



## Job Description

<b>Job Title:</b>	<b>Salaried General Practitioner</b>
<b>Reports to:</b>	<b>Clinical Director</b>
<b>Salary Range:</b>	<b>£9,200 per session</b>
<b>Sessions:</b>	<b>4-8 sessions</b>
<b>Location :</b>	<b>Droitwich, Ombersley &amp; the Rurals PCN</b>

**Employing under the GP ARRS terms, set out in the Network Contract DES contract specification 2024/25. Applicants must have CCT'd since August 2023, and have not been employed in a substantive post since.**

### About Vertis Health

We're a federation of GP surgeries and PCNs in Worcestershire, serving over 600,000 NHS patients through a variety of local services. Our community of GPs are our stakeholders, meaning we're powered by the community we've created - and our goal is to find ways to make it easier for them to spend less time and money on administrative workload, and more time with their patients.

Our GP surgeries remain independent while keeping the benefits of being part of a larger organisation - and we exist to protect the interests of our members through advocacy, business support, and revenue generation.

We're ambitious about growth in our network - and so, our diversified services help our PCNs to reinvest in vital local healthcare initiatives, providing a sustainable future for their communities in the long term.

### Equal Opportunities

At Vertis Health we want to build a diverse workplace, and so and encourage women, people of colour, LGBTQIA individuals, people with disabilities, members of ethnic minorities, foreign-born residents, older members of society, and others from minority groups and diverse backgrounds to apply.





We do not discriminate on the basis of race, gender, religion, colour, national origin, sexual orientation, age, marital status, veteran status, or disability status. All Vertis employees and contractors are responsible for maintaining a work culture free from discrimination and harassment by treating others with kindness and respect.

### **Droitwich, Ombersley & the Rurals PCN**

We're a group of 7 practices, based across South Worcestershire, covering the population of over 56,000 patients. We aim to offer and deliver excellent, safe, co-ordinated, high quality patient care. Continuously learning, evolving, and implementing new models of care, to create inclusion, reduce inequalities and improve outcomes. We work hard to promote a culture where staff feel engaged, valued, and recognised by the organisation and the others they work with. We have an Additional Roles team of 34 healthcare professionals and are looking for individuals with a passion to deliver excellent service in General Practice and in the local communities.

### **Job Purpose**

The post holder will be required to work within Droitwich, Ombersley & the Rurals PCN at an agreed location, providing general medical services, dealing with a wide range of health needs in a primary care setting, to include General practice, Same Day Urgent Access Hub, home visits and care homes ensuring the highest standards of care for all registered and temporary patients. The post can be part time or full time.

### **Key areas and responsibilities**

1. In accordance with the practice timetable, as agreed, the post-holder will make themselves available to undertake a variety of duties including surgery consultations and emergencies, telephone consultations and queries, triaging if required, visiting patients at home, checking and signing repeat prescriptions and dealing with queries, blood results, medicine management, patient test results, patient medical reports and examinations (e.g. Insurance Companies) on behalf of the PCN, referral letters, paperwork and correspondence in a timely manner;
2. Mentoring/supervising clinicians who are on agreed pathways or that work as part of your team (ARRS)
3. Making professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers.
4. Recording clear and contemporaneous I.T. based consultation notes to agreed standards.
5. Collecting data for audit purposes.
6. Maintaining DOCMAN.
7. Compiling and issuing computer-generated acute and repeat prescriptions.
8. Prescribing in accordance with locally agreed or national guidelines.





9. In general, the post-holder will be expected to undertake all the normal duties and responsibilities associated with a GP working within primary care.
10. Awareness of and compliance with all relevant practice policies/guidelines, e.g. prescribing, confidentiality, data protection, health, and safety, actively involved in QOF.
11. Contributing to evaluation/audit and clinical standard setting within the organisation.
12. Attending training, Practice Meetings and events organised by the practice or other agencies, where appropriate.
13. 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.

### *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, 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 issues of Clinical Governance issues, 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 patient's 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.

### *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 Lead GP to achieve standards of quality, performance standards, 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/, new legislation etc.)

### *Communication*

- Be able to effectively communicate at all levels of the organisation to a variety of health professionals, users and carers, independent and voluntary sector to provide the best outcomes for users of the services.





- Provide interface between hospital, primary, community and social settings, participate where appropriate in clinical meetings relating to patient care and outcomes.
- Communicate effectively with patients and carers.
- Be able to keep accurate contemporaneous documentation, both written and computerised, inpatient records and will need to be familiar with EMIS Web.
- Recognise people’s needs for alternative methods of communication and respond accordingly.

Clinical Governance

- To participate and operate within the clinical governance framework for the organisation at all times, incorporating service users and carers, audit, guidelines, and risk management.
- To actively participate in the practices, becoming familiar with and abiding by its plans, policies, and procedures.

IT Security Policy

- You are required to work within the remit of Vertis and Technology Security Policy.
- As a consequence of the above unauthorised/inappropriate use of computers including the internet, email, passwords, computer packages etc. will be regarded as gross misconduct and will be treated as such under Vertis disciplinary procedure.

*This job description may be reviewed in the light of changing organisational and service needs. Any changes will be fully discussed with the post holder. The post holder may also be required to carry out other work appropriate to the grade of the post.*

**ACTION REQUIRED**

I understand the duties and responsibilities required by me under this Job Description and confirm that I meet the Person's Specification.

SUCCESSFUL CANDIDATE E-SIGNATURE	DATE
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