

JOB DESCRIPTION

JOB TITLE:	Salaried General Practitioner
RESPONSIBLE TO:	Lead GP
LOCATION(S):	Primarily based at Charlotte Keel Health Centre. Occasionally may be expected to work / attend meetings at additional sites.

Job Context

BrisDoc currently operates the following services: (1) An Out of Hours GP service within Bristol, North Somerset and South Gloucestershire serving a patient population of circa 900,000 people registered in over 100 GP practices; (4) Daytime GP Practices (Broadmead Medical Centre (which also has a walk-in service), Northville Family Practice, Bishopston Medical Practice, Charlotte Keel Health Centre and the Bristol Homeless Health Service; (3) Acute GP Team in Southmead Hospital and the Bristol Royal Infirmary which helps avoid hospital admissions for patients.

Charlotte Keel Medical Practice is at the vibrant & colourful heart of Bristol's inner city, serving a population from all corners of the world and from all walks of life. The list size is 17,000 with largest ethnic minority groups from the Caribbean, the Asian subcontinent and Somalia, and with a predominance of young families and children. We are a very friendly and supportive team, are co-located in a purpose built Health Centre with a wide range of associated health services, and are forward-looking – embracing the recent change of management with a view to further enhancing a high quality service.

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.

At all times the post holder must act in a manner consistent with the code of conduct and appearance representing BrisDoc and the NHS.

Main duties and responsibilities:

Clinical responsibilities

- In accordance with the practice timetable, as agreed, the post-holder will be available to undertake a proportionate share of a variety of duties including surgery consultations, telephone consultations and queries, triage, 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
- 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
- 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

- Specific responsibility for agreed clinical areas; Lead GP will discuss and allocate
- Awareness of and compliance with all relevant practice policies/guidelines, e.g. prescribing, confidentiality, data protection, health and safety
- 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.
- Be a member of the clinical team, attend clinical, education or business meetings and other meetings as appropriate and maintain close personal working relationships

General Duties

- The Post Holder will be required to participate in morning evening or weekend duties as part of Improved Access or extended hours or other similar programs that the practice may engage in.
- Maintaining regular consistent attendance, punctuality, personal appearance and adherence to relevant health and safety procedures.
- To attend all statutory and mandatory training courses and any courses specific to this role.
- To be available for staff meetings and meetings with management.
- To have a good understanding and follow company policies and procedures.
- Establish and maintain effective working relationships with co-workers and the general public.
- Attend performance and development reviews with your line manager.

Flexibility

This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role and in initial and ongoing discussions with the designated manager.

Confidentiality:

Under the Data Protection Act 1998, the post holder must maintain the confidentiality of information about patients and staff. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognized course of duty. Unauthorised disclosure of confidential information will result in disciplinary action and may lead to your dismissal.

- 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 BrisDoc's policies and procedures relating to confidentiality and the protection of personal and sensitive data.

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 recognise the importance of people's rights, interpreting them in a way that is consistent with BrisDoc's 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

Health & Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) to ensure that the agreed procedures are carried out to maintain a safe environment for patients, visitors and staff, including infection prevention and control.

Infection Prevention and Control

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

- Completing mandatory infection prevention training.
- Challenging poor infection prevention and control practices.
- Ensuring their own compliance with Brisdoc's Infection Prevention and Control policy and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

Safeguarding

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.
- Everyone within BrisDoc has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm. BrisDoc ensures that local Child Protection and Safeguarding Adult policies and procedures are adhered to by all members of staff.

Smoking

Smoking will not be tolerated inside any BrisDoc building and vehicle.

Environment

The post holder needs to be aware of BrisDoc's impact on the environment and be vigilant and pro-active in ensuring they adhere to the management strategy i.e. recycling, waste management, use of vehicles etc.

Rehabilitation of Offenders Act

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

PERSON SPECIFICATION**QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE**

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE		
Criteria	Requirement	Measurement/Testing Method
Full registration with the GMC	Essential	Application and Interview
Higher post graduate membership, for example, MRCGP/nMRCGP, MRCP, DRCOG, DCH	Desirable	Application and Interview
Fully trained GP with JCTGP Vocational Training Certificate	Essential	Application and Interview
Family Planning Certificate	Desirable	Application and Interview
Alcohol and Substance abuse training	Desirable	Application and Interview
Relevant management qualification	Desirable	Application and Interview
A specialist interest in e.g. Chronic disease management	Desirable	Application and Interview
Evidence of consolidation of professional training, for example, able to demonstrate particular areas of interest or further study	Desirable	Application and Interview
Experience of delivering QOF	Desirable	Application and Interview
Clait Award and/or ECDL or EITS	Desirable	Application and Interview
Experience of working in teams and able to promote a team spirit	Desirable	Interview
Experience of and success at motivating and managing people in a changing environment	Desirable	Interview
Knowledge of national and local agendas in respect of primary care commissioning, and intermediate and urgent care agendas	Desirable	Application and Interview
Understanding of Locality Based Commissioning	Desirable	Interview

SKILLS AND ATTRIBUTES

SKILLS AND ATTRIBUTES		
Criteria	Requirement	Measurement/Testing

		Method
Evidence of computer literacy and keyboard skills	Essential	Application and Assessment
Familiarity with EMIS	Desirable	Application
Familiarity with Aadastra	Desirable	Application
Excellent attention to detail and accuracy skills	Essential	Application and Assessment
Excellent written and verbal communication skills	Essential	Application and Interview
Ability to adjust communication skills to meet the needs of the recipient	Essential	Application and Interview
Able to listen carefully in order to understand the needs of others	Essential	Interview
Ongoing commitment to personal development	Essential	Application and Interview
Able to work within a team, motivate a team and take instruction as required - Able to quickly establish rapport and credibility with others in the team	Essential	Application and Interview
Able to use own initiative	Essential	Interview
Able to maintain confidentiality at all times with regards to staff and patients	Essential	Interview
Excellent organisational skills	Essential	Application and Interview
A "solutions focused" approach	Essential	Interview

PERSONAL QUALITIES / BEHAVIOURAL ATTRIBUTES		
Criteria	Requirements	Measurement/Testing Method
Motivated by the provision of high quality workforce and patient care	Essential	Application and Interview
Organised, systematic and flexible - Good time management being able to prioritise work and work under pressure	Essential	Application and Interview
Tactful and diplomatic	Essential	Application and Interview
Positive attitude towards innovations and change - Adaptable and able to respond to a changing situation	Essential	Application and Interview
Can self-analyse own work and performance - Ability to recognise own limitations and act upon them appropriately	Essential	Application and Interview
Good team player who is able to support, value and respect the contribution of all members	Essential	Application and Interview
Self motivated and able to work autonomously	Essential	Interview
Willingness to learn new skills and to problem solve	Essential	Application and Interview
Able to manage sensitive and emotive	Essential	Application and Interview

situations.		
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OTHER REQUIREMENTS		
Criteria	Requirements	Measurement/Testing Method
Ability to be flexible in supporting other teams members	Essential	Interview
Ability to work the occasional evening to attend staff training sessions	Essential	Interview
Ability to travel to other BrisDoc sites for meetings and to patients' homes for home visits	Essential	Interview

Last updated: January 2019

Declaration *(to be completed by post holder):*

By signing this declaration, you are acknowledging receipt of your job description and accepting the roles and responsibilities that this position entails.

Acceptance
Signed (job holder)
Please print name
Date

Please return signed version to the HR Department, Unit 21 Osprey Court