Abbey Medical Practice

Job Description

Salaried General Practitioner

Responsible to: GP Partners

Responsible for: Assisting in the provision of general medical services to patients of Abbey Medical Practice.

**Clinical Responsibilities:**

* In accordance with the practice timetable, as agreed, the postholder will make themselves available to undertake a variety of duties, including face to face consultations, telephone consultations, video consultations, eConsults and queries, visiting patients at home, checking and signing repeat prescriptions and dealing with queries, 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 practice
* Assessing the health care needs of patients with undifferentiated and undiagnosed problems
* Acting as Duty Doctor as required
* Screening patients for disease risk factors and early signs of illness
* Providing counselling and health education
* Recording clear and contemporaneous consultation notes to agreed standards
* Collecting data for audit purposes
* Compiling and issuing computer-generated and handwritten acute / repeat prescriptions
* Prescribing in accordance with the practice prescribing formulary (or generically) whenever this is clinically appropriate
* Undertake any medical reports for patients that are best known to yourself
* Maintain safeguarding standard and partake in CQC inspections
* In general, the post holder is expected to undertake all the normal duties and responsibilities associated with a GP working within primary care.

**Other Responsibilities:**

* Awareness of and compliance with all relevant practice policies / guidelines, e.g. prescribing, confidentiality, data protection, health and safety
* To assist the Practice in meeting quality (QOF) and enhanced services targets by ensuring that relevant data is collected and recorded appropriately in the patient’s medical record
* Opportunity to take a lead role on elements of the Quality and Outcomes Framework
* To assist the Practice in meeting any commitments to extended hours, including evening or Saturday working (on a rota basis)
* A commitment to life-long learning and audit to ensure evidence-based best practice
* Contributing to the development of computer-based patient records
* Attending training and events organised by the practice or other agencies where appropriate
* Ensuring training is in date and records are maintained both individually and for the practice. (Safeguarding, Information Governance, Prevent, Mental Capacity and any other mandatory or individual clinical training)
* To attend Practice and/or Business meetings, as and when required
* To use allocated study leave for the purposes of continuous professional development

**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, the practice health & safety manual, and the practice infection control policy and published procedures. This will 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
* Actively reporting of health and safety hazards and infection hazards immediately when recognised
* Keeping own work areas and general / patient areas generally clean, assisting in the maintenance of general standards of cleanliness consistent with the scope of the job holder’s role
* Undertaking periodic infection control training (minimum annually)
* 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:**

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, 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 quality and risk
* 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 needs
* Effectively manage own time, workload and resources

**Communication:**

The post-holder should recognize 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 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

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