



JOB DESCRIPTION

Post Title: Salaried GP
Hours: 4 – 6 sessions per week (to include Thursday and Friday)
Location: The Three Spires Medical Practice, Truro Health Park
Responsible to: GP Partners and Operations Manager

Post Overview

The postholder will be available to carry out all the duties reasonably expected of an NHS general practitioner using the standards expected by the GMC, RCGP in line with appropriate national and/or clinical guidelines.

The postholder will maintain current membership of a recognized medical defence society.

The postholder must gain inclusion on the Medical Performers List and be registered with the General Medical Council.

The postholder will be subject to an enhanced DBS check.

Key Responsibilities

- In accordance with the Practice rota, the postholder will make him/herself available to undertake a variety of duties including surgery, telephone and electronic consultations and queries, visiting patients at home, checking and signing repeat prescriptions and dealing with queries, paperwork and correspondence in a timely manner.
- Making professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the organization.
- Assessing the health care needs of patients with undifferentiated and undiagnosed problems.
- Screening patients for disease risk factors and early signs of illness.
- In consultation with patients and in line with current Practice disease management protocols, developing care plans for health.
- Providing counselling and health education.
- Admitting or discharging patients to and from the caseload and referring to other care providers as appropriate.
- Making appropriate and timely referral of patients for further care, using Choose and Book, where possible. Following all local guidelines including those for 'urgent' and '2-week wait' standards.
- Recording clear and contemporaneous consultation notes to agreed standards including the recording of appropriate information for the Enhanced Services and Quality and Outcomes Framework and any other such data gathering to achieve targets set for the Practice.
- Collecting data for audit purposes.
- Compiling and issuing computer-generated acute and repeat prescriptions (avoiding hand-written prescriptions whenever possible).

- Appropriate medicine prescribing for both acute and repeat requirements in accordance with the Practice prescribing formulary and guidelines whenever this is clinically appropriate.
- Timely assessment of incoming electronic and paper correspondence relating to both patient and non-patient information as required. Using the appropriate electronic systems. Being included within the Practice GP buddy system for cover during periods of absence.
- In general, the postholder will be expected to undertake all the normal duties and responsibilities associated with a GP working within primary care and any other duties as reasonably required by the Practice.

Workload Requirements

Surgeries

- Surgeries currently start at 8.20 am and again at 1.30 pm (these times may be amended with reasonable notice to suit the needs of the Practice and may differ on duty days).
- On non duty days the postholder will offer 15 appointments in the morning session and 13 in the afternoon session. On duty days the postholder will offer 17 appointments each session but will be expected to extend this should the need arise.
- A proportion of the above appointments will need to qualify for the Extended Hours LES.

Home visits

- The postholder will be required to carry out home visits.
- The postholder will be required to visit patients during surgery time in an emergency, if clinically indicated.
- Home visits are usually carried out after morning surgery.

Duty

- The postholder will undertake a fair percentage of Duty Team sessions per week, as allocated on the Practice rota.

Administration

- The postholder will be required to ensure that all relevant administration is completed during normal working hours between 8.00 am and 6.30 pm.
- Private work, should you choose to do any, is required to be completed within the Practice standard time of 14 days from receipt of the request. Extra payment will be given for this work as per the Practice fee schedule, and must be carried out outside of core NHS clinic.

General

- Awareness of and compliance with all relevant Practice policies / guidelines e.g. prescribing, confidentiality, data protection.
- A commitment to life-long learning and audit to ensure evidence-based best practice.
- Contributing to evaluation, audit and clinical standard setting within the Practice.
- To take an active part in the appraisal process.

- To comply with all relevant Health and Safety regulations and assist the Practice in the implementation of its own Health and Safety Policy.
- To comply with and actively promote the Practice's Equality and Diversity Policy.
- To comply with and actively promote the Practice's Safeguarding Policy and Practices.
- To support sustainability practices and recognise the shared responsibility of carrying out duties in a resource efficient way.
- To undertake any other duties as appropriate.

General Practice is an ever-changing service and all staff are expected to participate constructively in Practice activities and to adopt a flexible approach to their work.

This job description will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the Practice.

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> ● Fully qualified GP with GMC registration ● Annual appraisal and revalidation (when appropriate) ● General practice (Vocational Training Scheme) trained ● On a medical performers list ● Enhanced CRB check ● UK driving licence ● Current CPR certificate ● UK work permit (if required) ● Medical defence union cover 	<ul style="list-style-type: none"> ● Evidence of continued professional development ● Higher post graduate membership e.g. MRCGP ● Experience of teaching undergraduate students ● Women's Health and Family Planning (to include Long Acting Reversible Contraception fitting and removal)
Experience & Skills	<ul style="list-style-type: none"> ● Chronic disease management ● Primary prevention & screening services ● Clinical Governance ● Delivery of QoF targets ● Self audit and reflection ● Organised and efficient in record keeping and completion of paperwork ● Time management – being able to prioritise work and work under pressure ● Computer literacy 	<ul style="list-style-type: none"> ● Experience of working a variety of clinical software systems ● Adaptability to change ● Service Development
Aptitude & Abilities	<ul style="list-style-type: none"> ● Willingness to share and collaborate across entire primary health team ● Ability to develop and maintain effective working relationships with multi disciplinary teams ● Ability to work flexibly ● Ability to recognize own limitations and act upon them appropriately ● Willingness to learn new skills and to problem solve on a daily basis ● An understanding, acceptance and adherence to the need for strict confidentiality 	<ul style="list-style-type: none"> ● Ability to input to strategic and practice development requirements ● Involvement in CCG/PBC ● Desire to develop specialist skills ● Ability to challenge traditional models of working and to suggest improvements for change in a positive and inclusive manner
Motivation	<ul style="list-style-type: none"> ● Commitment to primary prevention and health improvement ● Addressing health inequalities ● Patient empowerment ● Patient advocate 	

	<ul style="list-style-type: none">• Excellent communicator	
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