

JOB DESCRIPTION

Job title: General Practitioner (salaried)

Hours of work: To be agreed

Location: Hillcrest Surgery, Forge Road Surgery, Borrass Park Surgery (Wrexham)

Contract type: Permanent

Band/salary: £9,500 - £10,500 per session depending on experience

Benefits & perks: NHS Pension, clinical progression supported and encouraged.

OUR VALUES

Community Care Collaborative CIC is a social enterprise that works collaboratively with people, statutory agencies and voluntary and community groups to deliver a non-traditional model of primary care that provides for the social, emotional and medical requirements of people at the point of need.

JOB SUMMARY

The General Practitioner (GP) will provide high quality General Medical Services (GMS) to the registered patients of the practice(s) identifying health needs and achieving health gains for this population.

They will work in close collaboration with the Senior Leadership Team to contribute to planning and decision making as part of the clinical care teams. In addition to their specialities and preferred areas of work, it will be necessary for the GP to provide additional services (within their clinical competence) on an “as and when” required basis to meet the operational needs of the organisation and demands of the population. Therefore, flexibility and adaptability are key skill requirements for this role.

KEY RESPONSIBILITIES

Main Duties & Responsibilities

- To provide General Medical Services to acceptable clinical standards to patients both in surgery and (as and when required) on home visits.
- To work within the clinical governance framework and relevant policies in the delivery of high quality, safe general medical services within the practice(s) and any associated care delivery partnerships as directed by the organisation.
- To respond to patients’ medical problems through: history taking, examination, differential diagnosis, investigation, treatment, referral (where appropriate) and adequate documentation with READ coding onto the digital patient record system.

- To work with the Senior Leadership team to deliver CCC's model of primary care, ensuring that the most effective use of competencies and skills are employed to provide the most efficient and effective service to our registered population.
- To provide appropriate health promotion and preventative health care and advice to patients.
- To attend all CCC team meetings and other meetings as may be necessary for GMS duties.
- To carry out clinically related administrative duties and non-clinical duties required for the delivery of general medical services.
- To provide free certification in line with Schedule 9 of NHS GMS Regulations (1992).

Duties within Practice

- To perform 6-8 clinics per week with face to face appointments of 15 minutes in duration and telephone consultations as required.
- To sign all relevant prescriptions and undertake daily patient correspondence.
- To participate in achieving CCC's QOF, Enhanced Services and other contractual targets.
- To participate in the Extended Access rota.

Professional Practice Responsibilities

- To ensure services are provided to a high quality and that they are of a consistent standard to meet the identified needs of patients and service users.
- To comply with all clinical governance requirements as they relate to continuous improvements in quality and organisational performance, including appraisal.
- To continually update personal and professional knowledge and competence by undertaking ongoing professional development and lifelong learning and mentoring.

Professional Leadership Responsibilities

- To maintain and promote effective working relationships with staff at all levels, internal and external across the Wrexham Borough.
- To cultivate an environment of shared learning and a willingness to guide other clinical staff in the appropriate and timely care of patients.
- Provide an effective leadership role in contributing to resolving practice issues pertaining to clinical governance agendas and shared governance across the Community Care Collaborative portfolio. E.g. maintaining standards, risk management, clinical audit and research, standing setting, benchmarking, evidence-based practice.
- To support the practice in the safe and effective flow of patients.

Information Governance & Data Responsibilities

- To maintain comprehensive, contemporaneous and accurate medical records and documentation, utilising EMIS (or similar) to facilitate caseload management that is consistent with legislation, policies and procedure.

- To ensure others in general practice recognise the importance of data collection and quality assurance and ensure that findings and other results are disseminated in meaningful ways to staff.

Policy and Service Development Responsibilities

- To work to agreed organisational standards and standard operating procedures.
- To attend Practice audit.
- To develop and implement policies and strategies in line with evidence-based practice, e.g NICE, in partnership with other clinical teams.

Research and Development Responsibilities

- To assess the effectiveness of care delivery through self and peer review, benchmarking, formal evaluation and consideration of patient responses.
- To facilitate and identify clinical audit/research and disseminate findings.

Safeguarding Responsibilities

- To comply with CCC's Safeguarding Children Policy and standard operating procedures to safeguard vulnerable children up to 18 years, this includes the Protocol for Children Who Do Not Attend Clinics, fulfilling your role as defined in these documents.
- To know about the range of physical abuse, emotional abuse, neglect and sexual abuse.
- To be able to recognise the signs of abuse appropriate to role and what action to take.
- To be able to seek advice and report concerns, ensuring that they are listened to.
- To know what to do if concerned that a child is being abused.
- To understand the importance of sharing information, how it can help and the dangers of not sharing information.

Freedom to Act

- To work within clearly defined organisational policies and procedures. Work will be managed and assessed at agreed intervals.

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated to General Practitioners. They are subject to modification in light of changing service demands and the development requirements of the individual.

ORGANISATIONAL ACCOUNTABILITIES

Health and Safety

As a member of the Community Care Collaborative team, the General Practitioner has the following duties:

- Legal duties and responsibilities under Health and Safety legislation in addition to a general duty to work safely and not to put others at risk, e.g. patients, visitors and colleagues as a result of any activity or omission at work.
- A duty to report any practice that they consider compromises standards of risk and health and safety. The Whistleblowing Policy gives effect to the Public Interest Disclosure Act under which an individual who raises such concerns for unfair treatment is protected.

Safeguarding

All Community Care Collaborative staff that have contact with patients, their families or systems to support them have a responsibility to safeguard and promote the welfare of children, adults and vulnerable families.

All Community Care Collaborative staff employed within clinical environments who have contact with children, vulnerable adults, patients and their families must familiarise themselves and be aware of their responsibilities and adhere to Local Safeguarding Children's Board and Local Safeguarding Adult Board procedures for safeguarding and protecting children and vulnerable adults.

Data Protection

The Community Care Collaborative places great emphasis on the need for the strictest confidentiality in respect of personal data – both that of patients and staff. All information about people will be treated in the strictest confidence at all times. Breaches of confidentiality will be investigated and may lead to disciplinary action being taken.

The Community Care Collaborative views its responsibility under the Data Protection Act 2018 and the Caldicott Principles as central to all activities that are carried out in its name. Staff are therefore expected to acquaint themselves with the principles of Information Governance and to complete the mandated training modules.

Promoting Equality and Reducing Inequalities

All members of the Community Care Collaborative team must:

- Understand and uphold organisational policies and principles on the everyday promotion of equality, diversity and inclusion.
- Create an inclusive working environment which values a variety of ideas, experience and practice, where differences are respected and celebrated for the benefit of our patients and ourselves.

PERSON SPECIFICATION

Expected Behaviours

The General Practitioner is expected to:

- Value and respect our patients and colleagues
- Act with honesty and integrity at all times
- Be a positive ambassador for the Community Care Collaborative
- Support and engage in the aims of the Community Care Collaborative
- Be proactive and participate in the development and improvement of our services
- Demonstrate high standards of personal conduct in accordance with the GMC guidelines/Code of Professional Conduct
- Uphold the Community Care Collaborative's commitment to equality and diversity
- Take personal responsibility and be accountable for their words, deeds, actions and the quality of the service they deliver

Skill Requirements

Method of Assessment: 'A' Application Form, 'C' Certificate, 'I' Interview, 'R' Reference, 'T' Test/Presentation

Description	Essential	Desirable	Assessment
Education/Qualifications	MRCGP A medical practitioner whose name is included in the General Practitioner Register under Article 10 of the General and Specialist Medical Practice Order 2003. Practitioner is not subject to suspension under Section 14A of the Medical Act 1983. Qualified General Practitioner (completed Certificate of Completion of Training [CCT]). Evidence of further postgraduate educational activities in relevant fields. Enhanced DBS check. Evidence of CPD activities.	DCH DRCOG RCGP Substance Misuse Certificate Level 1 or 2 F2 supervisor training/teaching diploma DFSRFH and competence in coil insertion	A/I/C
Knowledge & Experience	Recent experience of working in General Practice in the UK. Commitment to and experience of working as part of a multi-disciplinary and skill mixed team environment. Knowledge of the needs of the vulnerable groups of patients that are registered. Experience of working to achieve standards within the Quality and Outcomes Framework. Understanding of the current issues and challenges facing primary care.	Experience of supporting service change Experience of demand management Experience of practice based commissioning	A/I

Skills and abilities	<p>Excellent communication skills with the ability to present all work in a clear and concise manner appropriate to the target audience.</p> <p>Excellent record keeping skills.</p> <p>Excellent analytical skills.</p> <p>IT competent, including Microsoft programmes and EMIS (or similar)</p>	<p>Ability to conduct minor operations, joint injections, aspirations</p>	A/I
Work related circumstances	<p>Commitment to own professional development, acknowledging individual limitations.</p> <p>Demonstrate personal and professional pride.</p> <p>Full driving license or access to assisted driver - required to travel to different locations across the portfolio.</p>		A/I