



## **Job Description**

<b>Job Title:</b>	General Practitioner
<b>Reporting to:</b>	The Partners (Clinically) The Business Manager (Administratively)
<b>Hours of work:</b>	Flexible clinical sessions to include an equitable share of home visits and on-call duties
<b>Location:</b>	Saltash Health Centre, Callington Road, Saltash, Cornwall. PL12 6DL
<b>Salary:</b>	On request

### **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.

### **Main purpose of the role:**

To support the practice in delivering general medical services to the patient population. The appointee will also have the opportunity to take part in leading on key disease areas (monitoring trends in treatment, staff training and prescribing) and assist in developing appropriate healthcare services for a diverse, patient list. We are a PMS practice.

### **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, including telephone, video and eConsult consultations and queries, triaging, visiting patients at home, checking and completing repeat prescriptions and dealing with queries, patient test results, paperwork and correspondence in a timely fashion
- 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 and developing care plans
- Providing counselling and health education



- Recording clear and contemporaneous I.T. based consultation notes to agreed standards
- Collecting data for audit purposes
- Compiling and issuing computer-generated acute and repeat prescriptions
- 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
- The post-holder will be expected to cover Duty Doctor sessions as part of a rota

## **Other responsibilities with the Practice:**

- Teaching and training as is appropriate and by agreement
- Awareness of and compliance with all relevant practice policies/guidelines, e.g. 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;
- Attending training, practice meetings and events organised by the practice or other agencies, where appropriate
- 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.)

## **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:

- Awareness of national standards of infection control and cleanliness and regulatory / contractual / professional requirements, and good practice guidelines
- 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
- 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 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, annual GP Appraisal 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 quality and risk; participate in Significant Event Analysis reviews
- 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. 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
- Participate in audit where appropriate
- Work with the Partners and Management Team to achieve standards of quality, performance standards, budgets and targets without compromising levels of patient healthcare



## **Person Specification**

The post-holder should have an interest and enthusiasm in developing their career in primary health care and general practice, in addition to an interest in continuing professional development. Specifically, the appointee will demonstrate the following qualities:

- A vocationally trained and accredited GP, preferably with MRCGP;
- A good knowledge of and interest in general practice and primary care;
- Initiative, creativity and motivation
- A collegial team spirit and feel comfortable in a strongly multidisciplinary team environment
- Able to take a consultative approach to their work, appropriately involving relevant people
- A good working knowledge and interest in national primary care strategies and ideas on how to implement these for the development of the Practice
- Be able to put the needs of the Practice and Team ahead of individual needs at busy times, periods of increased workloads (QOF assessment, flu campaigns, sickness absences or unplanned leave etc.). Respond in a flexible way to fluctuations in workload
- The Post-holder will be expected to demonstrate the ability to focus on long-term strategic goals rather than short-term issues/ details

## **Essential skills and experience**

- Excellent communication and interpersonal skills
- Ability to work as part of a multi-disciplinary team
- Ability to work with limited supervision
- Understanding of the pressures faced by GPs and healthcare teams
- Willingness to contribute to and participate in a peer support group
- Current registration with the GMC and appropriate representation with a recognised medical defence organisation
- Strong levels of IT proficiency and familiarity with primary care clinical systems (the Practice uses SystemOne). Experience in using the Microsoft suite of programmes
- Proven ability to handle a busy and varied primary care case load;
- Proven ability to offer support within a clinical team and share learning points in practice meetings
- A good understanding of GMS contracting requirements and the operation of the Quality Outcomes Framework process

## **Desirable skills and experience**

- Experience and an interest in a specific disease area and willing to take a lead in this