



## Park Medical Practice

### Salaried GP Job Description & Person Specification

<b>Job Title</b>	Salaried GP
<b>Line Manager</b>	Practice Manager
<b>Accountable to</b>	The Partners
<b>Hours per week</b>	Negotiable

#### Job Summary

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

#### Mission and Values

The aim of the Practice is to provide the highest possible primary medical care to our Practice population, tailored to individual needs. We're a developing practice as we recognise the challenges of primary care and take the initiative to improve how we work to meet those challenges and opportunities.

We are a 4-partner teaching practice serving a patient population of 11,000. Our goal is to create an environment where GPs not only feel supported but also actively value and support their colleagues. Key to our ethos is fostering a culture of collaboration, where we work together as a team to overcome challenges and provide the best care for our patients. We are active in our PCN and currently working as part of the National PCN Test Pilot.

As a teaching practice, we offer opportunities for those interested in teaching and training. We are also committed to supporting your CPD in other ways, ensuring you can continue to grow and develop professionally. For those with partnership aspirations, we would be delighted to hear from you.

#### Generic Responsibilities

All staff at Park Medical Practice have a duty to conform to the following:

##### Equality, Diversity & Inclusion (ED&I)

A good attitude and positive action towards ED&I creates an 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)**

Park medical Practice is committed to supporting and promoting opportunities for staff to maintain their health, well-being and safety.

The post holder is to manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients and monitor work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, procedures and guidelines.

All personnel have a duty to take reasonable care of health and safety at work for themselves, their 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](#)
- [Coronavirus Act 2020](#)
- Other statutory legislation which may be brought to the post holder's attention.

### **Confidentiality**

The 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, all staff must protect patient information and provide a confidential service.

### **Quality & Continuous Improvement**

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 and to discuss, highlight and work with the team to create opportunities to improve patient care.

Park Medical 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 required to complete a practice induction programme and the practice management team will support staff throughout the process.

## **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 management team, as well as participating in the practice training programme throughout their employment. 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 and understand their own role and scope and identify how this may develop over time. Staff are to prioritise their own workload and ensure effective time-management strategies are embedded within the culture of the team.

Teamwork is essential in multidisciplinary environments and the post holder is to work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working and work effectively with others to clearly define values, direction and policies impacting upon care delivery

Effective communication is essential, and all staff must ensure they communicate in a manner which enables the sharing of information in an appropriate manner.

## **Managing information**

All staff should use technology and appropriate software as an aid to management in the planning, implementation and monitoring of care and presenting and communicating information. Data should be reviewed and processed using accurate SNOMED/read codes to ensure easy and accurate information retrieval for monitoring and audit processes.

## **Service Delivery**

Staff at Park Medical Practice must adhere to the information contained within the practice policies and procedure and ensure 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. Likewise, password controls are to be maintained and are not to be shared.

**Professional Conduct**

All staff are required to treat colleagues and visitors to the practice in a polite manner and with dignity and respect, while maintaining confidentiality for patients and staff as well as business information they have access to. All staff are required to dress appropriately for their role.

**Leave**

6 weeks annual leave 1 week study leave pro rata. All personnel are entitled to take annual leave. The management team will ensure all staff are afforded the opportunity to take all their leave entitlement during the year.

**Salaried GP Responsibilities****Duties and Responsibilities**

- a. Provide a full range of medical services as defined in the core PMS contract, additional and enhanced services where appropriate.
- b. Provide other personal medical services to meet identified patients need.
- c. Make professional, autonomous decisions in relation to presenting problems whether self-referred or referred from other healthcare works within the organisation.
- d. Assess the healthcare needs of patients with undifferentiated and undiagnosed problems.
- e. Screen patients for disease risk factors and early signs of illness.
- f. Develop care plans for health in consultation with patients and in line with current practice, disease management protocols, provide counselling and health education.
- g. Work within current ICB policy for prescribing.
- h. Be available and accessible to patients at all times, as agreed.
- i. Maximise the effective use of current clinical computer systems. Record clear and contemporaneous consultation notes to an agreed standard.
- j. Compile and issue computer generated acute and repeat prescriptions (avoiding hand-written prescriptions whenever possible).
- k. Undertake all duties and responsibilities associated with a GP working within primary care. (These duties would include reports/cremation forms. The fees for this work would be retained within the practice budget).
- l. To take part in, and lead on, areas including health research, clinical auditing and data collection.
- m. Support under-graduate student training in the surgery.
- n. Attend team meetings and other clinical meetings as necessary
- o. Provide Free certification in line with Schedule 9 of the GMS regulations (1992)
- p. Provide short term emergency cover for unplanned absence of colleagues
- q. Contribute to regular MDT and safeguarding meetings
- r. Participate in annual appraisal

**Service Development**

- a. Be involved in developing primary care services to meet the needs of the practice population.
- b. Work in close collaboration with the practice team to ensure that targets are reached.
- c. Work with the practice team to ensure that immunisation and health inequalities targets as defined within the PMS contract are reached.
- d. Support health development and ensure health promotion work is undertaken to

- allow the practice population to make informed choices.
- e. Ensure the practice is represented at appropriate meetings.

### **Managerial**

- a. Awareness of, and compliance with, all relevant organisation policies and procedures, e.g. prescribing, confidentiality, data protection, health and safety and infection control. Apply these to all aspects of ones own work.
- b. Committed to life-long learning and audit to ensure evidence-based practice.
- c. Contribute to evaluated audit and clinical standards setting within the organisation.
- d. Contribute to the development of IT systems and electronic consulting methods.
- e. Contribute to summarising of patient records and coding patient data.

### **Quality**

- a. Adhere to the GMC Good Medical practice
- b. Maintain accurate and timely medical records
- c. Adhere to national and local guidelines (e.g. NICE)
- d. Engage with local quality Frameworks e.g. QOF and QiP
- e. Reflect on personal practice through SEA, NHS appraisal, patient complaints

### **Communication**

- a. Recognise the importance of effective communication within the team and strive to communicate effectively with other team members, patients and carers

### **Personal and Professional Development**

- a. Maintain continued education through attendance at courses and/or study days as necessary and as identified within clinical and organisation appraisals (Personal Development Plan).
- b. Ensure appropriate professional registration and licensing is met through continued professional development.
- c. Participate in all training programmes implemented by the practice/organisation as part of this employment. This training would include:
  - Participation in an annual performance review. Maintaining a log of all personal and/or professional development.
  - Take responsibilities for own development, learning and performance.
  - Demonstrate skills and activities to others who are undertaking similar work.
  - Active involvement in the Annual NHS Appraisal process
  - Active involvement in the GMC Revalidation and Licensing procedures

<b>Person Specification – Salaried GP</b>		
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Registered with the GMC listed on the GMC GP Register with evidence of revalidation	✓	
Accepted Medical Degree	✓	
Evidence of continued personal and professional development	✓	
Appropriate safeguarding training	✓	
Registered on the National Medical Performers list	✓	
Older person's care		✓
Evidence of continuing education		✓
Appropriate Medical indemnity cover with either MDU/MPS	✓	

MDDUS		
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Minimum of one year experience working as a GP in the UK		✓
Completed GP Vocational Training Scheme	✓	
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>
Good leadership skills	✓	
Able to work both individually and as part of a team	✓	
Clinical skills required to manage acute presentations and chronic disease within primary care	✓	
Able to analyse complex facts and situations using a high level of sensitivity and judgement to determine and implement an appropriate course of action	✓	
Good communication skills with a high level of fluency in spoken and written English	✓	
Performance management skills	✓	
Effective delegating skills	✓	
Highly motivated	✓	
Able to demonstrate innovation and flexibility	✓	
Able to persuade and negotiate	✓	
Participation in scheme of extended opening times.	✓	
Commitment to High Standards.	✓	
Ability to complete days work on time as well as associated administration	✓	
Must be able to work to deadlines and maintain standards	✓	
Experience of QOF, maintaining accurate patient records and proactively maximising QOF potential	✓	
Awareness of Equality and Diversity principles		✓
Understanding of confidentiality and the Data Protection Act		✓
Knowledge of practice location and local area		✓
Confident computer user including office applications and email		✓
Demonstrable leadership in specialist area of practice/project		✓
EMIS system user		✓
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Ability to follow legal, ethical, professional and organisational policies/procedures and codes of conduct	✓	
Ability to use own initiative, discretion and sensitivity	✓	
Able to get along with people from all backgrounds and communities, respecting lifestyles and diversity	✓	
Flexible and cooperative	✓	
Ability to identify risk and assess/manage risk when working with individuals	✓	
Sensitive and empathetic in distressing situations	✓	
Problem solving and analytical skills	✓	
Ability to maintain confidentiality	✓	
Knowledge of and ability to work to policies and procedures	✓	
<b>Other requirements</b>	<b>Essential</b>	<b>Desirable</b>
Flexibility to work outside of core office hours	✓	
Disclosure Barring Service (DBS) check	✓	
Full UK driving licence	✓	

The job description and person specification may be amended following consultation with the post holder to facilitate the development of the role, the organisation and the individual.

All personnel should be prepared to accept additional, or surrender existing duties, to enable the efficient running of the organisation.