**JOB DESCRIPTION**

**SALARIED GENERAL PRACTITIONER**

**Reporting to:**  Practice Clinical Lead

**Accountable to:** Clinical director, Primary Care Directorate, Taunton and Somerset NHS Trust

**Hours of work:** to be confirmed

**Contract type:** salaried GP position

**Role summary:** The post-holder will provide general medical services managing 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

**Location: One of the Directorate practices:** Warwick House Medical Practice, Creech Medical Practice, North Petherton Surgery - Taunton or Lister House Surgery – Wiveliscombe. To be agreed prior to appointment

**Annual leave:** 6 weeks per annum plus BH’s

**Study leave:** A maximum of 30 days in any 3 year period – pro rata

**Salary:** Dependant on sessions worked

**Main purpose of the role:**  to manage a busy and interesting clinical caseload. The appointee will also have the opportunity to take part in leading on key disease areas and assist in developing appropriate healthcare services for a diverse patient population. Opportunity to become a GP trainer will be available.

Closely supported by the Taunton and Somerset NHS Trust Primary Care Directorate clinical management teams, the post holder will work within the Primary Health Care Team as a GP. The role will be at the forefront of delivering an innovative model of primary care service provision operating with other Directorate practices offering integrated primary care services.

**Key Working Relationships**

* Primary Health Care Team within the Practice, Taunton, Somerset
* Community Nursing Teams (District Nurse and Health Visiting), Community Palliative Care Teams, Taunton Wellbeing Service, Community Mental Health Care Teams, Adult and Children's Social Care, statutory and voluntary services
* Primary Care Directorate management team
* Other GP practices within the Primary Care Directorate
* Local GP colleagues, Somerset LMC, Somerset CCG and local Primary Care Networks

**Clinical responsibilities:**

In accordance with the practice timetable, as agreed, the post-holder will make him/her-self available to undertake clinical sessions. A clinical session last 4 hours and 15 minutes, comprising of face to face appointments, telephone appointments & online consultation appointments, followed by a variety of duties including queries, visiting patients at home, checking and signing repeat prescriptions, actioning test results and clinical correspondence, completing medical reports and examinations (e.g. Insurance Companies) on behalf of the Practice. An additional 30 minutes per session will be remunerated as clinical admin time.

You will be required to:

* Act upon most alerts (e.g. QOF) and reminders during a routine consultation;
* Provide all GP services required as part of the contract held between TST and the commissioning CCG/NHSE, including all core services such as Child Health Surveillance;
* Undertake surgeries during extended hours in accordance with the access needs of the practice population and the contractual obligation of the practice;
* Respond to medical problems presented by patients, including history taking, examination, investigation, diagnosis, treatment and referral where appropriate;
* Provide appropriate preventative health care and advice;
* Provide medical support as required to patients referred by nursing staff, ACP's and allied health professionals;
* Adhere to the Somerset CCG prescribing formulary, local and national guidelines.;
* Make professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the organisation;
* Record clear and contemporaneous I.T. based consultation notes to agreed standards
* Collect data for audit purposes;
* Compile and issue computer-generated acute and repeat prescriptions (avoiding hand-written prescriptions whenever possible);

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 with the Practice:**

* Engaging in appropriate lifelong educational and audit activity in order to maintain clinical competence and performance
* Actively participating in the training and development of nurses, medical students and GP trainees in the practice.
* Supporting the practice staff and responding to requests for advice and assistance from the practice administrative, managerial and clinical staff.
* Attend clinical and operational practice meetings.
* Provide additional enhanced services to the practice that meet the needs of the practices’ patient population and maximise the income streams to the practice
* Undertake additional training where necessary to provide these enhanced services
* Awareness of and compliance with all relevant practice policies/guidelines, e.g. prescribing, confidentiality, data protection, health and safety
* Meet all tight timescales/deadlines for audits and written returns to ensure that the Practice meets quality standards and receives the designated funding (e.g. Quarterly Enhanced Services returns, annual QOF audit etc.)

**General Duties**

The above responsibilities will be undertaken upholding the following:

1. To be available to take over the responsibility of patient care from the Out of Hours service from 0800 to 18 30 Monday to Friday inclusive (sessions within these times as agreed).
2. To continue to work until all clinical tasks have been completed. To make arrangements with others (eg duty doctor) if any outstanding clinical tasks
 eg urgent test result awaited)
3. To maintain the financial security of the organisation by ensuring accurate and efficient responses to income generation such as reports, private forms etc.
4. At all times to behave in a professional way that encourages quality care and the development of a team spirit.

**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 Primary Care Directorate and Taunton and Somerset NHS Trust as a business organisation. All such information from any source is to be regarded as strictly confidential.

**Data Protection**

You must not at any time use the personal data held by the organisation for a purpose not described in the Register entry or disclose such data to a third party. If you are in any doubt regarding what you should or should not do in connection with the Data Protection Act then you must contact your line manager or appropriate senior lead at the time

Flexibility

This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude towards the duties outlined which may be subject to amendment at any time in consultation with the post-holder and in line with the needs of the organisation.

The post holder may be required to fulfil other duties, as agreed with the operational manager to meet the needs of the organisation. This may occasionally involve travel to other sites within the Primary Care Directorate.

**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 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;

**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 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 at practice level and an external annual NHS GP Appraisal including taking responsibility for maintaining a record of their own personal and/or professional development. Any time preparing for the appraisal or conducting the appraisal maybe taken from the employees annual study leave entitlement, with prior agreement
* 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:

* Participating in clinical governance activity and contribute to the improvement in quality of health outcomes through audit and the Quality and Outcomes Framework
* Alert other team members to issues of Clinical Governance issues, quality and risk; participate in Significant Event Analysis reviews
* Assess own performance and take accountability for own actions
* 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. He/she will also contribute to the overall team-working of the Practice putting the needs of the Practice first.

**Communication**

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

* Communicate effectively with other team members;
* Communicate effectively with patients and carers;
* Recognise people’s needs for alternative methods of communication and respond accordingly.

**Contribution to the planning and 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;
* Work with the Directors and Management to achieve standards of quality, performance standards, budgets and targets without compromising levels of patient healthcare.
* Contribute towards the development and implementation of new standards, policies and procedures that are/will be required of GP Practices now and in the future (as directed by NHS/ DoH/ SHA/ PCT, new legislation etc.)