***Bridport Medical Centre***

**Job Plan – SuperSalaried**

**EXAMPLE**

**Duties and Responsibilities**

The duties of the post are to provide a full range of general medical services as contained within the National Health Services (Primary Care) Act 1997 and which will include domiciliary visits as deemed appropriate. There may a requirement to be “on call” for clinically urgent and emergency problems in accordance with the associated job plan. The post holder is expected to support the partnership of Bridport Medical Centre in providing all services outlined in the PMS Core Contract and also in the aims and objectives of the Practice.

The post holder is expected to support and input into the aims of the practice in areas of clinical governance, good practice, quality outcomes framework, enhanced services, practice audit, referral review and any other improvement plans as determined by the practice.

The post holder is encouraged to utilise and develop any skills for the improvement of services to patients, such as child health surveillance, family planning training etc, if approved by the CCG. This will be subject to presentation of the appropriate certificates and update of relevant courses.

The post holder is expected to maintain and keep good standards of computerised clinical records at all times. The post holder is expected to maintain and keep good standards of paperwork.

**Scheduling in the Job Plan**

(*a) Clinical duties:*You are contracted to provide (TBA) notional sessions each week which can be on any day Monday to Friday normally between the hours of 8.00 am and 19:00 hours, but these times may be varied if the practice is required by the CCG at any time to deliver early or late sessions or weekend working.

(b) Increasingly the practice is called upon to provide telephone and online consultations. These may be in addition to your face-to-face sessions according to the access needs of the practice.

(c) Appointments are scheduled at 10-minute intervals and you will provide 14 face to face consultations in the morning session and 14 in the afternoon session, plus you will take your fair share of extra consultations (“fair share” with partners).

(d) You will be required to make home visits for your own patient list within the session time specified plus you will take your fair share of extra visits (with partners) in the absence of colleagues.

(e) You will be expected to deal on a daily basis with telephone queries from patients or other health care professionals in your administrative time.

(f) You are expected to follow up results, x-rays, correspondence that you have generated yourself (investigations and queries related to your consultations)

 (g) Clinical duties will include seeing people with acute conditions, ongoing chronic conditions which will also include reviews based on the QOF

(h) You are expected to follow-up results, X-rays and correspondence in the absence of your (designated) buddy.

**Administration/paperwork:**

(a) The Partners believe that the job plan allows sufficient time in the job plan to complete all administrative duties related to your clinical work, recognising the fact that all practitioners work at different rates.

(b) Referrals should be completed on a daily basis in line with practice policy.

(c) Investigations and referrals should be completed and associated documentation dealt with within appropriate timescales.

(d) Results are normally communicated either electronically or by letter, you will be expected to action these on a daily basis for your own patients. You will also be expected to deal with correspondence addressed to you.

(e) Reports: You will be expected to complete examinations and reports for the benefits agency and those expected under the PMS contract on patients known to you. Additionally you may be expected to complete reports requested by other parties such as insurance companies, OFSTED and employers.

(f) Computerised records: You will be expected to use appropriate processes for computerised record keeping including computerised clinical templates and protocols as well as ensuring that significant information as determined by the practice is recorded accurately e.g. all QOF domains. You will take part in reconciling information input periodically.

**Primary care team meetings**:

Formal or informal and essential to the delivery of team based care, such meetings are held from time to time at the surgery and you will have a close working relationship with the primary care team on a daily basis. You will be expected to attend such meetings.

**Practice Meeting and Personal Development:**

The practice is committed to the highest standards of evidence based medicine and supporting colleagues in achieving this. You will be expected to participate in discussions on clinical practice standards, developing practice protocols, mutual professional support for the individual practitioners, audit, significant event analysis, meetings with colleagues in the locality, Primary Care Trust etc. Where these occur on an ad hoc basis, adjustments to clinical workload may be required

**Personal CPD (continuing professional development) time**:

This may include a mix of in-house meetings and events, time away from the practice, either in private study, attending educational events or time in lieu of attending educational events outside of normal working hours. All colleagues are allocated five protected study days per annum (pro-rata for part-time staff).

**Trainees**

You will be expected to provide support for any students or trainees in the practice.

**Practice development**

You may be expected to become responsible for particular areas of practice development.

**QOF/Enhanced Services**

You may be expected to be responsible for an area of the Quality and Outcomes Framework (QOF).