

For more information about living and working as a GP in Morecambe Bay, please visit: <https://vimeo.com/232407245>

<b>JOB TITLE:</b>	SALARIED GENERAL PRACTITIONER
<b>REPORTS TO:</b>	THE PARTNERS (Clinically) THE EXECUTIVE PRACTICE MANAGER (Administratively)
<b>RATE OF PAY:</b>	<b>£82,239.94 Full Time Equivalent/ 8 sessions</b>
<b>HOURS:</b>	Potential for full-time (8 sessions) or part-time working.
<b>TENURE:</b>	Permanent subject to satisfactory review by the Partners after six months.
<b>ANNUAL LEAVE:</b>	Six weeks annual leave plus public/bank holidays pro rata.
<b>STUDY LEAVE:</b>	Up to one week per annum pro-rata
<b>QUALIFICATIONS:</b>	Vocationally trained and accredited GP, if qualified pre 2008 then MRCGP desirable if post 2008 then nMRCGP essential. To be or applying for inclusion on NHS England LAT Supplementary List.

## **JOB PURPOSE**

To be an intrinsic part of the Practice team providing a comprehensive general practice service to the people of Morecambe. The post holder will manage a patient list and deal with a wide variety of health needs in a primary care setting, ensuring the highest standards of care for the population of the town, delivering the Practice vision for healthier, happier people.

## **PROFESSIONAL RESPONSIBILITIES**

- To maintain full registration with the General Medical Council and with a recognised medical defence organisation approved by the partners.
- To maintain full registration on the NHS England LAT approved doctor list

- To maintain accurate and contemporaneous records of activities both written and computerised as applicable. The practice has a paperless approach and as such the computer records form the main record of all interactions with patients.
- To promote good communications within the multi-disciplinary team.
- To maintain and update professional knowledge in line with Clinical Governance, Quality and Outcome Framework, The Practice Development Plan and your personal development plan
- To participate in educational programmes within the practice
- To participate in GP appraisal (external and internal) and revalidation
- To maintain standards of conduct and dress to maintain public confidence
- To maintain confidentiality in all areas at all times

## CLINICAL RESPONSIBILITIES

- To work as a doctor, responsible for running a full list proportionate to the number of sessions worked.
- The post holder will make himself/ herself available to undertake a variety of duties including surgery consultations, telephone consultations, visit housebound patients
- Provide clinical support to other team members
- To be responsible for assessing, diagnosing, treating and/or referring patients; making professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the organisation
- Assess the health care needs of patients with undifferentiated and undiagnosed problems
- To identify, assess and discuss patient's problems or needs with the patients, relative/carers and other PHCT members and devise a management plan and monitor the outcome.
- Organise diagnostic investigations where appropriate
- To prescribe according to local or national prescribing guidelines
- Compile and issue prescriptions using EMIS WEB, where possible using EPS
- Provide support for other accredited prescribers within the team
- To opportunistically complete the necessary checks and record appropriate data to support the practice in meeting and attaining General Medical Services contract requirements and QOF, attaining targets and any future "targets" etc.
- Refer to other NHS services where appropriate
- Provide counselling and health education
- To participate in the attainment of Practice, NLCCG and National targets etc

## DELIVERING A QUALITY SERVICE

- Recognise and work within own competence and professional code of conduct as regulated by the GMC, H&S at work Act 1974, Data Protection Act 1998 and Access to Health Records 1990.
- Produce accurate, contemporaneous and complete records of patient consultation, to agreed standards and consistent with legislation, policies and procedures
- To complete all statutory and other paperwork/data entry both for medico-legal purposes and to facilitate claims etc. under General Medical Services etc.
- To be aware of data protection issues particularly within a GP surgery.
- Use technology and appropriate software as an aid to management in planning, implementation and monitoring of care, presenting and communicating information
- Review and process data using accurate codes in order to ensure easy and accurate information retrieval for monitoring and audit processes.
- Prioritise, organise and manage own workload in a manner that maintains and promotes quality
- Deliver care according to NSF, NICE guidelines and evidence-based care
- Assess effectiveness of care delivery through self and peer review, benchmarking and formal evaluation
- Keep up to date with current evidence based practice.
- Participate in research and utilise the audit cycle as a means of evaluating the quality of the work of self and the team, implementing improvements where required
- In partnership with other clinical teams, collaborate on improving the quality of health care responding to local and national policies and initiatives as appropriate
- To provide cover for the partners and other salaried GPs if requested by mutual agreement
- Support and participate in shared learning across the practice and wider organisation
- Assist in the development and implementation of policies and procedures
- Understand and apply legal issues that support the identification of vulnerable and abused children and adults, and be aware of statutory child/vulnerable patients' health procedures and local guidance.
- To participate in professional development review annually. Personal development will be encouraged and supported by the practice. It is the individuals' responsibility to remain up to date with recent developments. Training requirements will be monitored by yearly appraisal and will be in accordance with practice requirements.
- To attend and participate in Significant Event Audits
- Collect data for audit purposes
- To complete Personal Medical Attendant (PMA) reports for insurance and legal purpose for patients on your caseload

- All fees earned as a direct consequence of your work for the practice, should be paid directly to the practice and do not form part of your remuneration.

### **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, the practice health & safety manual, and the practice infection control policy and published procedures.

This will 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
- Actively reporting of health and safety hazards and infection hazards immediately when recognised
- Keeping own work areas and general / patient areas generally clean, assisting in the maintenance of general standards of cleanliness consistent with the scope of the job holder's role
- Undertaking periodic infection control training (minimum annually)
- 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.

### **Personal/professional development**

The post-holder will

- Participate in external and internal appraisal
- Take 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

### **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

### **Communication**

The post-holder should recognise the importance of effective communication and will strive to:

- Communicate effectively with patients and carers
- Communicate effectively with other team members

- 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

**This job description is intended to be indicative rather than exhaustive and your duties and specialist areas will change according to medical practice, patient needs and practice policy at any given time.**

### SALARIED GP – PERSON SPECIFICATION

QUALIFICATIONS	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
GMC Registration MBBS or equivalent Medical degree MRCGP Evidence of professional indemnity Evidence of continuous professional development Current Enhanced DBS Higher degree/diploma in clinical or related disciplines	✓ ✓ ✓ ✓ ✓	✓ ✓	Certificates Personal Development Plan
<b>EXPERIENCE</b> Of working in general practice in the UK Areas of special interest EPS prescribing Working in primary care in an area with significant health problems	✓	✓ ✓ ✓	Application Form Interview References
<b>SKILLS</b> IT Proficient Excellent Communication Skills Capacity to develop a special interest in an area of clinical need Ability to take a clinical lead on an agreed area within practice Ability to work on own initiative Ability to work as part of a team Ability to stay calm in a crisis Full UK Driving licence and use of car	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓	Application Form Interview References
<b>KNOWLEDGE</b> Current environment of general practice Quality and Outcomes Framework Standards Current guidelines Understanding of local demographic characteristics that affect health in the local area	✓ ✓ ✓	✓	Application Form Interview References

Of local services		✓	
<b>PERSONAL ATTRIBUTES</b>			Application Form
A positive team player in multi-disciplinary setting	✓		
Excellent interpersonal skills	✓		Interview
Innovative, motivated and proactive	✓		
Capacity to listen, learn and with a positive approach to change	✓		References
Friendly, approachable and willing to help	✓		