

## Job description

<b>Job title:</b>	<b>Salaried GP</b>
<b>Reports to:</b>	<b>Clinical Services Manager</b>
<b>Worker Category:</b>	<b>Site Worker</b>
<b>Primary Location:</b>	<b>TBC: Lavenham, Long Melford, Clements or Hub</b>

**Job Purpose:** To provide high-quality, evidence-based primary care services to the practice population, working as part of the multidisciplinary team to deliver holistic, safe, and effective patient care. The Salaried GP will contribute to the efficient day-to-day running of the practice, ensuring adherence to clinical governance, safeguarding, and regulatory requirements.

The Salaried GP reports directly to the Clinical Services Manager a senior clinician, demonstrating our firm commitment to a model of strong clinical leadership and support.

The GP will be expected to adhere to the GMCs standards for Good Medical Practice, maintaining professionalism, integrity, and patient-centred care at all times. They will contribute to the effective management of the practice, support quality improvement initiatives, and promote a culture of continuous learning and development.

The post-holder will rotate through different clinical roles as part of our unique portfolio model, contributing to both remote and face-to-face services. They will champion our digital-first approach and work collaboratively to provide support, mentorship, and supervision to other healthcare professionals. The Salaried GP will practice at the forefront of modern primary care, supported by a forward-thinking organisation.

## Main Duties & Responsibilities

### Your responsibilities are structured around our unique portfolio

#### A) Core Responsibilities (Applicable across all roles):

- Provide high-quality, evidence-based medical care, adhering to GMC Good Medical Practice.
- Deliver services commensurate with the primary care contract, including managing patients with complex, urgent, or emergency needs.
- Support patients in adopting health promotion strategies and principles of self-care
- Undertake safe and effective prescribing, adhering to local and national guidance, and conduct medication reviews.
- Maintain accurate, contemporaneous clinical records.
- Process administrative tasks, including referrals and prescription requests, in a timely manner.
- Participate actively in clinical meetings, significant event analysis, audit, and quality improvement initiatives.
- Support, mentor, and supervise other healthcare professionals and learners to foster an ethos of continuing professional development across the team.
- Work collaboratively, accepting an equal and fair share of the practice workload.
- Accept delegated responsibility for specific clinical or administrative areas (e.g., QOF) as required.
- Ensure full compliance with all practice policies, including clinical governance, safeguarding, and data protection.
- Engage in continuous professional development, the annual appraisal process, and revalidation to remain fit to practice.

#### B) As a 'Hub Remote Consultor' & 'Speed Triage':

- Manage patient contact remotely through our established total triage system.
- Conduct clinical assessments via telephone, video, and online messaging platforms.
- Rapidly prioritise patient needs, providing advice, issuing prescriptions, or booking appointments for the appropriate service.
- Work efficiently to manage a high volume of patient contacts while maintaining clinical safety.

#### C) As a 'Face-to-Face Clinician':

- Manage pre-booked, in-person consultations at our clinical sites in Haverhill, Long Melford, or Lavenham.
- Conduct clinical examinations, assessments, and minor procedures as required.
- Provide effective management of long-term conditions and complex co-morbidities.
- Work collaboratively with the on-site nursing and administrative teams.

D) As a 'GP Site Lead':

- Act as the designated senior clinician on-site for a given session, providing clinical advice and support to the multidisciplinary team.
- Serve as the first point of contact for urgent clinical queries or emerging issues on-site.
- Champion practice protocols and ensure a smooth, safe, and efficient clinical environment.

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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**Amending the job description:** It is expected that as the organisation develops and changes it may be necessary to vary the tasks and/or the responsibilities of the post holder. This will be done in consultation with the post holder and it is hoped that agreement can be reached to any reasonable changes.

**Confidentiality:** The post holder must at all times maintain complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or in particular, information relating to diagnoses and treatment of patients and individual staff records must not, under any circumstances, be divulged or passed on to any unauthorised person or persons. The post holder must respect patient named confidentiality in keeping with "Caldicott principles".

**Data Protection:** The post holder must at all times respect the confidentiality of information in line with the requirements of the General Data Protection Regulation. This includes, if required to do so, obtaining, processing and/or using information held on a computer in a fair and lawful way, holding data only for the specified registered purposes and using or disclosing data only to authorised persons or organisations as instructed.

**Policies & Procedures:** The post holder will be expected to comply with all statutory legislation, the organisations governance framework and approved national and local policy. All employees are expected to comply with all of the organisations Policies and Procedures.

**General:** The 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.

The duties and responsibilities described in this Job Description are intended to be indicative but not exhaustive of the responsibilities of the post holder. As the organisation develops, the requirements of the job may change and the post holder is expected to adapt to these changes.

**Health & Safety:** Employees must share responsibility for abiding by health and safety policies and regulations, infection prevention and control policies and act in accordance with the Risk Management Policy. This includes compliance with The Health Act 2006 Code of Practice for the prevention and control of healthcare associated infection. In addition, be aware of the responsibilities placed on them

by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedure is carried out to maintain a safe environment for themselves, other employees and visitors.

**Infection Prevention:** Employees have a personal obligation to act to reduce Healthcare Associated Infections (HCAI's) and must attend mandatory training in infection prevention and control. You must comply with SGPF Infection Control policies as they apply to your duties, including the Hand Decontamination Policy, Dress Code and Personal Protective Equipment Policy.

**Equal Opportunities Policy and Anti-Harassment:** The post holder will immediately report to their line manager any breach or suspected breach of both equal opportunity and anti-harassment guidelines

**Safeguarding:** Everyone employed by the Organisation regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults and children. When patients and/or their carers use our services, it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow relevant policies in relation to safeguarding vulnerable adults and children. To ensure you are equipped to carry out your duties effectively, you must also attend mandatory safeguarding training and updates at the competency level appropriate to the work you do

## Organisation Structure Chart

