**JOB DESCRIPTION – SALARIED GP**

Pay Scale: - TBC on Application

Pension - Plus NHS pension

Hours: 4 sessions per week

**Job summary:**

Forestside Medical Practice is a GMS training practice across 2 sites on the edge of the New Forest National Park. Covered by 5 partners and 3 salaried GP’s providing primary care services to approximately 11,500 registered patients. Services are provided from Monday to Friday, with EMISWEB operated as the main clinical system.

We are looking for a GP who is motivated, independent, and interested in providing high quality clinical services to a varied practice population. Successful applicants will be expected to include 4 sessions per annum of extended hours in their pattern of work.

**Key Clinical Responsibilities:**

The post-holder will practice in accordance with accepted good medical practice and the various clinical policies of the Service, to include:

 In accordance with the practice timetable, as agreed, the post-holder will make him/her-self available 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

 Making professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the organisation or external organisations

 Assessing the health needs of patients with undifferentiated and undiagnosed problems

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

 Contributing to QOF requirements and recording data appropriately

 In consultation with patients and in line with current practice disease management protocols, developing care plans for health related illnesses

 Screening patients for health education

 Admitting and 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 and contributing to the Practice audit programme as required

 Compiling and issuing computer-generated acute and repeat prescriptions (avoiding hand-written prescriptions whenever possible)

 Prescribing in accordance with the accepted prescribing formulary (or generically) whenever this is clinically appropriate

 Take responsibility for some aspects of the clinical work within the team, for example: completing QOF, enhanced services, and completing clinical protocols .

 In general the post holder will be expected to undertake all the normal duties and responsibilities associated with a GP working within primary care, as set by Royal College of General Practitioners, General Medical council, all other Royal colleges and councils applicable to the staff within the practice, Department of Health, Primary Care Trusts and all other regulatory and standard setting organisations.

**Quality:**

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

 Alert other team members to issues of quality and risk

 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 and service expansion

 Work effectively with individuals in other agencies to meet patients’ needs

 Effectively manage own time, workload and resources

 Prescribe safe and effective medicines management which conforms to:

o NICE guidance and DH directives

o Good Prescribing Practice as defined by British National Formulary(BNF) guidance from Royal Pharmaceutical Society of Great Britain on safe and secure handling of medicine

o Operate safe management and regular review for all patients receiving repeat prescriptions

o Controlled Drugs legislation

o Shared protocols agreed between the CCG and other NHS providers

o Locally specified Patient Group Directions

 Work effectively so as not to exceed the Practice prescribing budget as set annually by the CCG

 Comply with targets set within the Prescribing Incentive Scheme

 Contribute to the team’s approach which ensures that referrals are made for patients to see other medical service providers, ensuring that adequate information is given to personnel to whom the patient has been referred for proper assessment to be made

 Be supportive of any complaints policy and procedure to ensure proper investigation and appropriate follow-up action in the event of a complaining being made about any aspect of the service provided or any personal provider of the service

**Other Responsibilities within the Organisation:**

 Contributing to service development and implementation of contract

 Awareness of and compliance with all relevant Practice policies/guidelines/procedures, e.g. prescribing, child protection, confidentiality, data protection, health and safety, discipline

 A commitment to life-long learning and audit to ensure evidence-based best practice

 Contributing to individual case discussions at clinical meetings and bring examples of cases for group discussion

 Contributing to the organisational development of the Practice by contributing to the development of ideas, strategies and policies which will promote efficiency and well-being of the practice

 Contributing to evaluation /audit and clinical standard setting with 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 events organised by the practice and other agencies, where appropriate

 Attending team meetings, locality Target meetings and other meetings as may be necessary

**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 carer’s, practice staff and other healthcare workers. They may also have access to information relating to the practice. 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 the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.

**Health and Safety:**

The post-holder will assist in promoting and maintaining their own and others’ health and safety and security as defined in the Practice Health and 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

**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 recognizes 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

 Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings, priorities and rights.

**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, such training to include:

 Participation in the team’s bi monthly meetings and educational meetings, 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.

**Communication:**

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

 Communicate effectively with other team members

 Communicate effectively with patients and carers

 Recognise people’s needs for alternative methods of communication and respond accordingly.

**Contribution to the Implementation of Services:**

The post-holder will:

 Apply practice policies, standards, guidance and procedures

 Discuss with other members of the team how the policies, standards, guidance and procedures will affect own work

 Participate in audit where appropriate

**The main duties and responsibilities shown above are not exhaustive but should merely be regarded as a guide. The post-holder will be expected to conduct any reasonable activities according to the business needs as set by the partners. Practice policies and procedures will be subject to periodic review and may be amended to meet the challenging needs of the business. The post holder will be expected to participate in this process with the partners with the aim to reach agreement to any changes.**