

JOB DESCRIPTION

SALARIED GP - ARRS

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Job title: Salaried General Practitioner

Reports to:

PCN Clinical Director and Practice Partners for Clinical Issues

PCN Manager for HR support

Practice Managers for Administrative issues

Hours: Up to 8 Sessions - Full time or Part Time

**Summary of the Post:**

The post-holder will manage a caseload and deal with a wide range of health needs in a primary care setting, ensuring the highest standards of care for all registered and temporary patients across two sites.

**Clinical responsibilities:**

* In accordance with the practice timetable, as agreed in co-operative practice with colleagues, 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, On Call, checking and signing repeat prescriptions and dealing with queries, paperwork and correspondence in a timely fashion. To include the designated share of workflow and path reports.
* Making professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the organisation
* Assessing the health care needs of patients with undifferentiated and undiagnosed problems
* Screening patients for disease risk factors and early signs of illness
* Engaging with activities such as the QOF, LES/DES and other additional work essential for providing a full service for patients
* In consultation with patients and in line with current practice disease management protocols, developing care plans for health
* Providing counselling and health education
* Recording clear and contemporaneous consultation notes to agreed standards
* Collecting data for audit purposes
* Compiling and issuing computer-generated acute and repeat prescriptions
* Prescribing in accordance with the practice prescribing formulary (or generically) and the CCG whenever this is clinically appropriate
* In general the post-holder will be expected to undertake all the normal duties and responsibilities associated with a GP working within primary care.

**Other requirements within the organisation:**

* Awareness of and compliance with all relevant practice policies/guidelines, e.g. prescribing, confidentiality, data protection, health and safety, CQC
* A commitment to life-long learning and audit to ensure evidence-based best practice
* Contributing to evaluation/audit and clinical standard setting within the organisation
* Contributing to the housekeeping and updating of computer-based patient records.
* To comply with the Practice IT policy
* Contributing to read-coding patient data
* Attending training and events organised by the practice or other agencies, where appropriate.

**Confidentiality:**

* Patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately
* In the performance of the duties outlined in this job description, the post-holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as strictly confidential

**Information Technology Security Policy:**

You are required to work within the remit of the practice security policy. As a consequence of the above unauthorised/inappropriate use of computers including the internet, email, passwords, computer packages, social media etc. will be regarded as gross misconduct and will be treated as such under the practice disciplinary procedure.

**Health & safety:**

The post holder will assist in promoting and maintaining their own and other health, safety and security, as per the practice Health and Safety policy, including

* Using personal security systems within the workplace according to practice guidelines
* Identifying risks involved in work activities and actively managing those risks
* Training to update knowledge and skills
* Infection control procedures
* Ensuring all accidents or dangerous incidents are reported and investigated and FU action taken as required.

**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 recognises 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.

**Personal/professional development:**

In addition to maintaining continued education through attendance at any courses and/or study days necessary to ensure that professional development requirements for appraisal and revalidation are met, the post-holder will participate in any training programme implemented by the practice as part of this employment, such training to include:

* Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
* Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.

**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
* Work effectively with individuals in other agencies to meet patients needs
* Effectively manage own time, workload and resources.

**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.