

THE BANKS AND BEARWOOD MEDICAL PRACTICE

JOB TITLE: SALARIED GENERAL PRACTITIONER (PMS)

REPORTS TO: THE PARTNERS (Clinically)
THE PRACTICE MANAGER (Administratively)

SESSIONS: 5 sessions per week

Job Summary:

The post-holder will manage 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.

Clinical Responsibilities:

- In accordance with the Practice timetable, as agreed, the post-holder will make him/her-self available to undertake a variety of duties including surgery consultations, on-call duties, telephone consultations and queries, visiting patients at home, checking and signing repeat prescriptions and dealing with queries, paperwork and correspondence in a timely fashion
- Making professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the organisation
- Assessing the health care needs of patients with undifferentiated and undiagnosed problems
- Screening patients for disease risk factors and early signs of illness
- In consultation with patients and in line with current practice disease management protocols, developing care plans for health
- Providing counselling and health education
- Admitting or discharging patients to and from the caseload and referring to other care providers as appropriate
- Recording clear and contemporaneous consultation notes to agreed standards
- Management of a patient list, including administration of results, clinical correspondence and patient related queries and tasks.
- Collecting data for audit purposes
- Compiling and issuing computer-generated acute and repeat prescriptions (avoiding hand-written prescriptions whenever possible)
- Prescribing in accordance with the practice prescribing formulary (or generically) whenever this is clinically appropriate
- Contributing to the attainment of all quality indicators (QoF) and any local or national initiative that the practice takes part in
- Completing insurance and other medical reports as required
- In general the post-holder will be expected to undertake all the normal clinical duties and responsibilities associated with a GP working within primary care and within The Banks and Bearwood Medical Practice.

Other Responsibilities within the Organisation:

- Awareness of and compliance with all relevant practice policies/guidelines, e.g. prescribing, confidentiality, data protection, health and safety
- Contributing to the implementation of practice policies and guidelines
- In conjunction with the GP Partners, take responsibility for leading and improving services within a specific clinical or administrative area/s within the Practice. Clinical or administrative area/s to be agreed with the GP Partners.
- A commitment to life-long learning and audit to ensure evidence-based best practice
- Contributing to evaluation/audit and clinical standard setting within the organisation
- Contributing to the development of computer-based patient records
- Contributing to the summarising of patient records and Read-Coding patient data
- Attending training and events organised by the practice or other agencies, where appropriate.
- Assistance with the implementation of other ad-hoc pieces of work / projects within the Practice following discussion and mutual agreement.

This Job Description is neither exhaustive nor exclusive and will be reviewed periodically in conjunction with the post holder. The post holder is required to carry out any duties that may reasonably be requested by the Partners or the Practice Manager.

Safeguarding

Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults. Familiarisation with, and adherence to, the appropriate organisational Safeguarding Policies and any associated guidance is an essential requirement of all employees as is participation in related mandatory/statutory training. All employees must ensure that they understand and act in accordance with this clause. If you do not understand exactly how this relates to you personally then you must ensure that you seek clarification from your immediate manager as a matter of urgency.

The names of Practice Safeguarding Leads are available on the noticeboard in Reception.

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 and Infection Control Policy and related procedures, to include:

- Using personal security systems within the workplace according to practice guidelines
- Awareness of national standards of infection control and cleanliness and regulatory / contractual / professional requirements, and good practice guidelines
- Providing advice on the correct and safe management of the specimens process including collection, labelling, handling, use of correct and clean containers, storage and transport arrangements
- Correct personal use of Personal Protective Equipment (PPE) and ensuring correct use of PPE by others, advising on appropriate circumstances for use by clinicians, staff and patients.
- Management of the full range of infection control procedures in both routine and extraordinary circumstances (e.g. pandemic or individual infectious circumstances)
- Hand hygiene standards for self and others
- Managing directly all incidents of accidental exposure
- Management and advice relating to infection control and clinically based patient care protocols, and implementation of those protocols across the practice
- Active observation of current working practices across the practice in relation to infection control, cleanliness and related activities, ensuring that procedures are followed and weaknesses / training needs are identified, escalating issues as appropriate to the responsible person
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks across clinical and patient process
- Making effective use of training to update knowledge and skills, and initiate and manage the training of others across the full range of infection control and patient processes
- Monitoring practice facilities and equipment in relation to infection control, ensuring that proper use is made of hand cleansing facilities, wipes etc, and that these are sufficient to ensure a good clinical working environment. Lack of facilities to be escalated as appropriate to the responsible manager
- Safe management of sharps use, storage and disposal
- Maintenance of own clean working environment
- Using appropriate infection control procedures, maintaining work areas in a tidy, clean and sterile, and safe way, free from hazards. Initiation of remedial / corrective action where needed or escalation to responsible management
- Actively identifying, reporting, and correction of health and safety hazards and infection hazards immediately when recognised
- Keeping own work areas and general / patient areas generally clean, sterile, identifying issues and hazards / risks in relation to other work areas within the business, and assuming responsibility in the maintenance of general standards of cleanliness across the business in consultation (where appropriate) with responsible managers
- Undertaking periodic infection control training (minimum twice annually)

- Correct waste and instrument management including handling, segregation, and container use
- Maintenance of sterile environments

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 recognises 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:

In addition to maintaining continued education through attendance at any courses and/or study days necessary to ensure that professional development requirements for PREP are met, the post-holder will participate in any training programme implemented by the practice as part of this employment, such training to include:

- Participation in an annual individual performance review, 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.

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 within the team and will strive to:

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

Declaration

Signed.....(Post Holder)

Name.....(please print)

Date.....

Signed.....(Practice Manager)

Name: Sarah Wilson

Date.....

Person Specification: Salaried GP

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Fully qualified GP with GMC registration • Annual appraisal and revalidation when appropriate • General Practice (Vocational Training Scheme) trained • On Medical Performers List • Current Enhanced DBS check • UK Driving Licence • Current CPR certificate • UK Work permit (if required) • Medical defence union cover 	<ul style="list-style-type: none"> • Evidence of continued professional development • Diabetic training • Minor Surgery qualification • Registration with FSRH for SDI and IUT
Experience and Skills	<ul style="list-style-type: none"> • Chronic Disease Management • Primary Prevention and screening services • Clinical Governance • Delivery of QoF targets • Self-audit and reflection • Organised and efficient in record keeping and completion of paperwork • Time management skills – being able to prioritise work and work under pressure • Computer literacy • Excellent communication skills • Excellent people skills and empathy • Attention to detail 	<ul style="list-style-type: none"> • Keyboard skills • Able to adapt to change • Experience of service development • EMIS Web clinical system • Lexacom Digital Dictation
Aptitude and Abilities	<ul style="list-style-type: none"> • Willingness to share and collaborate across entire primary care health team • Ability to develop and maintain effective working relationships with multi-disciplinary teams • Ability to work flexibly • Ability to recognise own limitations and act upon them appropriately • Willingness to new learn skills and to problem solve on a daily basis • Willingness to impart knowledge and experience with colleagues • An understanding, acceptance and 	<ul style="list-style-type: none"> • Ability to input to strategic and Practice development requirements • Involvement in CCG, local federation and LMC events and work-streams • Desire to develop specialist skills • Ability to challenge traditional models of working and to suggest improvements for change in a positive and inclusive manner

	<p>adherence to the need for strict confidentiality</p> <ul style="list-style-type: none">• A smile to share with colleagues, staff and patients, especially on the “tough” days!	
Other	<ul style="list-style-type: none">• Neat and tidy appearance• Good level of spoken and written English	