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**JOB DESCRIPTION**

**TITLE: GENERAL PRACTITIONER (SALARIED)**

**REPORTS TO: THE PARTNERS (Clinically)**

**THE PRACTICE MANAGERS (Administratively)**

**HOURS: 4-8 sessions per week**

**Job Summary:**

The post-holder will manage a patient case load 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.

**Clinical Responsibilities:**

The successful candidate will be expected to undertake 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 and correspondence in a timely fashion. However, the practice is currently investigating and trialling alternative working methods to reduce the administrative burden place upon GPs with todays demands. You will feel well supported and your workload will be well balanced.

You will also be expected to:

* 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 consultation notes to agreed standards
* 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 to patients
* Collecting data and undertaking regular cyclical audits
* Compiling and issuing computer-generated acute and repeat prescriptions, utilising the eRS system
* Prescribing in accordance with the practice prescribing formulary (or generically) whenever this is clinically appropriate
* Contributing to the attainment of all quality indicators (QoF) and any local or national initiative that the practice takes part in
* Completing insurance and other medical reports as required

**Other Responsibilities within the Organisation:**

* Contribution toward the enhanced access rota along with all clinicians
* Awareness of and compliance with all relevant practice policies/guidelines
* Contributing to the summarising of patient records and Read-Coding patient data

At Victor Street, you will be joining a team with broad expertise who are committed to continued personal and shared education. Our surgery is dynamic and forward-thinking, working with several innovation partners to help shape and deliver services that are sustainable and resilient. We want to hear your voice on this, and have you help guide these processes as we build and prepare for the future of Primary Care.

**Equality, Diversity & Inclusion**

A good attitude and positive action towards ED&I creates and environment where all individuals are able to achieve their full potential. Creating such an environment is important for three reasons: it improves operational effectiveness, it is morally the right thing to do, and it is required by law.

Patients and their families have the right to be treated fairly and be routinely involved in decisions about their treatment and care. They can expect to be treated with dignity and respect and will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Patients have a responsibility to treat other patients and our staff with dignity and respect.

Staff have the right to be treated fairly in recruitment and career progression. Staff can expect to work in an environment where diversity is valued and equality of opportunity is promoted. Staff will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Staff have a responsibility to ensure that you treat our patients and their colleagues with dignity and respect.

**Safety, Health, Environment and Fire (SHEF)**

This practice is committed to supporting and promoting opportunities to 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 cooperate 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 that all staff protect patient information and provide a confidential service.

**Quality & 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 health care 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 personnel are to complete a practice induction programme; this is managed by the Deputy Practice Manager.

**Learning and Development**

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

**Service Delivery**

Staff at Victor Street Surgery must adhere to the information contained with 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 to anyone and are to ensure that restricted areas remain effectively secured.

**Professional Conduct**

At Victor Street Surgery staff are required to dress appropriately for their role. Administrative staff will be provided with a uniform whilst clinical staff must dress in accordance with their role.

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| **Person Specification – Salaried GP** | | |
| **Qualifications** | **Essential** | **Desirable** |
| Qualified GP | ✓ |  |
| MRCGP | ✓ |  |
| Vocational Training Certificate or equivalent JCPTGP | ✓ |  |
| General Practitioner (Certificate of Completion of Training CCT) | ✓ |  |
| **Eligibility** | | |
| Full GMC Registration | ✓ |  |
| National Performers List registration | ✓ |  |
| Appropriate defence indemnity (MPS/MDU) | ✓ |  |
| Eligibility to practice in the UK independently | ✓ |  |
| **Experience** | **Essential** | **Desirable** |
| Experience of working in a primary care environment | ✓ |  |
| Experience of continued professional development | ✓ |  |
| Experience of QOF and clinical audit | ✓ |  |
| Minimum of two years as a salaried GP | ✓ |  |
| Experience of medicines management |  | ✓ |
| Experience of CCG initiatives |  | ✓ |
| General understanding of the APMS contract | ✓ |  |
| **Clinical Knowledge & Skills** | **Essential** | **Desirable** |
| Outstanding level of clinical knowledge and skills commensurate with that of an experienced GP | ✓ |  |
| **Skills** | **Essential** | **Desirable** |
| Excellent communication skills (written and oral) | ✓ |  |
| Strong IT skills | ✓ |  |
| Clear, polite telephone manner | ✓ |  |
| Competent in the use of Office and Outlook | ✓ |  |
| EMIS / Systmone / Vision user skills | ✓ |  |
| Effective time management (Planning & Organising) | ✓ |  |
| Ability to work as a team member and autonomously | ✓ |  |
| Excellent interpersonal skills | ✓ |  |
| Problem solving & analytical skills | ✓ |  |
| Ability to follow clinical policy and procedure | ✓ |  |
| Experience with audit and able to lead audit programmes | ✓ |  |
| Experience with clinical risk management | ✓ |  |
| **Personal Qualities** | **Essential** | **Desirable** |
| Polite and confident | ✓ |  |
| Flexible and cooperative | ✓ |  |
| Motivated, forward thinker | ✓ |  |
| Problem solver with the ability to process information accurately and effectively, interpreting data as required | ✓ |  |
| High levels of integrity and loyalty | ✓ |  |
| Sensitive and empathetic in distressing situations | ✓ |  |
| Ability to work under pressure / in stressful situations | ✓ |  |
| Effectively able to communicate and understand the needs of the patient | ✓ |  |
| Commitment to ongoing professional development | ✓ |  |
| Effectively utilises resources | ✓ |  |
| Punctual and committed to supporting the team effort | ✓ |  |
| **Other requirements** | **Essential** | **Desirable** |
| Flexibility to work outside of core office hours | ✓ |  |
| Disclosure Barring Service (DBS) check | ✓ |  |
| Occupational Health Clearance | ✓ |  |
| Project lead as required with CQC, CCG and QOF | ✓ |  |