**JOB DESCRIPTION**

|  |  |  |
| --- | --- | --- |
| **Title:** | | **Salaried GP** |
| **Salary:** | |  |
| **Responsible to:** | | **Practice Manager** |
| **Accountable to:** | | **Divisional Board** |
| **1. Job Role/Purpose:** | | |
| * Working as a full member of the practice the post-holder will carry out all of the duties associated with a GP working in Primary Care. * The post-holder will manage a caseload and deal with a wide range of health needs in a primary care setting, ensuring the highest standards of care for all registered and temporary patients. | | |
| **2. Key Duties & Responsibilities:** | | |
| **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 including online consultations, video consultations, telephone consultations and queries, checking and electronically signing repeat prescriptions and dealing with queries, paperwork and correspondence in a timely fashion. This will include insurance reports, DWP reports, and other correspondence required by patients either for NHS patients care or in connection with medical/social care insurance purposes. * Making professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the organisation * Assessing the health care needs of patients with undifferentiated and undiagnosed problems * Screening patients for disease risk factors and early signs of illness * In consultation with patients and in line with current practice disease management protocols, developing care plans for health * 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, significant events, including QOF data and other data required by the practice. * Compiling and issuing electronic acute and repeat prescriptions. * Electronically signing MED3 requests and sending them to patients electronically. * Prescribing in accordance with the practice prescribing formulary (or generically) whenever this is clinically appropriate.   In general the post-holder will be expected to undertake all the normal duties and responsibilities associated with a GP working within primary care  **Other Responsibilities within the Organisation:**   * Awareness of and compliance with all relevant practice/CQC policies/guidelines, e.g. prescribing, confidentiality, data protection, health and safety. * A commitment to life-long learning and audit to ensure evidence-based best practice, and clinical governance requirements. * Contributing to evaluation/audit and clinical standard setting within the organisation. * Contributing to the development of computer-based patient records. * Contributing to the summarising of patient records and Read-Coding patient data. * Attending training and events organised by the practice or other agencies, where appropriate. * Participating in a share of Duty Doctor responsibilities may be available to candidates with experience. * Supporting colleagues with the smooth running of the surgery by providing cover and assistance, in particular during periods of illness, annual leave or absence for other reasons. * Supporting the practice with remote teaching of medical students and registrars may be available to candidates with experience. * Supporting Allied Health Professionals and trainees by providing remote clinical and educational supervision may be available to candidates with experience.   **Personal/Professional Development:**   * In addition to maintaining continued education through attendance at any courses and/or study days necessary to ensure that professional development requirements for PREP are met, the post-holder will participate in any training programme implemented by the practice as part of this employment. * Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development, this includes annual appraisals and internal peer review. * Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.   **Contribution to the Implementation of Services:**  The post-holder will:   * Apply practice/CQC policies, standards and guidance * Discuss with other members of the team how the policies, standards and guidelines will affect own work. * Attend and contribute to practice meetings and MDTs to review, assess and improve the quality of care and learn from adverse incidents. * Participate in audit where appropriate.   **On-Call Duties (Duty Doctor)**  The post holder will be required to share on on-call duties per clinical week.  NB: This job description outlines the key duties that are expected of you within the role although is not an exhaustive list. It may be amended in line with experience, business requirements and as a result of any future organisational change. | | |
| **3. Other Responsibilities:** | | |
| **Health and Safety**   * To comply with the Health and Safety at Work etc. Act 1974. * To take responsibility for his/her own health and safety and that of other persons who may be affected by his/her own acts or omissions.   **Equality and Diversity**   * To always carry out his/her responsibilities in line with the Modality Equal Opportunities Policy and Procedure.   **Risk Management and Clinical Governance**   * To work within the Clinical Governance Framework of the practice, incorporating Risk Management and all other quality initiatives.   **Confidentiality**   * To maintain confidentiality of information relating to patients, clients, staff and other users of the services in accordance with the Caldicott Guardian and the Data Protection Act 1998 including outside of the work environment. Any breach of confidentiality may render an individual liable for dismissal and/or prosecution. * Information relating to patients, carers, colleagues, other healthcare workers or the business of the Practice may only be divulged to authorised persons in accordance with the Practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.   **General**   * To undertake any other duties commensurate with the role, within the bounds of his/her own competence as guided by the attached management framework. * To work remotely across Modality Partnership XXXXX Division as required. * To work flexibly to accommodate evening meetings as required | | |
| **4. KNOWLEDGE, SKILLS AND PERSONAL QUALITIES:** | | |
| **KNOWLEDGE:** | |  | | --- | | * Eligible to practice independently as a GP in the UK * Full GMC Registration to practice as a GP * Entry on the Medical Performers List * MRCGP (Desirable) * Bachelor of Medicine or Bachelor of Surgery * Interest/qualification in medical education/GP training * Good understanding of the transforming landscape of primary care, new roles and the value of multi-professional teams * General understanding of the GMS contract * A good understanding of QOF * An understanding of GP commissioning * A good understanding of Patient Choice | | |
| **SKILLS:** | * IT skills (MS Office, Internet etc) – able to competently use all basic IT software. * IT skills (Use of Clinical Systems) – experienced in use of a primary care clinical software system, preferably SystmOne and other remote consultation technology. * IT skills (systems and software) – able to independently problem solve to enable effective remote working and minimise disruption to working day. * Excellent written and verbal communication skills * Time Management | |
| **PERSONAL QUALITIES:** | * Pleasant and supportive personality * Ability to perform well under pressure * Smart appearance * Resourceful * Flexible & Adaptable approach to work including being available to provide cover as required | |
| **STATEMENT:**  **This job description will be agreed between the jobholder and the National Board. It may be reviewed in light of experience, changes and developments.**  **Post holder: ……………………………………………………………………..**  **Manager: …………………………………………………………………………**  **Date: ………………………………………………………………………………** | | |