**Vale of the Red Horse**

**Salaried GP Job Description**

Working as part of our multidisciplinary team, you will have the opportunity to support and care for a diverse patient group.

**The main responsibilities of the role include:**

Undertaking a variety of duties including surgery consultations, telephone consultations and queries, visiting patients at home, checking and signing repeat prescriptions and dealing with queries, paperwork, reports and correspondence in a timely fashion;

Making professional, autonomous decisions in relation to presenting medical problems, whether self-referred or referred from other healthcare workers within the organisation;

Assessing the healthcare needs of patients with undifferentiated and undiagnosed problems;

Screening patients for disease risk factors and early signs of illness;

Developing care plans for health in consultation with patients and in line with current practice disease management protocols;

Providing health education;

Recording clear consultation notes to agreed standards;

Collecting data for audit purposes and complying with QOF requirements

Delivering enhanced services;

Compiling and issuing computer-generated acute and repeat prescriptions;

All general duties and responsibilities associated with a GP working within primary care.

**About the Candidate**

You will have the following qualifications:

Fully qualified GP with GMC registration

Annual appraisal and revalidation (when appropriate)

Be on the NHSE medical performers list

Good understanding and experience of chronic disease management and primary prevention & screening services

Ability to take responsibility for your own career development, learning and performance and are responsible for ensuring that all your mandatory training is in date

Awareness of and compliance with all relevant practice policies/guidelines, e.g. prescribing, confidentiality, data protection, health and safety

Commitment to life-long learning and audit to ensure evidence-based best practice

Working collaboratively, accepting an equal share of the practice workload

Ensure compliance with the appraisal process

Support the training of medical students from all clinical disciplines

Support the partners in achieving the strategic aims of the practice, making recommendations to enhance income and reduce expenditure

Review and adhere to practice protocols and policies at all times

Encourage collaborative working, liaising with all staff regularly, promoting a culture of continuous improvement at all times

Secondary Responsibilities:

Participate in practice audits as requested by the audit lead

Participate in local initiatives to enhance service delivery and patient care

Participate in the review of significant and near-miss events applying a structured approach

i.e. root cause analysis (RCA)

Prepare and complete the revalidation process

Commit to self-learning and instil an ethos of continuing professional development across the practice team

Adhere to best practice recommended through clinical guidelines and the audit process

Contribute to the successful implementation of continuous improvement and quality initiatives within the practice

Excellent inter-personal and communication skills in a confidential manner

**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 co-operate with employers 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, all staff protect patient information and provide a confidential service.

**Quality and 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 healthcare 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 new personnel are to complete a practice induction programme. This is managed by the practice manager.

**Learning and Development**

The effective use of training and development is fundamental to 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 also essential and all staff must ensure they communicate in a manner which enables the sharing of information in an appropriate manner.

Service Delivery

All staff must adhere to the information contained within 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 with anyone and they are to ensure that restricted areas remain effectively secured.