JOB DESCRIPTION

JOB TITLE: Salaried GP

REPORTS TO: The Partners (Clinically) and the Practice Manager (Administratively)

HOURS: 4 sessions

SALARY:

LEAVE: 6 weeks plus 1 week study leave

Job Summary:

The post-holder will manage a caseload and deal with a wide range of health needs in a primary care setting, ensuring the highest standards of care for all registered and temporary patients.

Clinical Responsibilities:

- In accordance with the practice timetable, as agreed, the post-holder will make him/her-self available to undertake a variety of duties including surgery consultations, telephone consultations and queries, visiting patients at home, checking and signing repeat prescriptions and dealing with queries, paperwork and correspondence in a timely fashion. The post-holder will work an equal share of the practice on call rota pro rata.
- Making professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the organisation
- Assessing the health care needs of patients with undifferentiated and undiagnosed problems
- Screening patients for disease risk factors and early signs of illness
- In consultation with patients and in line with current practice disease management protocols, developing care plans for health
- Providing counselling and health education
- Admitting or discharging patients to and from the caseload and referring to other care providers as appropriate
- Recording clear and contemporaneous consultation notes to agreed standards
- Collecting data for audit purposes
- Compiling and issuing computer-generated acute and repeat prescription in accordance with practice prescribing policy.

- Prescribing in accordance with the practice prescribing formulary (or generically) whenever this is clinically appropriate
- In general the post-holder will be expected to undertake all the normal duties and responsibilities associated with a GP working within primary care.

Other Responsibilities within the Organisation:

- Awareness of and compliance with all relevant practice policies/guidelines, eg QOF, prescribing, confidentiality, data protection, health and safety
- A commitment to life-long learning and audit to ensure evidence-based best practice
- Contributing to evaluation/audit and clinical standard setting within the organisation
- Contributing to the development of computer-based patient records
- Contributing to the summarising of patient records and Read-Coding patient data
- Attending training and events organised by the practice or other agencies, where appropriate.

Confidentiality:

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately
- In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as strictly confidential
- Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.

Health & Safety:

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the practice Health & Safety Policy, to include:

- Using personal security systems within the workplace according to practice guidelines
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
- Making effective use of training to update knowledge and skills
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Reporting potential risks identified.

Equality and Diversity:

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

- Acting in a way that recognizes 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:

In addition to maintaining continued education through attendance at any courses and/or study days necessary to ensure that professional development requirements for PREP are met, 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.

Communication:

The post-holder should recognize the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognize people's needs for alternative methods of communication and respond accordingly.

Contribution to the Implementation of Services:

The post-holder will:

- Apply practice policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audit where appropriate.

(April 2018)

Person Specification: General Practitioner

Item	Description	Essential / Desirable	Method of Assessment
Qualifications & Training	Medical Degree	E	Application
	Qualified as GP	E	
	Full registration with GMC	E	
	MRCGP	D	
Experience	Demonstrates an understanding of the wider issues of health and social needs and care within the Primary Care setting	E	Interview
	Demonstrates an understanding of health education, promotion and public health	E	
Skills & Abilities	Communication skills	E	Interview
	Skills to research evidence to improve quality	D	
	Able to access national guidance including NICE and NSFs and apply to practice as required	E	
	Physically and psychologically capable of undertaking the work of GP	E	
Personal Qualities	Demonstrates excellent communication and interpersonal skills	E	Interview
	Self-motivation and adaptability to work independently	E	
	Approachable and flexible	E	
	Confident networking skills	E	
	Willingness to change, ability to accept constructive criticism and have respect for other people's views	E	
	Proactive	E	
	Team Player	E	
	Ability to work under pressure	E	
Other	Able to travel between sites if required	E	Interview