# JOB DESCRIPTION – SALARIED GP

Surgery: Two Rivers Medical Centre, 30 Woodbridge Road East, Ipswich, Suffolk IP4 5PB

Pay Scale: Comparable with BMA salaried rates of pay, plus NHS pension

Hours: 4-6 sessions per week

# Job summary:

Two Rivers Medical Centre is a General Practice located close to Ipswich Hospital providing primary care services to registered patients. Services are provided from Monday to Friday, with SystmOne operated as the main clinical system.

We are looking for GPs who are motivated, independent, and interested in providing high quality clinical services to a varied and deprived population with many hard-to-reach groups.

# Key Clinical Responsibilities:

* The post-holder will practice in accordance with accepted good medical practice and the various clinical policies of the Service, to include:
* In accordance with the practice timetable, as agreed, the post-holder will make him/her-self available to undertake a variety of duties including surgery consultations, telephone consultations and queries, visiting patients at home, checking and signing repeat prescriptions and dealing with queries, paperwork and correspondence in a timely fashion
* Making professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the organisation or external organisations
* Assessing the health needs of patients with undifferentiated and undiagnosed problems
* Screening patients for disease risk factors and early signs of illness
* Contributing to QOF requirements and recording data appropriately
* In consultation with patients and in line with current practice disease management protocols, developing care plans for health-related illnesses
* Screening patients for health education
* Admitting and discharging patients to and from the caseload and referring to other care providers as appropriate
* Recording clear and contemporaneous consultation notes to agreed standards
* Collecting data for audit purposes and contributing to the Practice audit programme as required
* Compiling and issuing computer-generated acute and repeat prescriptions
* Prescribing in accordance with the accepted prescribing formulary (or generically) whenever this is clinically appropriate
* Take responsibility for some aspects of the clinical work within the team, for example: co-ordinating aspects of governance, QOF, enhanced services, CPD and keeping clinical protocols up to date
* In general the post holder will be expected to undertake all the normal duties and responsibilities associated with a GP working within primary care, as set by Royal College of General Practitioners, General Medical council, all other Royal colleges and councils applicable to the staff within the practice, Department of Health and all other regulatory and standard setting organisations.

# Quality:

* The post-holder will strive to maintain quality within the practice, and will:
* Alert other team members to issues of quality and risk
* Assess own performance and take accountability for own actions, either directly or under supervision
* Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team’s performance and service expansion
* Work effectively with individuals in other agencies to meet patients’ needs
* Effectively manage own time, workload and resources
* Prescribe safe and effective medicines management which conforms to:
* NICE guidance and DH directives
* Good Prescribing Practice as defined by British National Formulary (BNF) guidance from Royal Pharmaceutical Society of Great Britain on safe and secure handling of medicine
* Operate safe management and regular review for all patients receiving repeat prescriptions
* Controlled Drugs legislation
* Shared protocols agreed between the CCG and other NHS providers
* Locally specified Patient Group Directions
* Work effectively so as not to exceed the Practice prescribing budget as set annually by the CCG
* Comply with targets set within the Prescribing Incentive Scheme
* Contribute to the team’s approach which ensures that referrals are made for patients to see other medical service providers, ensuring that adequate information is given to personnel to whom the patient has been referred for proper assessment to be made
* Be supportive of any complaints policy and procedure to ensure proper investigation and appropriate follow-up action in the event of a complaining being made about any aspect of the service provided or any personal provider of the service

# Other Responsibilities within the Organisation:

* Contributing to service development and implementation of contract
* Awareness of and compliance with all relevant Practice policies/guidelines/procedures, e.g. prescribing, child protection, confidentiality, data protection, health and safety, discipline
* A commitment to life-long learning and audit to ensure evidence-based best practice
* Contributing to individual case discussions at clinical meetings and bring examples of cases for group discussion
* Contributing to the organisational development of the Practice by contributing to the development of ideas, strategies and policies which will promote efficiency and well-being of the practice
* Contributing to evaluation /audit and clinical standard setting with the organisation
* Contributing to the development of computer-based patient records
* Contributing to the summarising of patient records and Read-coding patient data
* Attending training events organised by the practice and other agencies, where appropriate
* Attending team meetings and other meetings as may be necessary

# Professional Development

Pursue self-directed learning: identifying areas of weakness and taking steps to improve.

Complete significant event forms when these occur

Maintain continued education by attendance at appropriate courses and study days as agreed with the Practice Management team and GPs.

Educational meetings as arranged within the practice.

# Confidentiality

Any matters of a confidential nature in particular any information relating to patients must under no circumstances be divulged or passed onto any unauthorised person or persons.

The data must be held under the terms of the Data Protection Act and binding its principals.

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In the performance of the duties outlined in the Job Description, the post-holder will have access to information relating to the business. All such information from any source is to be regarded at strictly confidential. All information relating to the business of the Two Rivers Medical Centre is strictly confidential and must not be divulged to any unauthorised person.

# Health, Safety and Welfare

In accordance with the Health & Safety at Work Act 1974 you have a duty to take reasonable care to avoid injury to yourself and to others by your work activities.

The post holder will assist in promoting and maintaining their own and others Health, Safety, Welfare and security as defined in the Practices Health & Safety Policy and in accordance with The Health and Safety at Work Act to include:

* Using personal security systems within the workplace according to practice guidelines.
* Identifying the risk involved in work activities and undertaking such activities in a way that manages those risks.
* Making effective use of training to update knowledge and skills.
* Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards.
* Managing risks and reporting.
* You will be issued with an identity badge which you must wear at all time on site.
* You are responsible for the security of any keys, smartcards, passwords, etc., issued to you.

Security:You will be issued with an identity badge which you must wear at all times on site.

# Equality and diversity:

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

* Acting in a way that recognizes the importance of people’s rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation
* Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
* Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights

# Communication:

The post-holder should recognise the importance of effective communication within the team and will strive to:

* Communicate effectively with other team members
* Communicate effectively with patients and carers
* Recognise people’s needs for alternative methods of communication and respond accordingly