 12.4. Work with the practice to ensure targets are met

**13.0 Smoking**

The Practice operates a “non-smoking” policy. Employees are not permitted to smoke or use e-cigarettes anywhere within the premises of the Practice or when outside on official business.

Signed: ..... Date: .....

Name: .....

The person specification for this role is detailed below:

Redgate & Somerset Bridge Medical Centres

<b>Person Specification – Salaried GP</b>		
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Qualified GP	✓	
MRCGP	✓	
Vocational Training Certificate or equivalent JCPTGP	✓	
General Practitioner (Certificate of Completion of Training CCT)	✓	
<b>Eligibility</b>		
Full GMC Registration	✓	
National Performers List registration	✓	
Appropriate defence indemnity (MPS/MDU)	✓	
Eligibility to practice in the UK independently	✓	
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working in a primary care environment	✓	
Experience of continued professional development	✓	
Experience of QOF and clinical audit	✓	
Experience of medicines management		✓
Experience of CCG initiatives		✓
General understanding of the GMS contract	✓	
<b>Clinical Knowledge &amp; Skills</b>	<b>Essential</b>	<b>Desirable</b>
Outstanding level of clinical knowledge and skills commensurate with that of an experienced GP	✓	
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>
Excellent communication skills (written and oral)	✓	
Strong IT skills	✓	
Clear, polite telephone manner	✓	
Competent in the use of Office and Outlook	✓	
EMIS / Systmone / Vision user skills	✓	
Effective time management (Planning & Organising)	✓	
Ability to work as a team member and autonomously	✓	
Excellent interpersonal skills	✓	
Problem solving & analytical skills	✓	
Ability to follow clinical policy and procedure	✓	
Experience with audit and able to lead audit programmes	✓	
Experience with clinical risk management	✓	
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Polite and confident	✓	
Flexible and cooperative	✓	
Motivated, forward thinker	✓	
Problem solver with the ability to process information accurately and effectively, interpreting data as required	✓	
High levels of integrity and loyalty	✓	
Sensitive and empathetic in distressing situations	✓	
Ability to work under pressure / in stressful situations	✓	
Effectively able to communicate and understand the needs of the patient	✓	
Commitment to ongoing professional development	✓	
Effectively utilises resources	✓	
Punctual and committed to supporting the team effort	✓	
<b>Other requirements</b>	<b>Essential</b>	<b>Desirable</b>
Flexibility to work outside of core office hours	✓	
Disclosure Barring Service (DBS) check	✓	
Occupational Health Clearance	✓	