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**GP Job Description**

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| JOB TITLE: Salaried General Practitioner **RESPONSIBLE TO: GP Partner**  **ACCOUNTABLE TO: Partnership** |

## **JOB SUMMARY:**

To work as an autonomous practitioner, responsible for the provision of medical services to patients of the practice and delivering an excellent standard of clinical care. The post holder will adhere to the GMC standards of good practice, contributing to the effective management of the service, leading by example, maintaining a positive, collaborative working relationship with the multidisciplinary team.

### Principal Duties and Responsibilities:

The following are the core responsibilities of the salaried GP. There may be on occasion, a requirement to carry out other tasks; this will be dependent upon factors such as workload and staffing levels.

* Provide highly effective medical care to patients - to include clinical sessions, home visits, clinical administration and other duties as directed by the management and partnership team.
* Effective management of long-term conditions.
* Maintain accurate clinical records in conjunction with good practice, policy and guidance.
* Work as a team member with all relevant providers of primary and community care services.
* Generic prescribing adhering to local and national guidelines.
* Adhere to best practice recommended through clinical guidelines and the audit process.
* Processing of administration in a timely manner, including referrals, repeat prescription requests and other associated administrative tasks.
* Accept delegated responsibilities for QOF and quality improvement programmes.
* Support the management team in achieving the strategic aims of the practice, making recommendations to enhance income and reduce expenditure.
* Actively participate in local clinical governance processes.
* Develop and maintain clinical skills and abilities through CPD and participate in yearly appraisal to identify further education, training and development needs.

* Work in accordance with Tamar Valley Health and practice policies and procedures and assist in their development.
* Encourage collaborative working, liaising with all staff regularly, promoting a culture of continuous improvement at all times.
* Attendance at internal clinical meetings and external meetings (as practice representative) as required by the practice.
* Supervise and participate in the training of the nursing staff and other members of the clinical team within the practice.
* Participate in medical, nursing and allied professions’ training.
* Participate in practice audits
* Participate in the review of significant and near-miss events applying a structured approach i.e. root cause analysis (RCA).

**Person Specification**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | * Qualified GP * Inclusion in the GMC Register * On the PCSE Medical Performers List * Eligibility to practice in the UK independently | * HEE approved GP Trainer * MRCGP |
| **Experience** | * Experience of working as a General Practitioner * Experience of QOF and clinical audit * Willingness to provide mentoring and support to all other Clinicians where appropriate * Evidence of continuing professional development | * Interest in Mental Health * Sexual & Reproductive Health experience and training * Experience in using SystmOne IT software |
| **Professional Skills** | * Knowledge of methods of developing clinical quality assurance and evidence based practice * Evidence of up to date knowledge and skills * Evidence of ability to maintain and monitor high standards of care * Evidence of professional development and knowledge * Evidence of ability to direct and co-ordinate programmes of care working autonomously and collaboratively * Excellent Computer Skills | * Ability to touch type |
| **Audit** | * Evidence of audit activities |  |
| **Other Requirements** | * Ability to communicate with people of all capabilities and attitudes * Physically able to carry out the duties involved * Strong commitment to provide high quality clinical services * Commitment to team working * Must pass occupational health assessment and undertake enhanced DBS disclosure |  |

**Additional Requirements**

The duties of this post are wide-ranging and will require the post holder to be flexible in adapting to changing circumstances.

**Confidentiality:**

* 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
* 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 practice policies and procedures relating to confidentiality and the protection of personal and sensitive data

**Health & Safety:**

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

* Using personal security systems within the workplace according to Practice 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 identified

**Job Description Agreement**

This job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post-holder commensurate with the position. This description will be open to regular review and may be amended to take into account development within the Practice. All members of staff should be prepared to take on additional duties or relinquish existing duties in order to maintain the efficient running of the Practice.

Name Date

Signature