THE MERRYWOOD PRACTICE

JOB DESCRIPTION

1.0 JOB DETAILS

Title: Partner/Salaried GP
Grade: GP
Salary: As per contract
Hours: 6 - 8 sessions per week by agreement
Location: William Budd Health Centre

2.0 JOB PURPOSE

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.

3.0 RESPONSIBILITIES

3.1 The postholder is directly responsible to the partners for clinical purposes. A named partner will act as the day to day clinical manager

3.2 The postholder is directly responsible to the Practice Manager for administrative purposes

3.3 Liases with: Other Practice personnel and members of the local primary health care team.

4.0 KEY TASKS

4.1 The post-holder will make him/her-self 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, correspondence and all relevant administrative tasks related to patients in a timely fashion

4.2 Assessing the health care needs of patients with undifferentiated and undiagnosed problems

4.3 Screening patients for disease risk factors and early signs of illness

4.4 In consultation with patients and in line with current practice disease management protocols, developing care plans for health

4.5 Providing counselling and health education

4.6 Make appropriate referrals to other care providers
4.7 Recording clear and contemporaneous consultation notes to agreed standards

4.8 Collecting data for audit purposes

4.9 Compiling and issuing computer-generated acute and repeat prescriptions (avoiding hand-written prescriptions whenever possible)

4.10 Prescribing in accordance with the practice prescribing formulary (or generically) whenever this is clinically appropriate

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

Other Responsibilities within the Organisation:

4.12 Awareness of and compliance with all relevant practice policies/guidelines, eg prescribing, confidentiality, data protection, health and safety

4.13 A commitment to life-long learning and audit to ensure evidence-based best practice

4.14 Contributing to evaluation/audit and clinical standard setting within the organisation

4.15 Contributing to the development of computer-based patient records

4.16 Contributing to the summarising of patient records and Read-Coding patient data

4.17 Attending training and events organised by the practice or other agencies, where appropriate.

Personal/Professional Development:

4.18 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 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:

4.19 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.
4.20 **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

5. **HEALTH AND SAFETY**

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

1. take reasonable care of themselves and for others at work
2. to co-operate with the Trust, as far as necessary, to enable them to carry out their legal duty, and
3. not to intentionally or recklessly interfere with anything provided, including personal protective equipment, for health and safety and welfare at work.

6. **EQUALITY AND DIVERSITY:**

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:
- 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.

7. **CONFIDENTIALITY**

All information concerning the Practice’s patients and staff must be treated as strictly confidential at all times, and you may not divulge it to any other person except with the authority of the Practice Manager or one of the Partners. Such authority may only be given when it is the patient’s or staff’s interest and is a necessary part of treatment. Unauthorised disclosure of confidential information will result in disciplinary action and may lead to your dismissal.

8. **TERMS AND CONDITIONS**

The postholder will be entitled to join the NHS Pension Scheme

Your job title is Salaried GP and this job description sets out the duties which such a job normally entails. You should understand that your job title and job description may be amended by the employer, and that you may be called upon to carry out additional or other duties as may be reasonably required by the employer. The nature of our business means that you must be flexible in your approach to your work in order to provide service to our patients.