

**Newly Qualified GP ARRS role – South Uttlesford PCN.**

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| **Job Context:** |
|  **Key Duties and Responsibilities:** |
| * Provision of clinical care and clinical administration
* Develop and sustain relationships with patients, carers and all members of the interdisciplinary team across care settings and traditional boundaries in order to maintain effective communication and exchange of information.
* Conduct audits of clinical standards and contribute to the clinical management of the service
* In partnership with the patient, agree a treatment plan in accordance with the diagnosis and prognosis of the condition
* Appropriately request, interpret and inform patients regarding investigation results and act appropriately when anomalies are discovered. This includes potentially life-threatening abnormalities where immediate action should be taken
* Actively participate in all aspects of the clinical governance process.
* Ensure safe handover of care within and outside the PCN as appropriate
* Undertake office-based consultation for scheduled consultations, as agreed with the post holder in accordance with their clinical skills.
* Utilise clinical guidelines and promote evidence-based practice.
* Work directly with other members of the team and support integrated patient centred care through appropriate working with wider primary care / social care networks
* Contribute to the organisations quality targets to consistently achieve high standards of safe, evidence-based, cost-effective patient care and service delivery
* Be aware of local Medicines Management and safety protocols and be willing to undertake training in the independent prescribing of medicines should legislation allow
* Have a good understanding of safeguarding responsibilities for patients, colleagues and carers

Administration* Fully document all aspects of patient care and complete all required paperwork for legal and administrative purposes in accordance with relevant standards
* Work in accordance with internal administrative systems relating to but not limited to the management of clinical data.
* Send and receive written information on behalf of the practices relating to the physical and social welfare of patients seen
* Compiling and issuing computer-generated acute and repeat prescriptions (avoiding hand-written prescriptions whenever possible)
* Prescribing in accordance with the Practice prescribing formulary (or generically) whenever this is clinically appropriate
* In general the post-holder will be expected to undertake all the normal duties and responsibilities associated with a GP working within primary care.
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| **General Duties:** |
| Health and Safety/Risk Management The post holder will take all reasonable care not to endanger themselves or anybody else by any act or omission as stated by the Health and Safety at Work Act 1974.The post-holder must comply at all times with the Health and Safety policies, in particular by following agreed safe working procedures and reporting incidents using the organisations and practices Incident Reporting System. Equality and Diversity The post-holder must co-operate with all policies and procedures designed to ensure equality of employment. Co-workers, patients and visitors must be treated equally irrespective of gender, ethnic origin, age, disability, sexual orientation, religion etc. Special Working Conditions The post-holder is required to travel independently between practice sites (where applicable), and to attend meetings etc. hosted by other agencies. ConfidentialityThe post holder must at all times maintain complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or, information relating to diagnosis and treatment of patients and individual staff records must, under no circumstances be divulged or passed onto any unauthorised person or persons. The post holder must respect patient named confidentiality in keeping with ‘*Caldicott principles’.* Data ProtectionThe postholder is required to ensure that any personal information obtained, processed or held (on a computer or otherwise), is done so in a fair and lawful way and that the data held and processed is only for the specified registered purposes, in particular personal data relating to patients. Business Conduct, Governance and StandardsSouth Uttlesford PCN aim to maintain the goodwill and confidence of its own staff and of the general public. To assist in achieving this objective it is essential that, at all times, the postholder carries out their duties in a courteous, sympathetic manner. The postholder is required to comply with all policies and procedures in force and ensuring that the reporting requirements, systems and duties of action put into place by Uttlesford Health are complied with.In upholding the good governance and standards, Uttlesford Health has a clinical and corporate framework, which the postholder is expected to comply with and failure in this regard may lead to disciplinary action. Equal OpportunitiesThe Company has an Equal Opportunities Policy. The aim is to ensure that no individual receives less favourable treatment on the grounds of disability, age, sex, sexual orientation, marital status, race, colour, creed, ethic/national origin. Whilst the Company recognises specific responsibilities fall upon Management, it is also the duty of all employees to accept personal responsibility for the practical application of the Policy.Training & DevelopmentThe successful post holder will be expected to be responsible for his/her continuing professional development and to take a proactive approach to maintaining personal and professional effectiveness in an evolving role.Rehabilitation of Offenders ActThis 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. **This job description is not a definite or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual performance review process.** |

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| **Qualifications and Training** |
| **Requirement** | **Essential Attributes**  | **Desirable Attributes** |
| **Professional Qualifications** | Primary Medical Qualification (MBBS) | Distinctions, prizes, Scholarships |
| **Professional Training and Memberships** | Full GMC Registration and License to practice |  |
| **Clinical Experience** |
| **Clinical Knowledge & Skills** | Demonstrates ability to fulfill comprehensive general duties at GP levelDemonstrates a clear, logical approach to clinical problems and an appropriate level of clinical knowledge | Demonstrates Awareness of a range of clinical issues |
| **Non Clinical Skills** |
| **Management of Change and Quality Improvement** | Demonstrates clear understanding of quality improvement and clinical governance within the NHSDemonstrates willingness to implement evidence-based practice. | Evidence of innovative development & implementation of guidanceEvidence of involving patients in practice |
| **Communication and Personal Skills** | Good spoken & written English language skills.Communicates effectively with patients, relatives, colleagues, GPs, nurses, AHPs and outside agencies.Ability to work with multi-professional teams and to establish good professional relationships. | Evidence of patient & colleague feedback.Excellent presentation skills; engaging audience.Information technology skills. |

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| **Other Requirements** |
| **Motivation and management of personal practice** | Punctual & reliable.Good personal organisational & prioritisation skills. Achieves deadlines.Takes responsibility for personal practice and is able to cope well with stressful situations.Commitment to continuing medical education.Flexible & adaptable attitude. | Demonstrates initiative in personal practice.Willingness to undertake additional professional responsibilities at local, regional, or national levels |