Job Description

AINREE

PARK GROUP PRACTICE

*Working with Patients to achieve excellence in local health care*

**Job Title: Salaried General Practitioner**

**Reports To: Operations Manager**

**Accountable To: Partners**

**Sessions: Negotiable**

**Salary: Dependent upon experience**

**Job Purpose**

A key member of the primary care team, the salaried GP will manage a caseload dealing with a wide range of presenting health needs in a primary care setting. The post holder will work with clinical colleagues at Aintree Park Group Practice in ensuring the highest standards of care for all registered patients and providing emergency care as necessary.

**Job Content:**

1. The GP will undertake the agreed clinical sessions per week.
2. The clinical contact element of surgeries will normally involve consultations (face to face and/or telephone/digital). These will be booked between the hours of 8.00 to 6.30 PM as per GMS contract. These hours may be subject to change at the needs of the practice and the population it serves. In addition, the GP will be expected to:

* Complete any associated admin.
* Take a share of the home visits for that day.
* Complete a share of prescriptions.
* Take a share of on call duties and extended hours. *Extended hours are subject to change at the needs of the practice and the population it serves.*
* Take a share of redistributed results including faxes, hospital letters and other correspondence.

1. During unforeseen circumstances, including busy periods and emergencies or at the discretion of the practice, it may be necessary to alter the timing of surgeries in order to benefit patients, the practice, the GP or other members of the clinical and managerial team. This may involve seeing additional patients.
2. The GP will be expected to deal safely and effectively with medical emergencies when requested should they arise either during a surgery or at other times during the working day.
3. The GP will follow practice protocols to ensure commitment to the Qualities and Outcomes Framework and the GP specification. This will include
   * Ensuring that prompts on patient records are actioned
   * Referral pathways are adhered to
   * Choose and Book is used to facilitate patient choice

**Duties and responsibilities:**

**Clinical**

* Make professionally autonomous decisions in relation to presenting problems whether self-referred or referred internally within the practice.
* Receive patients with undifferentiated and undiagnosed problems and make assessment of their health care needs
* Screen patients for disease risk factors and early signs of illness
* Develop with the patient a care plan for health
* Provide counselling and health education
* Admit and discharge patients to and from caseload and refer them to other care providers internally or externally as appropriate
* Comply with relevant practice, PCT or department of health policy / guidelines in relation to issues such as confidentiality and child protection.
* Provide professional support to members of the Primary Health care team
* To participate in the Practice on call rota (currently between 8.00am and 6.30pm).
* To actively participate in the Practices commitment to the Quality and Outcomes Framework (QOF) and the GP Specification. This will include responding to specific system prompts relating to procedures required for specific patients.
* To ensure that referral pathways are adhered to and actioned by use of Patient choice (Choose and Book)

**Organisational**

* Consult with patients in surgery and at home visits as set out in the job plan
* Make themselves available to answer patients’ telephone queries or carry out emergency home visits or surgery consultations.
* Attend promptly and diligently to pathology, radiology and other correspondence relating to patient care.
* Contribute to the evaluation / audit and clinical standard setting with colleagues at the practice
* Record data in patient record systems to agreed standards within the practice computer system

**Personal and practice development**

* Ensure that sufficient time is spent in appropriate education to allow the continued development of knowledge, skills and attitudes relevant to the provision of modern primary care services
* Be involved in practice development sessions. This may include out of hours attendances
* Participate if required in undergraduate and post-graduate teaching programmes for medical staff and primary care team disciplines

**Health and safety**

* Employees of Aintree Park Group Practice must take reasonable care for the Health and Safety of him/herself and of others who may be affected by his/her acts or omissions at work.

**Confidentiality:**

* All information relating to patients and staff gained through your employment and after leaving employment with Aintree Park Group Practice is confidential. Disclosure to any unauthorised person is a serious disciplinary offence or may result in litigation.

**General:**

* Attend courses/in-service training/meetings as required and maintain a personal record of attendance.
* To Participate in the Development Review Process and maintain personal development plan.
* To be aware of the fire policy and procedure and attend annual training.
* To co-operate with risk assessment and ensure that risks are identified and reported as they arise.
* To be aware of and adhere to the procedures which are applicable to role.
* To be flexible member of the team.

**Induction:**

Your induction period will include the following matters:

* Knowledge of how to use the computer system within the practice so that consultations, prescribing, templates, protocols, mentor, BNF, word processing and internal message systems etc can be accessed and utilised.
* Practice systems for Chronic Disease Management: adding to disease registers, familiarity with recall systems, targets, and team roles in their management.
* Practice procedures for incorporating new disease headings into records (paper or electronic).
* Practice procedure for summarising notes.
* Familiarity with data retrieval where relevant.
* Knowledge of relevant statutory data protection requirements.
* Knowledge of practice repeats prescribing policy and use of practice formulary.
* Familiarity with referral systems used by the practice, main providers and services available, familiarity with Direct Access Booking where available.
* Familiarity with in-house services, e.g. Phlebotomy, ECG etc.
* Knowledge of any special services provided by the practice, e.g. drug dependence, physiotherapy, counselling, chiropody etc.
* Knowledge of NSFs.
* Access to Pathology Links where available.
* Practice procedures for actioning results.
* Provided with relevant and necessary telephone contact numbers.
* Awareness of practice appointment systems and on-call arrangements.
* Awareness of internal practice management systems.
* Location of emergency drugs and the practice protocol
* Procedures for reporting significant events.
* Panic button location and protocol for reporting violent incidents.
* Meet other members of the Primary Health Care Team.
* Quality and Outcomes Framework (QOF)
* GP Specification
* Referrals Management
* Choose and Book (CAB)