

Job Description

Salaried GP

Reports to: GP Consultant
Salary: Competitive
Hours: Flexible
Location: Birchington Medical Centre

Job Summary

- To work with the staff based within the surgeries and administrative staff from Invicta Health to ensure patients receives the highest possible standards of care.
- To work with other health and social care providers to ensure an appropriately safe and integrated service.
- To engage with local and national initiatives and strategies to improve and co-ordinate better and more sustainable Health care provision.

Main Duties & Responsibilities

- Provide comprehensive assessment, advice, and treatment for the registered practice population.
- Maintain accurate and comprehensive records of consultations using the EMIS clinical systems.
- To coordinate and direct the delivery of care by the clinical team on a day to day basis.
- To help coordinate the clinical administrative work (results, Docman, reports, etc.).
- To provide clinical support to other members of staff, both clinical and administrative, in achieving the highest possible standards of care and QOF and Enhanced Services targets.
- To work with the Senior Management Team to ensure robust clinical governance, engaging in significant event and complaint response and analysis.
- To engage and, where necessary, oversee new projects, for example video linked consultations.
- To support other clinical staff in their training and educational needs.
- Prescribe according to national and local evidence-based guidelines.
- Maintain appropriate professional standards as defined nationally by the General Medical Council and in relevant locally agreed standards specific to the service.
- Comply with local pathways and standards of clinical care.
- Maintain skills and knowledge relevant to primary care.
- Regularly review educational needs of the Personal Development Plan & appraisal.
- Attend appropriate educational events to maintain or develop skills.
- Ensure knowledge of, and compliance with, appropriate policies, procedures, and guidelines.
- Participate in training, significant event analysis, audit, or other meetings as appropriate.
- Participate in data collection and audit of clinical pathways and services and patient safety & care quality standards

Confidentiality, Equality and Diversity

- ✚ In the undertaking of the duties outlined above the post-holder will have access to confidential and sensitive information relating to patients, carers, and practice staff. This must be kept strictly confidential at all times.
- ✚ Patients seeking information from the practice do so in confidence and as such have the right to expect that staff will respect their privacy and act appropriately.
- ✚ Policies and procedures relating to the protection of personal and sensitive data must be adhered to at all times and only divulged to authorised persons.
- ✚ The post-holder will support the equality, diversity, and rights of patients in a manner that is consistent with practice policies and legislation.
- ✚ The privacy, dignity and beliefs of patients, carers and colleagues must be respected.
- ✚ The post-holder should behave in a manner which is welcoming, non-judgmental, and respectful of the circumstances and rights of all visitors to the practice.

Data Protection

- ✚ Under the Data Protection Act 1998:
- ✚ You must not at any time use the personal data held by the organisation for a purpose not described in the Register entry or disclose such data to a third party.
- ✚ If you are in any doubt regarding what you should or should not do in connection with the Data Protection Act, then you must contact your Manager.

Health & Safety

- ✚ Employees must be aware of the responsibility placed on them under the Health and Safety at Work Act (1974) to maintain a healthy and safe working environment for both staff and visitors. Employees also have a duty to observe obligation under the organisation safety policies, and to maintain awareness of safe practices and assessment of risk.


Infection Control

- ✚ All staff providing direct patient care must ensure that they follow procedures aimed at reducing the risk of passing on the organisms that can cause infections.
- ✚ All staff, collectively and individually, have a duty of care in following best practice in adherence to guidelines which is a fundamental requirement in underpinning the management of Infection, Prevention and Control.


Safeguarding Children and Vulnerable Adults

- ✚ Safeguarding of individuals who come into contact with our services whether a child or young person, person with Learning Disabilities or an older or vulnerable adult, is the responsibility of all employees of the organisation in whatever capacity they are employed.

Safeguarding Children

-  The organisation adheres to the KCC Child Protection Procedures, and all employees have a duty of care and a responsibility to safeguard and promote the welfare of children.

Smoking

-  The organisation is a smoke free environment.

I agree to the above job description.

Name:
(please print)

Date:

Signed:

Job Description Agreement

This job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post-holder commensurate with the position. This description will be open to regular review and may be amended to take into account development within the organisation. All members of staff should be prepared to take on additional duties or relinquish existing duties in order to maintain the efficient running of the organisation.

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

Person Specification

Criteria	Essential	Desirable
Education/Qualifications	<ul style="list-style-type: none"> A medical practitioner whose name is included in the General Practitioner Register under article 10 of the General and Specialist Medical Practice Order 2003 Not subject to suspension under section 41A of the Medical Act 1983 Qualified General Practitioner (completed certificate of Completion of Training – CCT) Currently on a performers list and not suspended from that list or from the medical register Vocational Training certificate or certificate/experience of equivalence Current BLS and Safeguarding certification Current Hep B Immunity certificate 	
Experience	<ul style="list-style-type: none"> In practice as a General Practitioner/Locum Practitioner An up to date understanding of modern primary care and its delivery in an urgent care and community setting Understands the NHS and its clinical environment Able to manage common medical, surgical, and psychiatric emergencies Ability to make the appropriate referral for further management 	<ul style="list-style-type: none"> Experience of providing primary care in a non-GP Practice setting An understanding of local services, pathways and out of hours services Experience of working in urgent primary care
Skills and Abilities	<ul style="list-style-type: none"> Highly developed oral and written communication skills Excellent communication and listening skills even in difficult situations An ability to use the clinical systems Able to demonstrate holistic patient care Able to quickly establish rapport and credibility with others in the team and with patients and carers Empathetic and caring 	<ul style="list-style-type: none"> Good problem-solving skills Able to work within a team
Other	<ul style="list-style-type: none"> Able to build good working relationships at all levels across and within organisations Flexible approach to working pattern Professional approach Self-motivated and pro-active 	

	<ul style="list-style-type: none"> ✚ Team player who is able to support, value and respect the contribution of all members ✚ Good time management being able to function well under time and patient pressure ✚ Ability to assemble, interpret and present information to a wider audience ✚ I.T. literate and able to use a range of systems ✚ Demonstrate political, strategic, and operational awareness ✚ Commitment to personal and professional development 	
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