**Job Description:**

**Job title: Urgent Care GP (NPMC)**

**Contract type: Salaried**

**Hours: 5 sessions**

**Salary: £11,000 per session**

**Reporting to: Urgent Care Clinical Lead**

**In non-clinical administrative matters, the salaried doctor will report to the practice manager.**

**Job Summary:**

The GP will provide high-quality, patient-centered care in a fast-paced environment, addressing acute illnesses, minor injuries, and urgent medical conditions that do not require emergency department care. This will include, but is not limited to, Face to face and telephone consultations, home visits, administration, complying with the services contracts (QOF, Enhanced services), and the education and training of trainee clinical staff. They will support the Duty GP by providing on the day appointments to help manage the on the day demand.

**Key Responsibilities – Clinical**

* Assess, diagnose, and manage a wide range of urgent medical conditions in patients of all ages.
* Deliver timely and effective treatment for acute illnesses and minor injuries.
* Order and interpret diagnostic tests (e.g., X-rays, ECGs, blood tests).
* Work collaboratively with nurses, paramedics, and allied healthcare staff.
* Escalate cases appropriately to emergency services or secondary care when necessary.
* Ensure accurate and timely documentation of patient care in electronic medical records.
* Prescribe medications in accordance with current guidelines and regulations.
* Participate in clinical audits, quality improvement initiatives, and continuing professional development.

**Communication with patients**

* Use communication that is appropriate to the situation, including:
* Communicating sensitively with patients and carers when delivering bad news
* Establishing appropriate communication methods to suit patients’ and carers’ level of understanding, cultural/language needs, and preferred communication method
* Anticipating and overcoming barriers to communication, seeking support from other staff members where necessary
* Use appropriate communication skills and style to make patients aware of risk, to obtain consent where necessary, and to ensure patients comply with treatment

**Delivering High quality Services**

* Provide services to the NPMC’s population to the highest possible standard, in line with competencies and professional code of conduct
* Monitor and maintain the standard of care provided, taking appropriate action if standards are not met, through self- and GP-review, benchmarking and evaluation
* Undertake clinical governance and clinical audit activities to ensure the continual improvement of service delivery
* Participate in reviewing and responding to complaints, significant events, and other shared learning activities within a structured framework
* Support and mentor staff in training to ensure they deliver the highest standards of care
* Support the performance of team members and collaborate in improving the quality of healthcare and service provision, in line with local and national policy and strategy
* Work within NPMC’s safeguarding framework for identifying vulnerable patients and applying policies relating to treatment of vulnerable patients

**Key responsibilities – non-clinical**

**NPMC related duties**

* Process referrals and correspondence
* Record and collect data for audit purposes
* Make timely, clear, computer-based records of consultations and contact with patients
* Maintain continued professional development in line with GMC and NPMC contract
* Contribute to providing a supportive environment for other staff through informal catch-ups and contact
* Attend and contribute to in-house meetings, including clinical, educational/training-related and administrative meetings
* Attend meetings and events held by external agencies and stakeholders
* Contribute to teaching and training clinical staff as appropriate

**Personal and professional development**

* Comply with the GMC Code of Conduct
* Prepare for and complete revalidation process
* Act as a mentor and positive role model to students and junior members of staff, sharing information and good practice
* Prioritize own workload and collaborate effectively with others to prioritize team and workload
* Keep a portfolio
* Undertake training as required to ensure competencies for delivering all responsibilities, to meet personal, statutory and practice education and learning needs, including keeping records of learning, reflection, complaints and feedback
* Keep up to date with current evidence-based approaches to patient care and service delivery, in line with NICE and the National Service Frameworks
* Undertake and contribute to education activities, such as reviewing significant events, clinical audit, protected learning time, etc
* Contribute to education and training of trainee clinical staff and students

**Requirements:**

* MBBS or equivalent medical qualification.
* Full registration with the GMC (General Medical Council) and inclusion on the GP Register.
* Previous experience of working in GP on call rotas, urgent care, or out-of-hours units (preferred).
* Valid NHS Performers List inclusion.
* BLS certification
* Excellent communication, clinical decision-making, and time management skills.
* Ability to work independently and as part of a multidisciplinary team.

**Working Conditions:**

* Shifts will be between 9am- 6.30pm
* Fast-paced environment requiring quick decision-making.
* Access to diagnostic tools and support staff

**Other important aspects of the role**

**Maintaining** **confidentiality**

GPs will, as an integral part of and while carrying out his/her role, have access to confidential and sometimes sensitive information relating to patients, carers and family members, as well as similar information about colleagues. The GP will also have access to confidential commercial information about the service and its business.

All such information, in whatever format and howsoever made available, must be treated with the strictest confidence. All such information held both within and outside of NPMC will be shared only as necessary, and in accordance with the service’s confidentiality/data- sharing policies, and in line with data protection legislation and the Freedom of Information Act.

**Equality and diversity**

The doctor will comply with legislation relating to equality and diversity, including (but not limited to):

* Recognising the rights of patients, carers, family members and colleagues, and respecting their needs, beliefs, privacy and dignity
* Not discriminating against patients, carers, family members or colleagues on the grounds of any of the protected characteristics in the Equality Act 2010 (or its amendments or later legislation)
* Supporting people who need help understanding and exercising their rights
* Acting as a role model in relation to promoting equality, diversity and non-discriminatory practices
* Identifying discriminatory practices and patterns of discrimination, taking appropriate action to tackle it, and instead promoting equality
* Complying with, promoting and evaluating chaperoning policies
* Recognising and promoting the right of patients to choose their care provider, and to participate in or refuse care

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