**Locum General Practitioner Role

Job Description and Person Specification**

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| **Job Title** | Locum GP |
| **Line Manager** | Practice Manager |
| **Accountable To** | Practice Manager |
| **Hours Per Week** | Full Time |

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| **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 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 and senior management team.  |
| **Generic responsibilities** |

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| All staff have a duty to conform to the following:**Equality, Diversity and Inclusion (ED&I)**A good attitude and positive action towards [Equality Diversity & Inclusion](https://www.england.nhs.uk/about/equality/workforce-eq-inc/) (ED&I) creates an environment where all individuals can 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 they treat our patients and their colleagues with dignity and respect.**Safety, Health, Environment and Fire (SHEF)**This organisation is committed to supporting and promoting opportunities for staff to maintain their health, wellbeing 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 are to comply with the:* [Health and Safety at Work Act 1974](https://www.hse.gov.uk/legislation/hswa.htm)
* [Environmental Protection Act 1990](https://www.legislation.gov.uk/ukpga/1990/43/contents)
* [Environment Act 1995](https://www.legislation.gov.uk/ukpga/1995/25/contents)
* [Fire Precautions (workplace) Regulations 1999](https://www.legislation.gov.uk/uksi/1999/1877/contents/made)
* Other statutory legislation which may be brought to the post holder’s attention.

**Confidentiality**This organisation 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 that all staff protect patient information and provide a confidential service. **Quality and Continuous Improvement (CI)**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 organisation to look for opportunities to improve quality and share good practice.At this organisation, we continually strive to improve work processes that deliver healthcare 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. Staff should interpret national strategies and policies into local implementation strategies that are aligned to the values and culture of general practice.All staff are to contribute to investigations and root cause analyses whilst participating in serious incident investigations and multidisciplinary case reviews.**Induction**We will provide a full induction programme and management will support you throughout the process.Refer to the [Guidance for a New Joining Clinician](https://practiceindex.co.uk/gp/forum/resources/guidance-for-a-new-joining-clinician.1320/) document.**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 in and complete mandatory training as directed. It is an expectation for this post holder to assess their own learning needs and undertake learning as appropriateThe post holder will undertake mentorship for team members and disseminate learning and information gained to other team members to share good practice and inform others about current and future developments (e.g., courses and conferences). The post holder will provide an educational role to patients, carers, families and colleagues in an environment that facilitates learning.**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 to 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. All staff should delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence.Plans and outcomes by which to measure success should be agreed.**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 in order to ensure easy and accurate information retrieval for monitoring and audit processes. **Service delivery**Staff will be given detailed information during the induction process regarding policy and procedure. The post holder must adhere to the information contained within the organisation’s policies and regional directives, ensuring protocols are always adhered to.**Security**The security of the practice is the responsibility of all personnel. The post holder 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 with 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 dress appropriately for their role.Locum staff are to familiarise themselves and comply with local practice protocol.The [BMA](https://www.bma.org.uk/pay-and-contracts/leave/annual-leave-entitlement/doctors-annual-leave-entitlements) provides further guidance on annual leave for GPs including locums. |

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| **Primary key responsibilities** |
| The following are the core responsibilities of the Locum GP. There may be, on occasion, a requirement to carry out other tasks; this will be dependent upon factors such as workload and staffing levels:1. Work as agreed in accordance with the practice timetable
2. The delivery of highly effective medical care to the entitled population
3. The provision of services commensurate with the primary care contract
4. Generic prescribing adhering to local and national guidance
5. Effective management of long-term conditions
6. Processing of administration in a timely manner, including referrals, repeat prescription requests and other associated administrative tasks
7. On a rotational basis, undertake telephone triage and duty doctor roles
8. Maintain accurate clinical records in conjunction with good practice, policy and guidance
9. Work collaboratively, accepting an equal share of the practice workload
10. Adhere to best practice recommended through clinical guidelines and the audit process
11. On an opportune basis, provide health promotion advice
12. Contribute to QOF requirements, accurately recording information
13. Attend and contribute effectively to practice meetings as required
14. Contribute effectively to the development and maintenance of the practice including clinical governance, training, financial management and HR
15. Ensure compliance with the appraisal process
16. Prepare and complete the revalidation process
17. Commit to self-learning and instil an ethos of continuing professional development across the practice team
18. Support the Partners in achieving the strategic aims of the practice
19. Adhere to practice protocols, and policies at all times
20. Commit to collaborative working, liaising with all staff on a regular basis
21. Carry out home visits as agreed
22. Carry out of hours duties as mutually agreed
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| **Secondary key responsibilities** |
| 1. Participate in practice audits as requested by the audit lead
2. Participate in local initiatives to enhance service delivery and patient care
3. Participate in the review of significant and near-miss events applying a structured approach i.e., root cause analysis (RCA)
4. Contribute to the development of the practice, making recommendations to enhance services to meet the needs of the patient
5. As requested, support the training of medical students from all clinical disciplines
6. Support delivery of QOF, incentive schemes, QIPP and other quality or cost effectiveness initiatives
7. Undertake any tasks consistent with the level of the post and the scope of the role, ensuring that work is delivered in a timely and effective manner
8. Duties may vary from time to time without changing the general character of the post or the level of responsibility.
9. There may be, on occasion, a requirement to carry out other tasks. This will be dependent upon factors such as workload and staffing levels
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 The person specification for this role is as detailed:

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| **Person specification – Locum GP** |
| **Qualifications** | **Essential** | **Desirable** |
| Qualified GP |  |  |
| MRCGP |  |  |
| Vocational Training Certificate or equivalent JCPTGP |  |  |
| General Practitioner (Certificate of Completion of Training CCT) |  |  |
| **Eligibility** | **Essential** | **Desirable** |
| Full GMC Registration |  |  |
| * [National Performers List registration](https://pcse.england.nhs.uk/services/performers-lists) (England), noting that confirmation on this list is adequate for DBS confirmation
* [Primary Medical Services Performers Lists](https://www.scotlanddeanery.nhs.scot/your-development/gp-induction-and-returner-programmes/welcome-home/) (Scotland)
* [All Wales Medical Performers List and All Wales Locum Register](https://nwssp.nhs.wales/ourservices/primary-care-services/our-services/gp-services/all-wales-medical-performers-list-and-all-wales-locum-register/) (Wales)
* [Northern Ireland Primary Medical Performers List (PMPL)](https://bso.hscni.net/directorates/operations/family-practitioner-services/medical-services/contractor-information/northern-ireland-primary-medical-performers-list-pmpl/) (Northern Ireland)
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| Appropriate defence indemnity |  |  |
| Evidence of current validation |  |  |
| Evidence of last appraisal |  |  |
| Eligibility to practice in the UK independently |  |  |
| **Experience** | **Essential** | **Desirable** |
| Experience of working in a primary care environment |  |  |
| Experience of continued professional development |  |  |
| Experience of QOF and clinical audit |  |  |
| Experience of medicines management |  |  |
| Experience of ICB initiatives  |  |  |
| General understanding of the primary care contract |  |  |
| **Clinical knowledge and skills** | **Essential** | **Desirable** |
| Outstanding level of clinical knowledge and skills commensurate with that of a Locum GP  |  |  |
| **Skills** | **Essential** | **Desirable** |
| Excellent communication skills (written and oral) |  |  |
| Strong IT skills |  |  |
| Clear, polite telephone manner |  |  |
| Competent in the use of MS Office applications  |  |  |
| Clinical IT system user skills |  |  |
| Effective time management (planning and organising) |  |  |
| Ability to work as a team member and autonomously |  |  |
| Excellent interpersonal skills |  |  |
| Problem solving and analytical skills |  |  |
| Ability to follow clinical policy and procedure |  |  |
| Experience with audit and able to lead audit programmes |  |  |
| Experience with clinical risk management |  |  |
| Demonstrate personal accountability, emotional resilience |  |  |
| **Personal qualities** | **Essential** | **Desirable** |
| 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 utilise resources |  |  |
| Punctual and committed to supporting the team effort |  |  |
| **Other requirements** | **Essential** | **Desirable** |
| Flexibility to work outside of core office hours |  |  |
| Occupational Health clearance |  |  |
| Access to own transport and ability to travel across the locality on a regular basis, including to visit people in their own home |  |  |

This document 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.