

Job Title:	Salaried General Practitioner (GP)
Reports to (job title):	Service Manager & Clinical Lead
Line Manager to:	Najeeb Waiz - Service Manager

## **Introduction and Job purpose**

At HCRG care group our approach to delivering healthcare services is innovative, refreshing and above all caring. We are committed to putting patient care first and we are looking for dedicated professionals who share our values and our passion for delivering quality care.

We provide and contract for front-line NHS and social care services across England and have treated millions of people since 2006. We aim to make a lasting positive difference to the quality-of-care people receive. So, if that is what gets you out of bed in the morning, read on.

## **Our vacancy:**

The Meridian Practice is a specialist GP service for asylum seekers and refugees in Coventry. Currently practice has 4100 registered list and mixed skills of GP and Nurses working. The healthcare team based in Coventry deliver holistic health care for patients with undifferentiated and undiagnosed problems using advanced nursing skills. We provide services to meet the needs patients who attend the Practice and aim to make a difference to people's lives in their community.

The practice is managed by the Practice manager and Lead GP clinical lead. As a GP based at Coventry, you will work alongside a team of 5 number fellow dedicated and highly skilled healthcare professionals. We support each other in any way we can by holding regular team meetings /clinical governance meetings/ development sessions / social events.

We are keen to strengthen our team by identifying a forward thinking and highly motivated GP who is committed to providing high quality clinical services and making a difference to the health inequalities of the area. We are looking to recruit a flexible, enthusiastic individual to work with us at the Meridian Practice an integrated primary care service designed to meet the immediate health needs of Asylum Seekers and Refugees people.

At HCRG care group we like to do things differently and we take the responsibility of the work/life balance of our valued GPs very seriously. The busy Meridian practice is open 5 days a week from 8:00 am to 18:30 pm (excluding bank holidays) and means we can offer a variety of working patterns to fit in with your life. It also means that not only can you make a difference to the community and those in most need but those working patterns are flexible.

We support a wide variety of patients meaning no two days will ever be the same. With an onsite service manager, we will leave you to do what you do best which is caring for our patients and ensuring you fully utilise you're advanced clinical skills.

## **Base**

Meridian Practice City of Coventry Health Centre Stoney Stanton Road Coventry CV1 4FS.

## Key responsibilities

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role:

- Assess the healthcare needs of our patients and screen for disease risk factors and early signs of illness while developing treatment and associated care plans.
- Maintaining the highest clinical standards at all times and in accordance with accepted good medical practice and the various clinical policies of the Service.
- Transmission of relevant clinical information of patients to other medical, technical, and nursing staff both within and external to the department, regarding patients under care of those referred to other places for further treatment or follow-up.
- Maintaining awareness of safeguarding of children and adults and adhering to local policy and referral process
- Supervising nursing staff in matters relating to the treatment of patients.
- Encouraging and supporting the GP provision of the services to promote the medical and clinical services delivery as contracted in a timely manner.
- Encouraging the health and well-being of all medical and clinical staff within the practice and promoting efficient working methods
- Keeping up to date with advances in medicine and practices and supporting other medical and clinical staff to do the same.
- Promoting the application of standards, protocols and codes of practice as set by Royal College of General Practitioners, General Medical Council, all other Royal Colleges, and Councils applicable to the staff within the practice, Department of Health, Primary Care Trusts, and all other regulatory and standard setting organisations.
- Assisting in the delivery of the services and promotion of policies made by the Service Managers or other organisations with authority over the practice.
- Liaising with the Management to assist in the overall functioning and efficiency of the practice/ service.
- Contributing to the development of ideas, strategies and policies which will promote efficiency and well-being of the service delivery.
- Guiding all medical and clinical staff and providing adequate and appropriate supervision and mentoring
- Record clear and contemporaneous consultation notes.
- Promoting good internal and external communications between medical and clinical staff and others
- Assisting the Practice Manager to ensure that all registrations and revalidations appropriate to the personnel used by the practice are up to date and appropriate for the services provided.
- Participating in and attending all Statutory and Mandatory training as per organisational policy
- Agreeing medical and clinical staff personal development plans which meet the aspirations of the individual, medical, clinical, and business needs of the practice.
- Providing reviews of personal development planning and update as appropriate. Taking account of the individual's CPD requirements as related to registration and revalidation requirements.
- Guiding prescribing staff so that prescribing and medicines management is safe and effective and as appropriate, conforms to:
  - NICE guidance and DH directives
  - Good Prescribing Practice as defined by British National Formulary (BNF) guidance from Royal Pharmaceutical Society of Great Britain on the safe and secure handling of medicines.
  - Controlled Drugs legislation
  - Shared protocols agreed between the CCG and other NHS providers.
  - Locally specified Patient Group Directions
- Having in place suitable guidance to ensure that when referrals are made for patients to see other medical service providers, adequate information is given to the personnel to whom the patient has been referred for proper assessment to be made.
- Being supportive of any complaints policy and procedure to ensure proper investigation and appropriate follow-up action in the event of a complaint being made against any aspect of the service provided or any personal provider of the service.
- Actively participating in Practice Clinical Governance Meetings and undertaking and participating in activities related to the Clinical Governance calendar.
- Maintaining confidentiality in line with professional standards

## Proposed job plan

- Permanent position 10 Sessions per week (40 hours)
- Competitive package negotiable according to experience
- Full medical indemnity fees covered.
- 6 weeks annual leave, 1 week study leave.

## Outline of Example Job Schedule: Please note this likely to change.

	Mon 08:00-18:30	Tues 08:00-18:30	Wed 08:00-18:30	Thurs 08:00-18:30	Fri 08:00-18:30	Sat	Sun
<b>Morning</b>	1 triage hub session	1 GP session	1 GP session	1 triage hub session	1 GP session		
<b>Afternoon</b>	1 triage hub session	1 GP session	1 GP session	1 triage hub session	1 GP session		

- GP session (in clinical room): combination of F2F and telephone hub-assigned appointments, home visits, time for admin work (pathology results, reauthorisation of repeat medication, clinical documents and letters, medical reports)
- Triage hub session (in hub room with other clinicians): triage of patient requests using Anima (online triage platform), telephone hub consultations, urgent F2F appointments (if required), and time for admin work.

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day, but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers, and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
<ul style="list-style-type: none"> <li>• Inspire</li> <li>• Understand</li> <li>• Communicate</li> </ul>	<ul style="list-style-type: none"> <li>• Challenge</li> <li>• Improve</li> <li>• Learn</li> </ul>	<ul style="list-style-type: none"> <li>• Accountability</li> <li>• Involve</li> <li>• Resilience</li> </ul>

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment. All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be

held in line with NHS national standards including the [Records Management: NHS Code of Practice](#), [NHS Constitution](#) and [HSCIC Code of Practice on Confidential Information](#) and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements.
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g., line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourish. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Medicines Management Responsibility

## Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance with the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

## Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a "non-smoking" policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy, and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

### SKILLS AND ABILITY

Number		Essential	Desirable
1.1	Excellent communication skills, verbal and written.	✓	
1.2	Excellent patient communication	✓	
1.3	Ability to organise and prioritise workload and to delegate responsibilities and supervise staff.	✓	
1.4	Ability to undertake robust audit within team structure.	✓	

1.5	Ability to motivate and inspire a multi-disciplinary team and work sensitively within teams.		
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## EDUCATION AND RESEARCH

Number		Essential	Desirable
3.1	Full and current unrestricted GMC (UK) registration on the GP Register MRCGP (or working towards it)	✓	

## 4. OTHER REQUIREMENTS

Number		Essential	Desirable
	<ul style="list-style-type: none"> <li>GP Vocational or additional experience in general practice.</li> <li>Knowledge of the NHS and understanding of clinical governance.</li> <li>Able to work under pressure and within an ever-changing environment.</li> <li>Good interpersonal skills, courteous to patients and staff always.</li> <li>Enthusiastic team player who is open and reflective.</li> <li>A 'solutions focused' approach.</li> <li>Ability to listen and empathize.</li> <li>Potential to cope with stressful situations.</li> <li>Ability to undertake responsibility.</li> <li>Able to work as part of a multi-disciplinary team.</li> <li>Understanding of the role of teamwork in providing quality care</li> <li>Trustworthy</li> <li>Flexible and a good timekeeper</li> <li>Good organizational and time management skills</li> <li>Ability to manage and facilitate change.</li> <li>Understanding, acceptance, and adherence for the need to keep strict confidentiality.</li> <li>Ability to use own judgment, resources, and common sense.</li> <li>Ability to work under pressure and within an ever-changing environment.</li> <li>Effective team worker</li> <li>Decisive, confident working style with the ability to deal with competing priorities.</li> <li>Commitment to continuing professional development</li> </ul>		

Employee signature

Manager signature

# Job Description