



## POST DETAILS

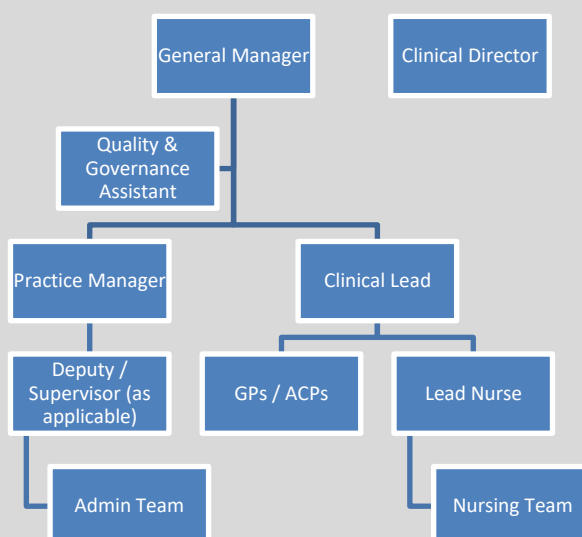
<b>Job Title:</b>	<b>General Practitioner</b>	<b>Band:</b>	<b>Salaried GP Scale</b>
<b>Main Location:</b>	<b>As advertised</b>	<b>Salary:</b>	<b>Competitive salary, dependent on skills and experience</b>
<b>Reports to:</b>	<b>Lead Clinician</b>	<b>Accountable to:</b>	<b>Clinical Director</b>
<b>Working Pattern:</b>	<b>As advertised</b>	<b>Job Type:</b>	<b>As advertised</b>
<b>Date:</b>	<b>26/04/2021</b>		

## KEY PURPOSE/SUMMARY

The post-holder will provide a portfolio of general medical services; including managing a caseload, ensuring the highest standards of care for all registered and temporary patients.

To support the Lead Clinician and practice team to manage a busy and interesting clinical caseload. The appointee will have the opportunity to take part in leading on key disease areas and assist in developing appropriate healthcare services for a diverse patient list.

## ORGANISATIONAL CHART/STRUCTURE





## KEY DUTIES TASKS AND RESPONSIBILITIES

### ***Clinical responsibilities:***

- In accordance with the practice timetable, and agreed job plan, the post-holder will undertake a variety of duties, including surgery consultations and emergencies, telephone and video consultations, triaging, visiting patients at home, checking and signing repeat prescriptions and dealing with queries, patient test results, patient medical reports and examinations (e.g. Insurance Companies) on behalf of the Practice, referral letters NHS/non-NHS, private, paperwork and correspondence in a timely manner;
- Making professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the organisation;
- Recording clear and contemporaneous IT-based consultation notes to agreed standards, including appropriate read codes;
- Collecting data for audit purposes, undertaking audits and research as agreed with the Clinical Lead and wider Practice Management Team;
- Compiling and issuing acute and repeat prescriptions;
- Prescribing in accordance with locally agreed or national guidelines;
- Working collaboratively with the practice team, including the Practice Management Team, Nursing Team, and administrative colleagues, in order that the practice runs smoothly, safely, efficiently and responsively;
- 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 with the Practice:***

- Teaching and training of doctors and nurses as agreed;
- Supporting and mentoring the wider team and attached staff;
- Awareness of, and compliance with, all relevant policies/guidelines, e.g. prescribing, confidentiality, data protection, health and safety, annual QoF Assessment of the Practice.
- A commitment to life-long learning and audit to ensure evidence-based best practice;
- Keep a portfolio;
- Contributing to the development of standards across the practice, including audit/evaluation;
- Attending training, Practice Meetings and events organised by the practice or other agencies, where appropriate;
- Meet all tight timescales/deadlines for audits and written returns to ensure that the Practice meets quality standards and receives the designated funding (e.g. Quarterly Enhanced Services returns, annual QoF audit, etc);
- Manage own workload as agreed within the job plan.

**Confidentiality**

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately;
- In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as strictly confidential.

**Health & Safety**

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the organisation's Health & Safety Policy, to include:

- Using personal security systems within the workplace according to guidelines;
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks;
- Making effective use of training to update knowledge and skills;
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards;
- Reporting potential risks and incidents in a timely manner and using the appropriate system.

**Equality and Diversity**

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation;
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues.

**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 are met, the post-holder will participate in any training programme implemented as part of this employment, such training to include:

- Participation in an annual individual performance review, annual GP Appraisal including taking responsibility for maintaining a record of own personal and/or professional development;
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.

**Quality**

The post-holder will strive to maintain quality within the work, and will:

- Alert other team members to issues of Clinical Governance, quality and risk; participate in Significant Event Analysis reviews;
- Assess own performance and take accountability for own actions, either directly or under supervision;
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance;
- Work effectively with individuals in other agencies to meet patients' needs;
- Effectively manage own time, workload and resources. He/she will also contribute to the overall team-working, putting the needs of the organisation first.



## KEY RELATIONSHIPS

*The post holder will demonstrate professional, well established and effective communication skills, both within and external to the organisation.*

### Key Working Relationships Internal:

The post-holder should recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members and organisational departments;
- Recognise people's needs for alternative methods of communication and respond accordingly.

### Key Working Relationships External:

The post-holder should recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with patients and carers and the team-around-the-patient;
- Communicate effectively with other agencies to ensure excellent integration
- Recognise people's needs for alternative methods of communication and respond accordingly.

## KEY VALUES: WORKING THE DCHS WAY

### Our Vision

"To be the best provider of local health care and be a great place to work"

### Our Values

- To get the basics right
- To act with compassion and respect
- To make a difference
- To value and develop teamwork
- To value everyone's contribution: "everyone matters"



## HEALTH & SAFETY

In addition to the responsibilities of the Trust under Health and Safety legislation you are reminded of your responsibilities for health and safety at work under the Health and Safety At Work Act 1974 as amended and associated legislation. These include the duty to take reasonable care for the health and safety of yourself and of others in your work activities or omissions, and to co-operate with your employer in the discharge of its statutory duties.

You must adhere strictly to the policies and procedures on health and safety, and report all accidents, dangerous occurrences, unsafe practices or damage to your manager promptly using the Trust's incident reporting system.

You must make use of appropriate training, safety equipment, protective clothing and footwear and attend training. Failure to comply with these requirements may result in disciplinary action.

## JOB PLAN

### *Contribution to the planning and implementation of services*

The post-holder will:

- Provide general medical services to meet the needs of a practice patient population in conjunction with an enhanced primary care team;
- Apply organisational policies, standards and guidance;
- Discuss with other members of the team how the policies, standards and guidelines will affect own work;
- Participate in audit and research activities, where appropriate and agreed;
- Work with the Clinical Lead and Management Team to achieve standards of quality, performance, budgets and targets, without compromising levels of patient care.
- Contribute towards the development and implementation of new standards, policies and procedures that are/will be required of Primary Care now and in the future (as directed by NHS England/DoH/CCG/new legislation etc.)

## JOB DESCRIPTION AGREEMENT:

Job Holder's Name and Signature:	Date:
Line Manager's Name and Signature:	Date:



## PERSON SPECIFICATION

*Is the criteria essential or desirable and how will it be assessed*

### Criteria

#### Education, Qualifications and Training

A vocationally trained and accredited GP

MRCGP

Current registration with the GMC

#### Essential / Desirable

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#### Assessment

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#### Experience and Knowledge Required

A good knowledge of and interest in general practice and primary and community care.

A good working knowledge and interest in national primary care strategies and ideas on how to implement these for the development locally

Strong levels of IT proficiency and familiarity with primary care clinical systems (the Practice uses SystemOne). Experience in using the Microsoft suite of programmes

A good understanding of general practice contracting requirements and the operation of the Quality Outcomes Framework process(QOF and QMAS)

Experience and an interest in a specific disease area and willingness to take a leadership role in it

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### Skills and Attributes

The Post-holder will be expected to demonstrate the ability to focus on long-term strategic goals rather than short-term issues/ details

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Excellent communication and interpersonal skills

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Proven ability to handle a busy and varied primary care case load

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Proven ability to offer support within a clinical team and share learning points in Practice meetings

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Ability to draft cogent, error-free letters and reports in a timely manner

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### Aptitude and Personal Qualities

A collegial team spirit and feel comfortable in a strongly multidisciplinary team environment

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Able to take a consultative approach to their work, appropriately involving relevant people

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Be able to put the needs of the team ahead of individual needs at busy times, periods of increased workloads (QOF assessment, flu campaigns, sickness absences or unplanned leave etc.). Respond in a flexible way to fluctuations in workload

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Ability to work as part of a multi-disciplinary team

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Ability to work with limited supervision

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Understanding of the pressures faced by GPs and healthcare teams

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Willingness to contribute to and participate in a peer support group

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### Values, Drivers and Motivators

Initiative, creativity and motivation

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E = Essential D = Desirable A = Application I = Interview T = Test C = Certificate R = Reference