**Job Description**

**Job Title:** **General Practitioner - Out Of Hours (Sessional and Salaried positions are available)**

**Reports to:** **Lead Clinical GP**

**Location:** **Somerset**

**Job Summary**

The Sessional GP will manage an out of hours caseload, dealing with a wide range of presenting health care needs in a primary care setting. The clinician will work with clinical and operational colleagues in ensuring the highest standards of care for all presenting patients.

The Sessional GP will be an integral part of a dynamic work force which will have to be flexible to meet the needs of the patients during the Out of Hours period. A Sessional GP may be required to work at different Urgent Care Centres, or undertake a variety of different assessments (telephone triage; home visits; centre visits) during the same shift.

**Main Duties and Responsibilities**

**Clinical Responsibilities**

* Makes professionally autonomous decisions in relation to presenting problems.
* Receive patients with undifferentiated and undiagnosed problems and make assessment of their health care needs.

* Develops with the patient a safe care plan for their presenting/existing health problem(s).
* Provides appropriate ‘safety netting’ to allow for any deterioration or change in the patient’s condition.
* Refers patients to other health and social care providers, as appropriate.
* Complies with all SDUC organisational and clinical policies and procedures.
* Committed to continuous professional development and audit and effectiveness issues to ensure evidence based best practice.
* Maintains GMC registration and licence to practise.
* Ensures continuous Medical Defence cover.
* Inclusion on a local Performer’s List.

**Practice Responsibilities**

* Works flexibly, assessing patients at Urgent Care Centres (UCC), at home visit, and triaging, as clinically and operationally required.
* Works in co-operation with the Operations Controller and UCC Receptionists, to ensure a safe and effective service.
* Contributes to the evaluation/audit and clinical standard setting with other professional colleagues, as required.

**Quality**

The sessional clinician will comply with quality requirements within the organisation, and will:

* Be aware of any governance, patient safety, quality issues and potential risks.
* Co-operate with complaints, internal investigations and significant event analysis.
* Participate in the organisation’s quality review programme, which includes triage call review and analysis of triage outcomes, as well as patient satisfaction surveys.
* Assess own performance and take accountability for individual actions, either directly or under supervision.
* Work effectively with other health and social care providers to meet patients needs.
* Effectively manage own time, workload and resources, contributing to the overall efficiency and effectiveness of the organisation.

**Communication**

The sessional clinician will demonstrate effective communication within the team and will ensure:

* Effective communication with other professional colleagues.
* Effective communication with patients and carers.
* Utilise alternative methods of communication as appropriate.
* Professional standards and performance review.
* Maintains consistent high professional standards and acts in accordance with the relevant code of professional conduct. The clinician will be required to attend all mandatory training expected to participate in the performance review process.
* This profile is intended to provide a broad outline of the main responsibilities only. The sessional clinician will be expected to be flexible in relation to duties undertaken and location of work where required by the organisation.
* Records clear and contemporaneous I.T. based consultation notes to agreed standards.
* Uses the electronic record appropriately, with reference as appropriate to previous consultations and Special Patient Records (SPRs).
* Prescribes in accordance with organisational, national and local guidelines.
* Follows the organisation’s safer prescribing policy, regarding controlled drugs and prescription security.
* Undertakes all the normal duties and responsibilities associated with a GP working within the primary care out of hours setting.

 **Other Requirements**

**Confidentiality**

Under the Data Protection Act 1998, all employees must maintain the confidentiality of information about patients and staff. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. Unauthorised disclosure of confidential information will result in disciplinary action and may lead to dismissal.

If at any time a member of staff is in doubt regarding the use of information in the course of their duties, they should seek advice from the designated line manager before communicating any such information to any third party.

**Data Protection**

The organization is registered under the Data Protection Act 1998. Staff must not at any time use the personal data held by SDUC for a purpose not described in the register entry or disclose such data to a third party. If staff are in any doubt regarding what they should or should not do in connection with the Data Protection Act then they must seek advice from their line manager.

**Equality and Diversity**

The post holder must comply with equality and diversity legislation and display active commitment to the need to ensure equality of opportunity and the benefits of diversity. When in contact with colleagues, patients, visitors, volunteers, contractors and people from other organisations, members of staff should ensure that they are treated with respect and consideration and their dignity is maintained **and** must avoid any behaviour which discriminates against colleagues, potential employees, patients or clients on the grounds of sex, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership or disability.

**Infection Control**

It is the responsibility of all staff to adhere to infection control policies in order to promote cleanliness and reduce infections. Hand hygiene must be undertaken correctly to prevent the spread of infection. Staff must contribute to the cleanliness of the work environment and keep it “clutter free” and tidy and must also attend all mandatory training and updates to ensure you receive training appropriate to your role.

**Health & Safety**

Staff must be aware of the responsibility placed on them under the Health and Safety at Work Act (1974) to maintain a healthy and safe working environment for both staff and visitors. Staff also have a duty to observe their obligations to health and safety policies, and to maintain awareness of safe practices and assessment of risk.

**This job description is not intended to be exhaustive; the duties and responsibilities may therefore vary over time according to the changing needs of the service. Appropriate training will be provided to support essential additional skills required.**