

Job Description

Job Details	
Job Title	Salaried GP
Reports to	Partners (Clinical) Practice / Business Manager (Administration / Organisation)

Job Purpose
To work as an independent medical practitioner responsible for the general medical care of patients registered with the practice. To provide high quality clinical care in line with local / national guidelines and evidence based medicine. To be involved in clinical audit and the development of clinical guidelines within the practice.

Knowledge, Skills & Responsibilities
<p>Essential</p> <p>Approved medical degree Unrestricted registration with the General Medical Council Approved VTS training and certificate of completion Medical indemnity insurance from approved provider (e.g. MDU, MPS) Inclusion on a Medical Performers List Participation in annual appraisal and revalidation Good IT skills and ability to record data on clinical computer systems Excellent communicator; telephone and interpersonal skills Ability to work under pressure Flexibility and a team worker Chronic disease management</p>

Knowledge, Skills & Responsibilities
<p>Desirable</p> <p>MRCGP DFFP and family planning experience Previous general practice experience Minor surgery experience IUD fitting Implanon fitting and removal SystemOne experience</p>

The following list serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform different tasks as necessitated by the development of this role as the practice develops, and the overall business objectives of the practice change.

Job Description

Key Result Areas

1. In accordance with the Practice timetable, as agreed, the post-holder will make him/herself available to undertake a variety of duties including surgery consultations, telephone consultations and queries, visiting patients at home and in nursing homes, checking and signing repeat prescriptions, On Call duty and dealing with queries, medical paperwork and correspondence in a timely fashion
2. Making professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the organisation
3. Assessing the health care needs of patients with undifferentiated and undiagnosed problems
4. Screening patients for disease risk factors and early signs of illness
5. In consultation with patients and in line with current Practice disease management protocols, developing care plans for health
6. Providing counselling and health education
7. Admitting or discharging patients to and from the caseload and referring to other care providers as appropriate
8. Recording clear and contemporaneous consultation notes to agreed standards on the clinical computer system
9. Completion of clinical audit and Significant Event audit
10. Compiling and issuing computer-generated acute and repeat prescriptions (avoiding hand-written prescriptions whenever possible)
11. Prescribing in accordance with the Practice prescribing formulary (or generically) whenever this is clinically appropriate
12. Requirement to provide weekday on-call medical cover as required, between 08.30 – 1830.
13. Ensuring that all work carried out which carries a private fee is properly recouped and accounted for; e.g. Medical Reports, Insurance reports, private letters to 3rd Parties etc.
14. Attendance at bi-monthly Practice Clinical meetings, monthly Practice Pharmacy meetings and 6/12 Practice meetings
15. Attending training and events organised by the Practice or other agencies, where appropriate.
16. In general 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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Key Result Areas

Other responsibilities with the Practice

1. Awareness of and compliance with all relevant Practice policies/guidelines, e.g. prescribing, confidentiality, data protection, health and safety
2. A commitment to life-long learning and audit to ensure evidence-based best practice
3. Contributing to evaluation/audit and clinical standard setting within the organisation
4. Contributing to the development of computer-based patient records
5. Using personal security systems within the workplace according to Practice guidelines
6. Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
7. Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
8. Reporting potential risks identified.
9. Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
10. Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.

Communications & Working Relationships

Within the Practice

Practice Manager
Partners
Salaried GPs
Pharmacist
ANP
Practice Nurses
Assistant Practice Manager
Office Manager
HCA
Practice Secretaries
Reception Manager
All other practice and attached staff
Locum/agency staff

External

Patients, carers and companions
Hospital colleagues and other Health care

Most Challenging Part of the Role

To successfully provide high quality care appropriate to patients' needs working flexibly and collaboratively within the medical team

To manage the different and competing demands placed on the role within the time available, effectively prioritising as necessary.

Job Description



The Vernon Street and Lanes
Medical Centre's

Job Description Agreement	
Job holder's signature:	Date:
Name (print)	Date:
Authorising Officer's signature:	Date:
Name (print)	Date:
Title:	