

SUNDON MEDICAL CENTRE

JOB DESCRIPTION

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| Job Title | SALARIED GENERAL PRACTITIONER |
| Accountable to | Clinical Mentor: To be confirmed Practice Manager: Deborah Porter |
| Hours | 4 - 8 sessions per week - TO BE DISCUSSED |
| Location | You will be required to work at both the Sundon Medical Centre and Sundon Park Health Centre and Harlington Surgery (on occasions) |

JOB SUMMARY

Provide high quality, patient centred clinical care to both NHS and private patients. Meet the medical and business needs of a high performing, training Practice and contribute to the efficiency and motivation of the Primary Health Care Team. Committed to maintaining personal and professional development and keeping abreast of latest local and national guidance and requirements.

JOB RESPONSIBILITIES

Key Areas of Responsibility

- In accordance with the Practice timetable, as agreed, the post-holder will make him/herself available to undertake a variety of duties including routine and urgent surgery consultations, dealing with emergencies as they arise, telephone consultations and queries, routine home visiting of patients during operational hours in GPs own vehicle, checking and signing repeat prescriptions and dealing with queries, paperwork and correspondence in a timely fashion.
- Participation in on-call and extended hours rota.
- Making professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other 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
- In consultation with patients and in line with current practice disease management protocols, developing care plans for healthcare needs.
- Providing counselling and health education.
- Admitting or 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 and reporting purposes.
- Compiling and issuing computer-generated acute and repeat prescriptions (avoiding hand-written prescriptions whenever possible).
- Prescribing in accordance with the Practice prescribing formulary (or generically) whenever this is clinically appropriate.
- Flexibility in cross cover with other Practice GPs.
- Home visits
- Participate in the training/ debriefing of registrars, additional roles, and other learners.
- Attend and participate in PCN events if required.
- Provide private medical services as agreed by the Practice.
- Where agreed, take the lead in clinical areas to support other team members and the Practice in implementing current guidelines and meet targets.

In summary the post-holder will be expected to undertake all the normal duties and responsibilities associated with a GP working within primary care.

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Other responsibilities within the organisation

- Awareness of and compliance with all relevant Practice policies/guidelines, e.g. prescribing, confidentiality, data protection, health and safety, safeguarding children & young adults and information governance.
- Awareness and implementation of local and national guidelines including CCG Medicines Management / NICE etc, PCN initiatives and Local enhanced services
- Make use of the local Quality & Safety Groups, PCN and LMC.
- Full compliance with Best Practice in line with GMC guidance on Good Medical Practice (2019)
- 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 development of computer-based patient records.
- Contributing to the summarising of patient records and Read-Coding patient data.
- Attending training and events organised by the Practice or other agencies, where appropriate.
- Appropriate use of and liaison with all members of the Primary Health Care Team.

Confidentiality

- In the course of seeking treatment, 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 relating to patients, carers, colleagues, other healthcare workers or the business of the Practice may only be divulged to authorised persons in accordance with the Practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.
- Compliance with all policies and relevant legislation, with particular reference to Health & Safety, Equality and Diversity, Data Protection Act and Caldicott Guidelines.

Health & Safety

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the Practice Health & Safety Policy, to include:

- Using personal security systems within the workplace according to Practice guidelines.
- Identifying the risks 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.
- Reporting potential risks identified.

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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 PREP 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.
- Appraisal and preparation for revalidation.
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.
- Training of other health care workers to include GPRs, FY2s and medical students, and supporting additional roles.

Business Responsibilities

The post-holder will be expected to engage fully with the business development of the practice and in particular:

- Ensure that the Practice meets its GMS contractual obligations, QOF, enhanced services and other targets as agreed by the Practice.
- Participate in providing healthcare services which are outside the NHS to include medicals, reports and consultations.
- Develop new services as required to meet the contract in full.
- Ensure the maximum profitability of the Practice by supporting appropriate workforce planning, marketing initiatives and appropriate control over expenditure
- Support the process of contract review with the PCT (providing information, meeting with the PCT etc)

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.

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Communication

The post-holder must 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.

Contribution to the Implementation of Services

The post-holder will:

- Contribute to creating a work environment that is marked by pride, enthusiasm and collaboration and seek to improve the health and well being of the population served by the Practice.
- Apply Practice policies, standards and guidance.
- Discuss with other members of the team how the policies, standards and guidelines will affect own work.
- Participate in audit where appropriate.

This is an outline Job Description which may be subject to change, according to the needs of the service and in consultation with the post holder.

This document is not a contract of employment.