

## Montpelier Health

### Job Description

<b>Job Title:</b>	<b>Salaried GP</b>
<b>Reports To:</b>	GP Partner - Clinically Practice Business Manager – Contractually
<b>Location:</b>	Pilning Surgery
<b>Direct Reports:</b>	None

### Role Summary

Montpelier Health is a forward looking and innovative practice located across three sites in Bristol and South Gloucestershire. This post will be based at our Pilning Surgery in South Gloucestershire.

The purpose of the role is to manage a clinical caseload and deal with a wide and diverse range of health needs in a rural setting, ensuring the highest standards of care for all registered and temporary patients in accordance with the duties and responsibilities as set out by the Royal College of General Practitioners and the General Medical Council. The role will also include participating in a rota for being the named GP (on call). The working day is from 8.00 a.m. until 6.30 p.m.

### ROLE SPECIFIC DUTIES & RESPONSIBILITIES

This job description covers the major areas of the role however this may subject to periodic review and amendment in light of changing service needs, particularly in regard to the new GP Contract and the introduction of Primary Care Networks.

The following list of responsibilities is not designed to be exclusive, but serves to illustrate the scope of the role.

- In accordance with the Practice access system, undertake a variety of duties including surgery consultations, share of named GP rota (on call), telephone consultations and queries, telephone triage, home visits, prescription authorisation and administration of queries, paperwork and correspondence
- Make professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers
- Assess the health care needs of patients with undifferentiated and undiagnosed problems



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- Screen patients for disease risk factors and early signs of illness
- In consultation with patients and in line with current Practice disease management protocols, develop care plans for health related illnesses
- Contributing to QOF requirements and recording data appropriately
- Provide counselling and health education
- Admit or discharge patients to and from the caseload and refer to other care providers as appropriate
- Record clear and contemporaneous consultation notes to agreed standards
- Collect data for audit purposes and contributing to the Practice Audit programme as required
- Compile and issue computer-generated acute and repeat prescriptions, ensuring compliance with internal controls of blank prescription stationery.
- Prescribe in accordance with the Practice prescribing formulary (or generically) whenever this is clinically appropriate
- Take responsibility for some aspects of clinical work within the team, for example: coordinating aspects of governance, QOF, enhanced services, CPD and keeping clinical protocols up to date
- In general, the postholder will be expected to undertake all the normal duties and responsibilities associated with a GP working in primary care, as set by the Royal College of General Practitioners, General Medical Council, all other Royal Colleges and councils applicable to the staff within the practice, NHS England, Clinical Commissioning Groups, Care Quality Commission and all other regulatory and standard setting organisations

## GENERAL RESPONSIBILITIES

### **Health & Safety:**

The post-holder will promote maintaining their own and others' health, safety and security as defined in the Practice Health & Safety Policy, and will:

- Identify the risks involved in work activities and undertake such activities in a way that manages those risks
- Make effective use of training to update knowledge and skills
- Use appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Maintain security within the workplace according to practice guidelines
- Report potential risks identified to the manager responsible for Health & Safety
- Report all accidents and work-related illnesses to the manager responsible for Health & Safety

### **Confidentiality:**

The post-holder will maintain confidentiality as defined in the Practice Confidentiality Policy, and Statute and will:

- In the course of seeking treatment, patients entrust the Practice with, or allow the Practice 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 their duties, 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

### **Quality:**

The post-holder will strive to maintain quality within the Practice, and will:

- Alert their manager and other team members to issues of quality and risk
- Assess their own performance and take accountability for their own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on their 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 their own time, workload and resources
- Participate in audits where appropriate

**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
- Recognize people’s needs for alternative methods of communication and respond accordingly

**Personal/Professional Development:**

The post-holder will participate in any training programme implemented by the practice and will:

- Participate in an annual individual performance review, including taking responsibility for maintaining a record of their own personal and/or professional development
- Take responsibility for their own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work

**Equality and Diversity:**

The post-holder will support the equality, diversity and rights of patients, carers and colleagues as defined in the Practice Equality & Diversity Policy, and will:

- Act in a way that recognizes the importance of people’s rights, interpreting them in a way that is consistent with practice procedures and policies and current legislation
- Respect the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behave in a manner which is welcoming and which is non-judgmental and respects the circumstances, feelings, priorities and rights of each individual

The post-holder may be called upon to carry out additional or other duties. The post-holder will not be required to perform duties for which they are not competent or have not been appropriately trained.

All duties and responsibilities must be fulfilled with due regard to the terms and conditions contained in any Practice policies, protocols, guidelines and procedures.

I, ....., accept the particulars of this job description and will adhere to and carry out all duties as described.

Signed: .....

Date: .....