



# Job Description

<b>Position:</b> General Practitioner	<b>Department:</b> Doctors	<b>Job Level:</b> GP
<b>Reporting to:</b> Managing Partner	<b>Contract:</b> Permanent (Flexible)	<b>Sessions per week:</b> Negotiable

**Direct Reports:**  
None

**Job purpose:**

To provide primary healthcare services to patients in all clinical settings in addition to actively participating in practice development activities including clinical and staff meetings, audits and relevant CPD. Support in the development of the Group. In addition will be expected to participate in the Practice's activities relating to its function as a training practice.

**Main Objectives:**

**Clinical Duties**

- Undertaking 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, reports and correspondence in a timely fashion;
- Making professional, autonomous decisions in relation to presenting medical problems, whether self-referred or referred from other healthcare workers within the organisation;
- Assessing the healthcare needs of patients with undifferentiated and undiagnosed problems;
- Screening patients for disease risk factors and early signs of illness;
- Developing care plans for health in consultation with patients and in line with current practice disease management protocols;
- Providing health education;
- Recording clear consultation notes to agreed standards;
- Collecting data for audit purposes and complying with QOF requirements;
- Delivering enhanced services;
- Compiling and issuing computer-generated acute and repeat prescriptions;
- All general duties and responsibilities associated with a GP working within primary care.

**Practice duties**

- Consult with patients in surgery and at home visits as set out in an agreed schedule.
- Participate in on-call duties, telephone consultations, answering patient queries, check and sign repeat prescriptions and deal with queries, test results, paperwork, and correspondence in a timely fashion.
- Contribute to the evaluation, audit and clinical standard setting with colleagues in the Practice.
- Contribute and input with other members of the team how the policies, standards and guidelines can be developed.
- Record data in patient record systems to agreed standards within SystemOne.

- Make a contribution in meeting targets set by the government for specific treatments, e.g. child immunisations, Quality and Outcomes Framework (QOF).
- Manage resources to service the targets as effectively as possible.
- Support the specialist clinics for specific conditions or for certain groups, e.g. new born, LARC, within practice.
- Keep up to date with medical developments, new drugs, treatments and medications, including complementary medicine.
- Complete medical reports and non NHS work.
- Maintain a portfolio of continuing professional development (CPD) activities working towards Revalidation.

## Person Specification

### **Essential**

#### Qualifications and Memberships

- Fully qualified GP with GMC Registration (within last two years for ARRS roles)
- Annual appraisal and revalidation (annually)
- Member of the NHSE Medical Performers List
- Enhanced Disclosure Barring Service (DBS) check
- MRCGP
- Membership of a recognised medical indemnity organisation

#### Experience

- Good understanding and experience of chronic disease management and primary prevention & screening services
- Management of Long Term Conditions
- Primary Prevention and screening services
- Experience of working within a General Practice
- Practical experience of computerised recording system

#### Skills

- Ability to take responsibility for own career development, learning and performance
- Good team player
- Time management and ability to meet deadlines
- Clinical Governance
- Problem solving skills
- Commitment to primary prevention and health improvement

#### Other Requirements

- Ensure mandatory training is constantly up to date
- Compliant and aware of all relevant practice policies/guidelines e.g. prescribing, confidentiality, data protection, health and safety
- Committed to life-long learning and audit to ensure evidence-based best practice
- Excellent inter-personal and communication skills in a confident manner

### **Desirable**

#### Experience

- SystemOne Clinical system
- Providing leadership and mentorship to junior members of the clinical team

#### Skills

- Involvement in new working practices including change management skills

#### Knowledge

- Desire to develop specialist skills