Job description and person specification

Job title	General Practitioner
Line manager	Dr Holwell/ Tamsin Barnard
Accountable to	Clinical Lead/ Practice Manager
Hours per week	4 sessions

Job summary

Manage patient caseloads and deal with a wide range of health needs in a primary care setting and undertake additional professional roles and responsibilities as agreed at appointment.
Work as part of a multi-disciplinary team, sharing clinical knowledge and experience in GP Practice which supports teaching.

Ensure awareness, compliance and undertaking of all relevant practice policies/guidelines, e.g. prescribing, confidentiality, data protection, health and safety. As well as contracting requirements and striving for QOF achievement.

The successful applicant should also effectively communicate and respect the privacy, dignity, needs and beliefs of patients, carers and colleagues, and behave in a welcoming manner that is non judgmental to the individual, respecting their circumstances, feelings priorities and rights.

Mission statement

To deliver great primary care by improving access, outcomes and patient experience.

Generic responsibilities

All staff have a duty to conform to the following:

Equality, Diversity and Inclusion

A good attitude and positive action towards Equality Diversity & Inclusion (ED&I) creates an environment where all individuals can achieve their full potential.

Creating such an environment is important for three reasons – it improves operational effectiveness; it is morally the right thing to do and it is required by law.

Patients and their families have the right to be treated fairly and be routinely involved in decisions about their treatment and care. They can expect to be treated with dignity and respect and will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion, or belief, sex, or sexual orientation.

Patients have a responsibility to treat other patients and our staff with dignity and respect.

Staff have the right to be treated fairly in recruitment and career progression. Staff can expect to work in an environment where diversity is valued, and equality of opportunity is promoted. Staff will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion, or belief, sex, or sexual orientation. Staff have a responsibility to ensure that they treat our patients and their colleagues with dignity and respect.

Safety, Health, Environment and Fire (SHEF)

This organisation is committed to supporting and promoting opportunities for staff to maintain their health, wellbeing, and safety.

The post holder is to manage and assess risk within their areas of responsibility, ensuring adequate measures are in place to protect staff and patients, and monitor work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, procedures, and guidelines.

All personnel have a duty to take reasonable care of health and safety at work for themselves, their team, and others and to cooperate with employers to ensure compliance with health and safety requirements.

All personnel are to comply with the:

- Health and Safety at Work Act 1974
- Environmental Protection Act 1990
- Environment Act 1995
- Fire Precautions (workplace) Regulations 1999
- Other statutory legislation which may be brought to the post holder's attention

Confidentiality

The organisation is committed to maintaining an outstanding confidential service. Patients entrust and permit us to collect and retain sensitive information relating to their health and other matters pertaining to their care. They do so in confidence

and have a right to expect all staff will respect their privacy and maintain confidentiality.
It is essential that, if the legal requirements are to be met and the trust of our patients is to be retained, all staff must protect patient information and provide a confidential service.

Quality and Continuous Improvement (CI)

To preserve and improve the quality of this organisation's output, all personnel are required to think not only of what they do, but how they achieve it. By continually re-examining our processes, we will be able to develop and improve the overall effectiveness of the way we work.

The responsibility for this rests with everyone working within the organisation, to look for opportunities to improve quality and share good practice, and to discuss, highlight and work with the team to create opportunities to improve patient care.

At this organisation, we continually strive to improve work processes which deliver healthcare with improved results across all areas of our service provision. We promote a culture of continuous improvement where everyone counts, and staff are permitted to make suggestions and contributions to improve our service delivery and enhance patient care.

Staff should interpret national strategies and policies into local implementation strategies that are aligned to the values and culture of general practice.

All staff are to contribute to investigations and root cause analyses whilst participating in serious incident investigations and multidisciplinary case reviews.

Induction

We will provide a full induction programme and management will support you throughout the process.

Learning and development

The effective use of training and development is fundamental to ensuring that all staff are equipped with the appropriate skills, knowledge, attitude, and competences to perform their role. All staff will be required to partake in and complete mandatory training as directed. It is an expectation for this post holder to assess their own learning needs and undertake learning as appropriate

The post holder will undertake mentorship for team members, and disseminate learning and information gained to other team members, to share good practice and inform others about current and future developments (e.g., courses and conferences).

The post holder will provide an educational role to patients, carers, families and colleagues in an environment that facilitates learning.

Collaborative working

All staff are to recognise the significance of collaborative working, understand their own role and scope, and identify how this may develop over time. Staff are to prioritise their own workload and ensure effective time-management strategies are embedded within the culture of the team.

Teamwork is essential in multidisciplinary environments, and the post holder is to work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working, while working effectively with others to clearly define values, direction and policies impacting upon care delivery

Effective communication is essential, and all staff must ensure they communicate in a way which enables the sharing of information in an appropriate manner.

All staff should delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence.

Plans and outcomes by which to measure success should be agreed.

Managing information

All staff should use technology and appropriate software as an aid to management in the planning, implementation and monitoring of care, and presenting and communicating information.

Data should be reviewed and processed using accurate SNOMED/read codes to ensure easy and accurate information retrieval for monitoring and audit processes.

Service delivery

Staff will be given detailed information during the induction process regarding policy and procedure.

The post holder must adhere to the information contained within the organisation's policies and regional directives, ensuring protocols are always adhered to.

Security

The security of the organisation is the responsibility of all personnel. The post holder must ensure they always remain vigilant and report any suspicious activity immediately to their line manager.

Under no circumstances are staff to share the codes for the door locks with anyone, and they are to ensure that restricted areas remain effectively secured. Likewise, password controls are to be maintained and passwords are not to be shared.

Professional conduct

All staff are required to dress appropriately for their role.

Leave

All personnel are entitled to take leave. Line managers are to ensure all their staff are afforded the opportunity to take a minimum of 27 days prorated leave each year and are encouraged to take all their leave entitlement.

Public holidays will be calculated on a pro-rated basis dependent on the number of hours worked.

Primary key responsibilities

The following are the core responsibilities of the General Practitioner. There may be, on occasion, a requirement to carry out other tasks; this will be dependent upon factors such as workload and staffing levels:

a. in accordance with the Organisations timetable, as agreed, the post-holder will make themselves available to undertake a variety of duties, including surgery consultations, telephone consultations and queries, visiting patients at home, checking and signing repeat prescriptions and dealing with queries, paperwork and correspondence in a timely fashion
b. Making professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the organisation
c. Assessing the hIealth care needs of patients with undifferentiated and undiagnosed problems
d. Screening patients for disease risk factors and early signs of illness
e. Developing care plans for health in consultation with patients and in line with current practice disease management protocols
f. Providing counselling and health education
g. Admitting or discharging patients to and from the caseload and referring to other care providers as appropriate
h. Recording clear and contemporaneous consultation notes to agreed standards
i. Collecting data for audit purposes
j. Compiling and issuing computer-generated acute and repeat prescriptions (avoiding hand-written prescriptions whenever possible)
k. Prescribing in accordance with the practice prescribing formulary (or generically) whenever this is clinically appropriate

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

Secondary responsibilities
In addition to the primary responsibilities, the General Practitioner may be requested to: a. Awareness of and compliance with all relevant Organisation policies/guidelines, e.g. prescribing, confidentiality, data protection, health and safety b. A commitment to life-long learning and audit to ensure evidence-based best practice c. Contributing to evaluation/audit and clinical standard setting within the Organisation d. Contributing to the development of computer-based patient records e. Contributing to the summarising of patient records and read-coding patient data f. Attending training and events organised by the practice or other agencies, where appropriate.

Person Specification – Advanced Nurse Practitioner		
Qualifications	**Essential**	**Desirable**
• Qualified GP GMC Registered	✓	

Notes:

The job description and person specification may be amended following consultation with the post holder to facilitate the development of the role, the organisation and the individual.

All personnel should be prepared to accept additional, or surrender existing, duties, to enable the efficient running of the organisation