

The Bournbrook and Varsity Medical Centre

JOB DESCRIPTION: **Salaried General Practitioner**

REPORTS TO: **Senior Partner**

JOB SUMMARY:

The purpose of this role is to:

Provide general medical services managing 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.

JOB RESPONSIBILITIES:

- In accordance to the practice timetable, as agreed, the post-holder will make him/herself available to undertake a variety of duties including surgery consultations and emergencies, telephone consultations and queries, triaging, visiting patients at home, checking and signing repeat prescriptions and dealing with queries, patient medical reports and examinations (e.g. Insurance Companies) on behalf of the Practice, referral letters (NHS and private), paperwork and correspondence in a timely manner.
- Record clear and contemporaneous computer based consultation notes to agreed standards.
- Work within the Practices policy for prescribing.
- Daily maintenance and actioning of Path Labs, EPS, Tasks, Docman and such systems.
- Take part in On Call doctor rota.
- Contributing to the QoF requirements and recording data appropriately.
- Compiling and issuing computer generated acute and repeat prescriptions (avoiding hand-written prescriptions whenever possible).
- In general the post holder will be expected to undertake all the normal duties and responsibilities associated with a GP working within primary care, as set by the Royal College of General Practitioners, the General Medical Council, all other Royal colleges and councils applicable to the staff within the practice, Department of Health, CCG and all other regulatory and standard setting organisations.

Other Responsibilities:

- Teaching and training of doctors and nurses
- Awareness of compliance with all relevant practice policies/guidelines, eg prescribing, confidentiality, data protection, health and safety, CQC and annual QoF assessment of the Practice.
- A commitment to lifelong learning and audit to ensure evidence based best practice
- Keep a portfolio
- Contributing to evaluation/audit and clinical standard setting within the organisation
- Contributing to the development of computer based patient records
- Attending training, Practice Meetings and events organised by the Practice or other agencies where appropriate
- Meet all tight timescales/deadlines for audits and written returns to ensure that the Practice meets quality standards and receives the designated funding (eg Enhanced Service returns, annual QoF audit etc).

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.

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

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 recognizes 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.

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
- Recognize people's needs for alternative methods of communication and respond accordingly.

Security

- Keep key fob secure and do not "loan" it out to anyone
- Do not divulge passwords, door entry codes etc to anyone
- Inform the Practice Manager of any potential breach of security immediately

Training and 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 are met, the post-holder

will participate in any training programme implemented by the Practice as part of this employment, such as training to include:

- Participation in your annual individual performance review, annual GP appraisal 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.
- Whilst in post, staff are expected to acquire and update their knowledge on safeguarding as per the Intercollegiate document requirements. Training must include knowledge of the Mental Capacity Act and Deprivation of Liberties.

Quality

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

- Alert other team members to issues of Clinical Governance issues, quality and risk; participate in Significant Event Analysis reviews.
- 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. He/she will also contribute to the overall team working of the Practice putting the needs of the Practice first.

Contribution to the Planning and 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
- Work with the Partners and Management Team to achieve standards of quality, performance standards, budgets and targets without compromising levels of patient healthcare.
- Contribute towards the development and implementation of new standards, policies and procedures that are/will be required of GP Practices now and in the future (as directed by NHS/NHS England/SHA/CCG, new legislation etc).

This job description will be subject to periodic review and amendment in consultation with the post holder.

Reviewed: 23/06/2022