

Working together effectively to enhance the health and wellbeing of our communities

Job Description

Job Title:	Salaried General Practitioner
Reports to:	The GP Partners (Clinically) and Practice Business Manager (operationally)
Contract type:	Permanent
Sessions/Hours:	TBC
Location:	The Lodge Health Partnership
Salary:	TBC

Key Working Relationships

Primary Care Team including GPs, practice nurses, practice manager, deputy practice manager, district nurses, health visitors, midwives, podiatrists, physiotherapists, pharmacists, social prescriber, patients hospital staff, social work staff and local care home staff.

Job Summary

Part of the GP Team managing a busy, interesting clinical caseload spread over the populations covered by the Lodge, Highfield and Redbourn surgeries ensuring the highest standard of care for all registered and temporary patients. The post-holder will have the opportunity to lead on a key disease area and assist in developing services to the mainly rural patient list. The post holder will carry out all the duties reasonably expected of an NHS general practitioner using the standards expected by the GMC and RCGP in line with appropriate national and/or local guidelines.

Clinical responsibilities

- In accordance with the Practice rota, as agreed, the post holder will make him/herself available to undertake a variety of duties including surgery, telephone and electronic consultations and queries, visiting patients' homes, 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 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.
- To assist in the establishment of appropriate systems to manage common chronic medical conditions e.g., asthma, diabetes.
- Providing counselling and health education.
- Making appropriate and timely referral of patients for further opinion and treatment using DXS system. Following all Practice, NHSE England guidelines as appropriate.
- Recording clear and contemporaneous consultation notes to agreed standards including the recording of appropriate information for the Quality and Outcomes Framework and Enhanced Services.
- Prescribing in accordance with Practice policy and NHE England Formulary as clinically appropriate.
- Collecting data for audit and reporting purposes.
- To participate in targeted health promotion activity to benefit patients.
- Compiling and issuing computer-generated acute and repeat prescriptions.
- Appropriate medicine prescribing for both acute and repeat requirement in according 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 appropriate electronic systems.
- Participate in the training plans of GP Registrars, medical and nursing students as required.
- To complete insurance, DSS, DVLA and other reports relating to patients under your care.
- Attend and participate in practice based commissioning 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 general, the post holder will be expected to undertake all the normal duties and responsibilities associated with a GP working within primary care and any other duties reasonably required by the practice.
- This job description is not exhaustive. We anticipate the role will develop with the suitable candidate and we may amend it as appropriate.

Workload Requirements within the Organisation

The post holder will be required to work flexibly over the three practice site (normally between two sites).

- Surgeries – the post holder will work agreed sessions per week on a flexible basis. Each session last 4 hours and 10 minutes. The hours for surgeries vary by site and by day. Patient appointments are 10 minutes. There is normally a coffee break halfway through the session.
- Home Visits – the post holder will be required to carry out home visits occasionally, during surgery, in an emergency. Home visits are normally carried out after morning surgery. We have very few home visits, as most are done by our Community Matrons.
- Administration – the post holder will be required to ensure that all relevant administration is completed during normal working hours. This includes completion of medical/insurance examinations in a timely and appropriate a manner to meet the needs of the practices registered patients.

- First On-Call – take part in the surgery rota for first on-call to deal as a first contact for all staff and nursing queries as well as handling patient requests and incoming laboratory results.
- Saturday working – on an occasional rota basis

Practice Organisation

- Awareness of and compliance with all relevant practice policies/guidelines, e.g., prescribing, confidentiality, data protection, health and safety.
- Process and action incoming patient and hospital correspondence.
- Attendance at Primary Health Care Team and Clinical Team meetings.
- Adhere to the practice complaint management system.
- Maintaining regular, consistent and professional attendance, punctuality and personal appearance.
- Ensuring daily effective handling of all incoming communication including emails.

Maintaining, Monitoring and Updating Computerised Patient Records

- **Contributing to the development of compute based patient records**
- Contributing to the summarising of patient records and read-coding patient data
- Ensure clinical database is updated promptly and accurately as required for practice protocols, QOF, Enhances Services, etc.
- Respond to alerts on patient records.
- Appropriate use of read codes/snomed codes as agreed within the practice.
- Participate in the collection and collation of statistics as required.
- Participate in audits of clinical work and patient satisfaction.

Confidentiality

- To follow current GMC guidelines, GDP Regulations and practice policy to ensure patients have the confidence and right to expect that staff will respect their privacy and dignity and act appropriately.
- Information relating to patients, carers, colleagues or other healthcare workers or the issues relating to the business of the practice may only be divulged to authorised persons in accordance with the above guidelines and policy.

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.
- Making effective use of training to update knowledge and skills.
- Using appropriate infection control procedures, particularly relating to needle stick injuries.
- Maintaining work areas in a tidy and safe way free from hazards.
- Ensuring all accidents or dangerous incidents are reported and investigated and follow up action taken where necessary.

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

- Participation in an annual individual performance review
- Attendance at education and clinical meetings.
- Demonstrating skills and activities to other as appropriate.
- Ensure professional development requirements for revalidation are met.
- A commitment to lifelong learning and audit to ensure evidence based best practice.
- Contributing to audit/evaluation and clinical standard setting.
- Attending training and events organised by the practice or other agencies, where appropriate
- Maintaining CPR and anaphylaxis certifications.
- Leading in a clinical or other practice development area.

Quality

The post-holder will strive to maintain quality within the practice, and will:

- Alert other team members to issues of quality and risk.
- Reflect and assess own and team performance and take accountability for own actions, either directly or under supervision.
- Effectively manage own time, workload and resources.
- Apply practice policies, standards and guidance.
- Make suggestions on ways to improve and enhance the team practice performance.
- Work effectively with individuals in other agencies to meet patients' needs

Communication

The post-holder should recognize 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:

- 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.