**ARRS GP**

**Job summary**

Are you a newly qualified GP (within the last two years, without a substantive post) looking for an exciting and supportive role to launch your career? Hillton PCN are seeking an enthusiastic, forward-thinking GP to join our team on a fixed-term salaried contract until 31 March 2025.

You will be a highly motivated and dedicated Newly Qualified GP to join our multidisciplinary team under the NHS Additional Roles Reimbursement Scheme (ARRS).

This contract will run for 6 months, with a likelihood of it being extended.

We are seeking a GP who is interested in working between 2 and 6 sessions per week.

**Main duties of the job**

The main duties of this role are outlined below; however, more details will be available in due course:

* To undertake duties governed by the contract and Direct and Local Enhanced Services including:
* Face to face and telephone consultations
* Patient Home visits and Nursing Home visits
* Checking and signing repeat prescriptions
* Administration - dealing with queries, patient test results, referral letters NHS/private, task, emails and other paperwork and correspondence in a timely manner
* Cover all the clinical management of the patients in surgery as appropriate including initiating investigations, reviewing results, making referrals to secondary care or to other providers as appropriate
* Develop care and treatment plans in consultation with patients and in line with current Practice disease management protocols as well as wider guidance such as that from NICE.

**About us**

Hillton PCN consists of 3 GP Practices, in Central Bedfordshire, covering approximately 34000 patients. Our network operates over three sites within the towns of Ampthill, Barton and surrounding villages.

We employ all PCN staff to standardised employment terms and conditions across our locality and to build teams both professionally and within the PCN. This also means that we are able to offer staff access to the NHS Pension Scheme.

We have structures in place to ensure that all staff have clinical mentors and are supported in their professional development.

Please note that should this vacancy attract sufficient interest it may be necessary to close the vacancy at an earlier date. We therefore suggest that you apply at an early stage to avoid disappointment

**Job description**

**Job responsibilities**

Job responsibilities

Clinical Responsibilities:

* To provide a comprehensive range of clinical duties at the agreed Surgeries within our Primary Care Network, which may also include working within our Enhanced Access Service.
* To undertake surgery consultations, home visits where necessary, and telephone queries from patients and health care professionals.
* Making professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the organisation
* To undertake on-call duties as part of the Surgery on-call rota, where agreed. This may include requesting that patients present at the surgeries, telephone consultations, home visits and triage.
* Admitting or discharging patients to and from the caseload and referring to other care providers as appropriate
* Work with patients in order to support compliance with and adherence to prescribed treatments. Provide information and advice on prescribed or over-the-counter medication on medication regimens, side-effects, and interactions
* Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care
* Support patients to adopt health promotion strategies that promote healthy lifestyles and apply principles of self-care. Support and manage health needs of patients presenting for family planning or sexual health consultations
* Assess, identify, and refer patients presenting with mental health needs in accordance with national and local guidelines.
* 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
* Recording clear and contemporaneous consultation notes to agreed standards.
* Collecting data for audit purposes.
* Compiling and issuing computer-generated acute and repeat prescriptions (avoiding hand-written prescriptions whenever possible).

Other Responsibilities:

* Awareness of and compliance with all relevant Surgery policies/guidelines, e.g. prescribing, confidentiality, data protection, health and safety.
* To undertake any other duties commensurate with the post holders grade as agreed with the Lead GP.
* To attend and contribute to regular administration and clinical meetings whether formal or informal. This may involve adjustments to workload to allow attendance.
* To keep up to date with current and forthcoming National Service Frameworks and NICE guidance and their impact on primary care services
* To contribute to the clinical governance agenda of the Surgery and to fully participate in the reporting of incidents as per Practice policy
* A commitment to life-long learning and audit to ensure evidence-based best practice
* Contributing to evaluation/audit and clinical standard setting within the organisation
* Contributing to the development of computer-based patient records.
* Contributing to the summarising of patient records and Read-Coding patient data, contributing to the maximum Surgery performance under QOF.
* Attending training and events organised by the PCN or other agencies, where appropriate.

Communication

* Able to confidentially utilise a full range of communication methods to disseminate information to large numbers of people
* Able to confidently adapt communication style and content to reflect different type of people when making contact.
* Ability to receive highly complex, sensitive, or contentious information and process appropriately; and where needed translate this information into a delivery message or plan for the wider team.
* Lead in positivity and effective working relationships with commissioners, other health care providers and other key health care providers and other key partners to support an integrated approach to high quality patient care.

**Person Specification**

**Qualifications**

**Essential**

* Full GMC Registration with a licence to practise and entry on the GP Register (Certificate of completion date must be within 2 years and not having held a substantive post before).
* Certificate of Completion of Training (CCT) in General Practice / Certificate Confirming Eligibility for General Practice Registration (CEGPR), or equivalent.
* Included on a Medical Performers List or eligible.
* Evidence of ongoing professional development

**Experience**

**Essential**

* Experience of NHS general practice
* Experience of using electronic clinical patient records
* Experience of medicines management
* Experience of CCG initiatives
* Experience of QOF and clinical audit
* Experience of working in a primary care environment

**Desirable**

* Understanding of policy developments related to the delivery of primary care services including General Practice, the GMS contract, Clinical Governance, Network Contract DES, and Quality & Outcomes Framework
* Knowledge of the health needs of the surgery population
* Eligibility for minor surgery, CHS, obstetrics, family planning accreditation

**Personal Qualities**

**Essential**

* Outstanding level of clinical knowledge and skills commensurate with that of an experienced GP
* 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**

* Flexibility to work outside of core office hours
* Disclosure Barring Service (DBS) check
* Occupational Health Clearance

**Disclosure and Barring Service Check**

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

**UK Registration**

Applicants must have current UK professional registration. For further information please see [NHS Careers website (opens in a new window).](https://www.healthcareers.nhs.uk/working-health/overseas-health-professionals)