

Bradley Stoke Surgery Job Description – Salaried GP

Job Title:	Salaried GP
Responsible to:	The Partners/Business Manager
Responsible for:	n/a
Job Purpose:	<ul style="list-style-type: none"> • Provision of GMS/PMS services to the Practice population. • Effective clinical administration, audit and management. • Contribute to the Practice team by being an effective team member.

Duties and Responsibilities	
1.	Undertake all the duties associated with the role of a Salaried General Practitioner required by the GMS/PMS contract
2.	Comply with all the objectives of the GMS/PMS Contract
3.	Support and contribute to the development of Practice clinical procedures and protocols
4.	Accurate and timely input of patient data onto the clinical system
5.	Carrying out clinical audit as appropriate
6.	Completion of reports for solicitors, insurance companies and others
7.	Liaise with other health care professionals when required
8.	Act in a way that protects the confidentiality of patients and maintains the integrity of the patient / Practice relationship
9.	Take an active role and contribute to Practice meetings
10.	Support the development and compliance of the Practice Health and Safety policy
11.	Participate in the GP appraisal scheme
12.	Attend Practice training sessions whenever possible Maintain medical currency in line with your Personal Development Plan
13.	Work safely at all times in accordance with Legislative requirements and Practice Policy and Procedures.

Prepared by: Mirinda Rowell, Operations Manager

Date: 29.11.19