

## Job Description

**Job title:** Salaried GP - route to partner opportunity available

**Accountable to:** GP partners (clinically) Practice Manager (administratively)

**Location:** Millbrook Surgery, Millbrook Gardens, Castle Cary BA7 7EE

## Job summary

As a salaried GP you will work as an autonomous practitioner and will be responsible for the provision of medical services to our patient population. We expect you to uphold our positive reputation and deliver an excellent standard of clinical care whilst complying with the GMS contract. You will follow the GMC standards for good medical practice. You will lead by example, work collaboratively and establish strong and mutually beneficial working relationships and contribute to the effective running of the practice.

## Duties and responsibilities:

- Deliver safe and effective general practice medical services to the entitled population commensurate with the GMS contract.
- Work within own competence and the professional code of conduct for General Practitioners as set by the General Medical Council.
- Work with clinical and administration colleagues to ensure a high standard of patient care and outcomes.
- Deliver care in accordance with NICE guidelines, Practice, NHS & CCG policy and evidence-based care.
- Successful management of long-term conditions with opportunities to establish areas of interest.
- Communicate effectively with patients and carers, demonstrating sensitivity and ensuring patients are fully informed with respect to their care and the appropriate consent is obtained.
- Follow the requirements of confidentiality including the Data Protection Act, GDPR and The freedom of Information Act.
- Recognise the importance of people's rights, interpreting them in a way that is consistent with procedures.
- Respect the privacy, dignity and beliefs of patients, carers, visitors and colleagues.
- Participate in the formation of social prescribing initiatives and recognising opportunities to refer patients to social groups.
- Lead, contribute and participate in the delivery of Primary Care Network initiatives, projects and work tasks.
- Processing of administration with orderliness and reliability, including referrals, filing of results and hospital letters, repeat prescription requests and other associated administrative tasks.
- Maintain accurate records relevant to professional and practice guidelines, review, enter and process data using accurate read codes and a good record structure enabling ease of retrieval.
- Work collaboratively, accepting an equal share of the practice workload.
- Adhere to best practice recommended through clinical guidelines and the audit process.
- Lead, contribute and participate in the successful implementation of continuous improvement and quality initiatives within the practice.
- Encourage collaborative working, liaising with all staff regularly, promoting a culture of continuous improvement at all times.
- Take responsibility for your own professional development, showing a commitment to self-learning and promoting a learning culture across the practice.
- Accept delegated responsibility for a specific area (or areas) or QOF.
- Attend and contribute effectively to practice meetings as required.
- Participate in mandatory training such as Safeguarding and Basic Life Support.
- Communicate effectively with clinical and non-clinical colleagues.
- Liaise with local Hospitals, community teams, other agencies i.e. social services, charities to ensure the needs of the patient are appropriately met.
- Ensure compliance with the appraisal process and take responsibility for completion of the revalidation process.
- Support the training of GP registrars and medical students, with opportunity to take the lead in this area.
- Support the partners and leadership team in achieving the strategic aims of the practice, making recommendations to enhance income through recommending new services and income streams.
- Review and adhere to practice protocols and policies at all times.
- Apply infection control measures according to national and local guidelines.
- Assess risk within areas of responsibility, ensuring adequate measures are in place to protect staff and patients.
- Participate in the review of near-miss and significant events.

- Participate in clinical and practice process audits where required.
- Additional duties as required by the practice where necessary.

### **Equality and diversity**

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

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

### **Personal/Professional development:**

The post-holder will participate in any training programme implemented by the practice as part of this employment, such training to include:

- 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.

### **Quality:**

The post-holder will strive to maintain quality within the practice, 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 suggestions 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.

Person Specification		
Qualifications	Essential	Desirable
Qualified GP	✓	
MRCGP	✓	
Vocational Training Certificate or equivalent JCPTGP	✓	
General Practitioner (Certificate of Completion of Training CCT)	✓	
Eligibility		
Full GMC Registration	✓	
National Performers List registration	✓	
Appropriate defence indemnity (MPS/MDU)	✓	
Eligibility to practice in the UK independently	✓	
Experience	Essential	Desirable
Experience of working in a primary care environment	✓	
Experience of continued professional development	✓	
Experience of QOF and clinical audit	✓	
Minimum of two years as a salaried GP		✓
Experience of medicines management		✓
Experience of CCG initiatives		✓
General understanding of the GMS contract	✓	
Clinical Knowledge & Skills	Essential	Desirable
Outstanding level of clinical knowledge and skills commensurate with that of an experienced GP	✓	
Skills	Essential	Desirable
Excellent communication skills (written and oral)	✓	
Strong IT skills	✓	
Clear, polite telephone manner	✓	
Competent in the use of Office and Outlook	✓	
EMIS 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	✓	
Personal Qualities	Essential	Desirable
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	✓	
Other requirements	Essential	Desirable
Flexibility to work outside of core office hours	✓	
Disclosure Barring Service (DBS) check	✓	
Occupational Health Clearance	✓	
Project lead as required with CQC, CCG and QOF	✓	
Interest and experience in mental health, women's health, safeguarding		✓
Willing to take the lead on GP training / training of medical students		✓