

01886 821279
01886 821697

DR ELIZABETH HINTON
DR NICHOLAS MOORE
DR KIRSTY WARD

THE SURGERY
BROMYARD ROAD
KNIGHTWICK
WR6 5PH

Salaried GP job description & person specification

Job Title	Salaried GP
Line Manager	The Partners (Clinically) Practice Manager (Operationally)
Sessions per week	4 sessions
Salary	To be confirmed

Practice Profile
<p>Confidentiality</p> <ul style="list-style-type: none">• 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. <p>Health & Safety</p> <p>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:</p> <ul style="list-style-type: none">- 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 recognizes 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 for PREP 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, 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 patients 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
- Recognize 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.

The primary and secondary responsibilities for this role are detailed overleaf.

Primary Responsibilities

The following are the core responsibilities of the Salaried GP. There may be on occasion, a requirement to carry out other tasks; this will be dependent upon factors such as workload and staffing levels.

To support the GP Partners to manage a busy and interesting clinical caseload. 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. This is a GMS Practice.

- a. 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 and emergencies, telephone consultations and queries, triaging, visiting patients at home, checking and signing repeat prescriptions and dealing with queries, patient test results, patient medical reports and examinations (e.g. Insurance Companies) on behalf of the Practice, referral letters NHS/private/e-referral, paperwork and correspondence in a timely manner;
- b. Making professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the organisation;
- c. Recording clear and contemporaneous I.T. based patient consultation notes to agreed standards ;
- d. Collecting data for audit purposes;
- e. Compiling and issuing computer-generated acute and repeat prescriptions (avoiding hand-written prescriptions whenever possible) including EPS;
- f. Prescribing in accordance with locally agreed or nationally agreed guidelines (in the absence of locally agreed ones).
- g. In general the post-holder will be expected to undertake all the normal duties and responsibilities associated with a GP working within primary care including a share of duty doctor session.
- h. From time to time there may be extra duties/responsibilities that may be required of the post-holder. These will be agreed with the Lead Partner, but there will be an expectation that new duties/responsibilities will be part of the role.

Secondary Responsibilities

In addition to the primary responsibilities, the Salaried GP may be requested to:

- A. Awareness of and compliance with all relevant practice policies/guidelines, e.g. prescribing, confidentiality, paper light; data protection, health and safety, annual QOF Assessment of the Practice.
- B. A commitment to life-long learning and audit to ensure evidence-based best practice (including annual appraisals and revalidation);
- C. Maintaining a personal professional portfolio;
- D. Contributing to evaluation/audit and clinical standard setting within the organisation;
- E. Contributing to the development of computer-based patient records;
- F. Attending training, Practice Meetings and events organised by the practice or other agencies, where appropriate.
- G. 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.)
- H. Representing the practice at other meetings (such as Local Medical Committee; Locality meetings, Clinical Commissioning, Clinical meetings, GP Federation, etc) as the need arises.
- I. A commitment to cover annual leave within the practice for each other (Partners and Salaried GPs).
- J. A commitment to cover responsibilities of Practice when others are on leave and an expectation to work some days single-handedly.
- K. Flexibility to cover additional sessions/swap sessions during times of sickness and annual leave as agreed with the Partners. The Practice is also signed up to deliver extended access appointments outside of core working hours which may require cover on occasion.
- L. Responsibility for completing Private Medical Reports / request for patient Information. This will be remunerated.
- M. To be professional at all times and maintain a formal dress code.

Salaried GP Person Specification

	ESSENTIAL	DESIRABLE
EXPERIENCE	<p>One year's experience in UK general practice</p> <p>Working within a multidisciplinary team</p>	<p>Experiencing of undertaking audit in general practice</p> <p>Use of EMIS Web electronic clinical system</p>
QUALIFICATIONS	<p>Current full GMC Registration</p> <p>Inclusion in the GMC GP Register</p> <p>Evidence of CPD and further education/training & professional updating</p> <p>Evidence of post-registration Training</p> <p>Commitment to developing professional practice and skills</p>	<p>Membership of Royal College of General Practitioners</p>
SKILLS, KNOWLEDGE & COMPETENCIES	<p>Excellent patient manner and interpersonal skills</p> <p>Excellent written and verbal communication skills</p> <p>Good computer skills and the ability to adapt to GP clinical systems</p> <p>Aware of the importance of continuing professional development</p> <p>Awareness of current primary care initiatives</p> <p>Experience of health promotion</p> <p>Experience of undertaking clinical audit and implementing change</p> <p>Experience of working within a primary health care team</p>	<p>Experience of leading and developing health care services at a local level</p>

