

ROLE SPECIFIC JOB DESCRIPTION

JOB TITLE: SALARIED GENERAL PRACTITIONER

REPORTS TO: THE GP PARTNERS (Clinically)
PRACTICE MANAGER (Administratively)

HOURS: 4-6 SESSIONS INCLUDING 1 ON CALL DAY

Job Summary:

The post holder will be required to:

- Work as one of our team of General Practitioners (Partners and Salaried), Advanced Nurse Practitioners, Practice Nurses and General Practice Assistant, delivering general practice services to non-registered and registered patients at Park Medical Centre.
- Work with the Practice Manager and the Operational Management team to ensure delivery of services efficiently and in line with service requirements.
- Support the Nursing team, Operational Management team and Administrative staff as required.

Clinical Responsibilities

- In accordance with the practice timetable, as agreed, the post-holder will make him/her-self available to undertake a variety of duties as required, including:
 - Surgery consultations – consultations will cover the breadth of the Practice's core GMS and Enhanced Service obligations, which you will be expected to support the Partners in delivering
 - Additional or emergency consultations
 - Telephone consultations and queries
 - Visiting patients at home or at care providers premises
 - Share the daily responsibility of checking and signing prescription requests and dealing with queries
 - Reviewing and following up results from requested tests, scans, investigations and referrals in a timely fashion
 - Clinical paperwork and follow up as allocated via PMC's chosen workflow management system in a timely fashion
 - Providing clinical supervision to the nursing team and support to the management team and administrative staff as appropriate



- Assessing the health care needs of patients with undifferentiated and undiagnosed problems
- Screening patients for disease risk factors and early signs of illness
- Making professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the organisation
- In consultation with patients and in line with current practice disease management protocols, developing care plans for health
- Overseeing and participating in chronic disease management
- Providing counselling and health education
- Admitting or discharging patients to and from the caseload and referring to other care providers as appropriate
- Recording clear and contemporaneous consultation notes to agreed standards
- Collecting data for audit purposes
- Prescribing in accordance with the practice prescribing formulary (or generically) whenever this is clinically appropriate, participating in reducing PMC's prescribing spend as appropriate
- Compiling and issuing computer-generated acute and repeat prescriptions, increasing uptake of the Electronic Prescribing Service (EPS) where in the patients best interest
- In general the post-holder will be expected to undertake all the normal duties and responsibilities associated with a GP working within primary care

Management and Administration

- Work as part of team to deliver core GMS services
- Work as part of a team to contribute to maximum achievement in the Quality and Outcomes Framework (QOF) across all areas
- Work as part of a team to deliver both Direct and Local Enhanced Services
- Participate in regular in practice and multidisciplinary team meetings
- Liaison and work with voluntary agencies and multi-disciplinary teams
- Participate in audit of clinical and patient services
- Participate in further development of the service

Teaching and Training

- Involvement in teaching of medical students, student nurses and other health professionals attached to the practice
- Assisting the practice in maintaining GP training status

Other Responsibilities with the Practice

- The post holder may be requested to work additional hours to cover holidays/sickness and will be expected to be flexible with regards to the agreed schedule of hours stated in the Job Plan in order to assure business continuity
- Awareness of and compliance with all relevant practice policies/guidelines
- A commitment to life-long learning and audit to ensure evidence-based best practice
- To attend all mandatory training courses and any specific to your role

The Practice Mission Statement

Mission – To deliver high quality, innovative and sustainable care for our community

Vision – To support our community to live healthier lives through excellent care

Generic Responsibilities

All staff at Park Medical Centre have a duty to conform to the following:

Equality, Diversity & Inclusion (ED&I)

A good attitude and positive action towards ED&I creates an environment where all individuals are able to achieve their full potential. Creating such an environment is important for three reasons: it improves operational effectiveness, it is morally the right thing to do, and it is required by law.

Patients and their families have the right to be treated fairly and be routinely involved in decisions about their treatment and care. They can expect to be treated with dignity and respect and will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Patients have a responsibility to treat other patients and our staff with dignity and respect.

Staff have the right to be treated fairly in recruitment and career progression. Staff can expect to work in an environment where diversity is valued and equality of opportunity is promoted. Staff will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Staff have a responsibility to ensure that you treat our patients and their colleagues with dignity and respect.

Safety, Health, Environment and Fire (SHEF)

This practice is committed to supporting and promoting opportunities for staff to maintain their health, well-being and safety. You have a duty to take reasonable care of health and safety at work for you, your team and others, and to cooperate with the practice, as your employer, to ensure compliance with health and safety requirements. All personnel are to comply with the Health and Safety at Work Act 1974, Environmental Protection Act 1990, Environment Act 1995, Fire Precautions (workplace) Regulations 1999 and other statutory legislation.

Confidentiality

This practice is committed to maintaining an outstanding confidential service. Patients entrust and permit us to collect and retain sensitive information relating to their health and other matters, pertaining to their care. They do so in confidence and have a right to expect all staff will respect their privacy and maintain confidentiality at all times. It is essential that if the legal requirements are to be met, and the trust of our patients is to be retained, that all staff protect patient information and provide a confidential service.

Quality & Continuous Improvement (CI)

To preserve and improve the quality of our output, all personnel are required to think not only of what they do, but how they achieve it. By continually re-examining our processes, we will

be able to develop and improve the overall effectiveness of the way we work. The responsibility for this rests with everyone working within the practice to look for opportunities to improve quality and share good practice.

This practice continually strives to improve work processes which deliver health care with improved results across all areas of our service provision. We promote a culture of continuous improvement, where everyone counts and staff are permitted to make suggestions and contributions to improve our service delivery and enhance patient care.

Induction Training

On arrival at the practice all personnel are to complete a practice induction programme.

Learning and Development

The effective use of training and development is fundamental in ensuring that all staff are equipped with the appropriate skills, knowledge, attitude and competences to perform their role. All staff will be required to partake and complete mandatory training as directed by the training coordinator, as well as participating in the practice training programme. Staff will also be permitted (subject to approval) to undertake external training courses which will enhance their knowledge and skills, progress their career and ultimately, enable them to improve processes and service delivery.

Collaborative Working

All staff are to recognise the significance of collaborative working. Teamwork is essential in multidisciplinary environments. Effective communication is essential and all staff must ensure they communicate in a manner which enables the sharing of information in an appropriate manner.

Service Delivery

Staff at Park Medical Centre must adhere to the information contained with practice policies and regional directives, ensuring protocols are adhered to at all times. Staff will be given detailed information during the induction process regarding policy and procedure.

Security

The security of the practice is the responsibility of all personnel. Staff must ensure they remain vigilant at all times and report any suspicious activity immediately to their line manager. Under no circumstances are staff to share the codes for the door locks to anyone and are to ensure that restricted areas remain effectively secured.

Professional Conduct

At Park Medical Centre, staff are required to dress appropriately for their role.

Leave

All personnel are entitled to take leave. Line managers are to ensure all of their staff are afforded the opportunity to take allotted leave each year and should be encouraged to take all of their leave entitlement.

This document may be amended following consultation with the post holder, to facilitate the development of the role, the practice and the individual.

All staff should be prepared to accept additional, or surrender existing duties, to enable the efficient running of the practice.

Person Specification		
Qualifications and Professional Training	Essential	Desirable
Full registration with General Medical Council (GMC)	✓	
Inclusion on Performers List	✓	
Fully trained GP with JCTGP Vocational Training Certificate	✓	
Higher post graduate membership, for example, MRCGP/nMRCGP		✓
MRCP		✓
DRCOG		✓
Up to date CPR training	✓	
Up to date Level 3a Safeguarding Children	✓	
Safeguarding Vulnerable Adult	✓	
DCH Family Planning to include LARC (Long Acting Reversible Contraception) fitting and removal		✓
Alcohol and Substance abuse training		✓
Advanced Life Support Training		✓
Current and full driving licence	✓	
Knowledge and Experience	Essential	Desirable
Experience of working in general practice	✓	
Currently working/training in General Practice or some form of community medicine or urgent care.	✓	
Evidence of consolidation of professional training, for example, able to demonstrate particular areas of interest or further study	✓	
Experience of multi-disciplinary Working	✓	
A specialist interest e.g. Dermatology, Ophthalmology, ENT, Rheumatology, Women's Health		✓
Teaching Medical Students		✓
GP trainer		✓
Knowledge of national and local agendas in respect of primary care commissioning and intermediate and urgent care agendas.	✓	
Knowledge of key areas of NHS compliance and legislation	✓	
Experience of delivering QOF and Enhanced Services		✓
Understanding of Primary Care Networks		✓
Skills and Abilities	Essential	Desirable
Excellent written and oral communication skills	✓	
Able to work within a team and take instruction as required	✓	
Able to quickly establish rapport and credibility with others in the team	✓	
Ability to challenge traditional models of working and to implement and sustain positive change		✓
Ability to represent the organisation with internal and external stakeholders	✓	

Able to remain impartial, objective and non-judgmental when working with others.	✓	
Ability to work flexibly across services and professional boundaries	✓	
Familiarity with OPTUM/EMIS WEB		✓
Behavioural Attributes and Competencies	Essential	Desirable
Good team player who is able to support, value and respect other members of the team	✓	
Good time management being able to prioritise work and work under pressure	✓	
Adaptable and able to respond to a changing situation	✓	
Self-motivated and able to work autonomously	✓	
Ability to recognise own limitations and act upon them appropriately	✓	
Willingness to learn new skills and to problem solve on a daily basis	✓	
Willingness to attend occasional meetings away from the Practice	✓	
Ability to lead a multidisciplinary Team		✓
Prepared to make a commitment to the long-term development of the practice		✓
Other requirements	Essential	Desirable
Current Hepatitis B Immunity Certificate	✓	
COVID Vaccination Certificates	✓	
Full membership of Medical Indemnity Provider	✓	
Disclosure Barring Service (DBS) check	✓	
Satisfactory reference replies, including current/last employer	✓	

Behavioural