**Job description**

**Job responsibilities**

Experience Essential

* Experience of working in a primary care environment
* Experience of continued professional development
* Experience of QOF and clinical audit
* Newly Qualified General Practitioner with under 2 years from qualification
* Not previously been substantively employed at a GP Practice
* General understanding of the primary care contract

**Person Specification**

**Experience**

**Essential**

* Qualified GP
* MRCGP
* General Practitioner Certificate of Completion of Training CCT

**Qualifications**

**Essential**

* Excellent communication skills written and oral
* Strong IT skills
* Clear polite telephone manner
* Competent in the use of Office and Outlook
* EMIS 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

**Desirable**

* working with MDT settings

**Disclosure and Barring Service Check**

This 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.

**UK Registration**

Applicants must have current UK professional registration. For further information please see [NHS Careers website (opens in a new window).](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.healthcareers.nhs.uk%2Fworking-health%2Foverseas-health-professionals&data=05%7C02%7Csonia.weller%40nhs.net%7Cfdf66f24ed8c44fd59b608dcfcc32ede%7C37c354b285b047f5b22207b48d774ee3%7C0%7C0%7C638663162477105545%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=36L8yu0Y0UCM1au6KoeKbS%2BxPvvdGNVrv8dI%2BQZowfc%3D&reserved=0)