

Salaried GP Job Plan

Practice: Rectory Road

Post Holder: [Name]

Role: Salaried General Practitioner

Hours: [e.g. 8 Sessions per Week]

Effective Date: [Date]

Review Date: [Date]

Purpose of the Role

The Salaried GP will provide comprehensive primary medical services to the registered patients of the practice, contributing to high-quality, safe and effective patient care whilst supporting the achievement of contractual, clinical and Organisational objectives.

Session Allocation

A GP session is normally 4 hours and 10 minutes. This is made up of 3 hours of clinical time.

Clinical Duties

Routine Clinical Sessions

The GP will undertake:

- Face-to-face consultations
- Telephone consultations
- Video consultations where required
- Home visits (where clinically appropriate)
- Management of acute and chronic conditions
- Prescribing and medication reviews
- Safeguarding responsibilities
- Referral management
- Management of requested results and investigations

Workload Expectations

Per clinical session:

- Up to 16 patient contacts for a standard session

- Clinical supervision and complexity considered when demand exceeds safe limits
- Duty doctor responsibilities allocated by rota

Administrative Responsibilities

The GP will undertake associated administration arising from their own clinical workload including:

- Reviewing pathology results
- Reviewing hospital correspondence
- Processing prescription requests
- Referral letters
- Insurance and private forms (as agreed)
- Actioning tasks and workflow items

Admin time allocated at the end of each clinic

Clinical Governance and Quality Improvement

The GP will participate in:

- Significant Event Analysis
- Clinical Audit
- Quality Improvement Projects
- Safeguarding meetings
- Medicines optimisation initiatives
- Infection prevention and control requirements
- CQC compliance activities

Practice Meetings

Attendance expected at:

- Clinical meetings
- Practice meetings
- MDT meetings
- Safeguarding meetings
- PCN clinical meetings where relevant

CPD, Appraisal and Revalidation

The GP will:

- Maintain GMC registration and licence to practise
- Participate in annual appraisal
- Meet revalidation requirements
- Undertake mandatory training
- Maintain CPD records

Mandatory training includes:

- Safeguarding Adults & Children
- Basic Life Support
- Information Governance
- Equality & Diversity
- Infection Prevention & Control

Duty Doctor Responsibilities

Where designated as Duty GP, responsibilities include:

- Filing of bloods
- Same-day triage – via S1 and Anima
- Urgent appointment management
- Advice to clinical colleagues
- Care home clinical support
- Prescription queries requiring GP input
- Prescription signing
- Afternoon only document processing

Annual Leave and Study Leave

The GP is entitled to:

- Annual leave in accordance with contract
- Bank holidays (pro rata)
- Study leave as agreed within contract
- Professional development opportunities

Requests should be submitted in accordance with practice policy.

Professional Standards

The GP will:

- Comply with GMC Good Medical Practice
- Follow practice policies and procedures
- Maintain confidentiality and data protection standards
- Work collaboratively with the multidisciplinary team
- Support equality, diversity and inclusion

Job Plan Review

The job plan should be reviewed annually, or sooner if there are significant changes to:

- Practice workload
- Service requirements
- GP responsibilities
- Working hours
- PCN commitments

GP Signature: _____

Practice Manager: _____

Date: _____