# BARRACK LANE MEDICAL CENTRE

# Job Description – Salaried GP

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Job title: Full Time/Part Time Salaried General Practitioner

Reports to: The Partners for Clinical Issues

The Practice Manager for Administrative issues

Hours: 8 Sessions FT

**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.

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| **Generic responsibilities** |

All staff at Barrack Lane Medical Centre have a duty to conform to the following:

**Equality, Diversity & Inclusion (ED&I)**

A good attitude and positive action towards ED&I creates and environment where all individuals are able to achieve their full potential. Creating such an environment is important for three reasons: it improves operational effectiveness, it is morally the right thing to do, and it is required by law.

Patients and their families have the right to be treated fairly and be routinely involved in decisions about their treatment and care. They can expect to be treated with dignity and respect and will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Patients have a responsibility to treat other patients and our staff with dignity and respect.

Staff have the right to be treated fairly in recruitment and career progression. Staff can expect to work in an environment where diversity is valued and equality of opportunity is promoted. Staff will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Staff have a responsibility to ensure that you treat our patients and their colleagues with dignity and respect.

**Safety, Health, Environment and Fire (SHEF)**

This practice is committed to supporting and promoting opportunities for staff to maintain their health, well-being and safety. You have a duty to take reasonable care of health and safety at work for you, your team and others, and to cooperate with employers to ensure compliance with health and safety requirements. All personnel are to comply with the Health and Safety at Work Act 1974, Environmental Protection Act 1990, Environment Act 1995, Fire Precautions (workplace) Regulations 1999 and other statutory legislation.

# Confidentiality

This practice is committed to maintaining an outstanding confidential service. Patients entrust and permit us to collect and retain sensitive information relating to their health and other matters, pertaining to their care. They do so in confidence and have a right to expect all staff will respect their privacy and maintain confidentiality at all times. It is essential that if, the legal requirements are to be met and the trust of our patients is to be retained that all staff protect patient information and provide a confidential service.

# Quality & Continuous Improvement (CI)

To preserve and improve the quality of our output, all personnel are required to think not only of what they do, but how they achieve it. By continually re-examining our processes, we will be able to develop and improve the overall effectiveness of the way we work. The responsibility for this rests with everyone working within the practice to look for opportunities to improve quality and share good practice.

This practice continually strives to improve work processes which deliver health care with improved results across all areas of our service provision. We promote a culture of continuous improvement, where everyone counts and staff are permitted to make suggestions and contributions to improve our service delivery and enhance patient care.

# Induction Training

On arrival at the practice all personnel are to complete a practice induction programme; this is managed by their line manager.

# Learning and Development

The effective use of training and development is fundamental in ensuring that all staff are equipped with the appropriate skills, knowledge, attitude and competences to perform their role. All staff will be required to partake and complete mandatory training as directed by the training coordinator. Each line Manager would take responsibility for ensuring their staff are up to date with appropriate training, enabling them to be effective and safe in their role. You will ensure that your team are compliant with CQC training requirements. Staff will also be permitted (subject to approval) to undertake external training courses which will enhance their knowledge and skills, progress their career and ultimately, enable them to improve processes and service delivery.

# Collaborative Working

All staff are to recognise the significance of collaborative working. Teamwork is essential in multidisciplinary environments. Effective communication is essential and all staff must ensure they communicate in a manner which enables the sharing of information in an appropriate manner.

**Service Delivery**

Staff must adhere to the information contained with practice policies and regional directives, ensuring protocols are adhered to at all times. Staff will be given detailed information during the induction process regarding policy and procedure.

**Security**

The security of the practice is the responsibility of all personnel. Staff must ensure they remain vigilant at all times and report any suspicious activity immediately to their line manager. Under no circumstances are staff to share the codes for the door locks to anyone and are to ensure that restricted areas remain effectively secured.

**Professional Conduct**

Staff are required to dress appropriately for their role. Administrative staff will be provided with a uniform whilst clinical staff must dress in accordance with their role.

**Leave**

All personnel are entitled to take leave. Line managers are to ensure all of their staff are afforded the opportunity to take all of their leave entitlement.

**Note:**This job description is issued as a guide to your principal responsibilities. It may be varied from time to time to meet new working requirements and does not form part of your Contract of Employment.