

GP Partner Job Description & Person Specification

Job Title	GP Partner
Line Manager	The Partners and the Practice Manager
Accountable to	The Partners
Sessions per week	4-6

Job Summary
<p>To work as an autonomous practitioner, responsible for the provision of medical services to the practice population (and in particular their personal list of patients), delivering an excellent standard of clinical care whilst complying with the PMS contract. Furthermore, the post-holder will adhere to the GMC standards for good medical practice; contribute to the effective management of the practice; lead by example; and maintain a positive, collaborative working relationship with fellow partners and the practice team. The successful candidate will also take a share in the Practice property ownership.</p>

Primary Responsibilities
<p>The following are the core responsibilities of the GP partner. There may be on occasion, a requirement to carry out other tasks; this will be dependent upon factors such as workload and staffing levels:</p> <ol style="list-style-type: none"> a. The delivery of highly effective medical care to the entitled population, especially to the successful applicant's personal list of patients commensurate with the PMS contract b. Generic prescribing adhering to local and national guidance c. Processing of administration in a timely manner, including referrals, repeat prescription requests and other associated administrative tasks d. On a rotational basis (and pro rata to sessional commitment), provide duty doctor roles and extended hours/improved access service e. Accept responsibility for clinical and non-clinical lead roles within the practice (which will be agreed) f. Contribute to the effective management of the practice, including administration, planning, strategy, property management, clinical governance, training, financial management and HR. g. Show leadership qualities, working collaboratively, ensuring an even distribution of the practice workload h. Promote effective working relationships and communication within the practice. i. Take responsibility for continuous improvement and quality initiatives within the practice j. Attend and contribute effectively to practice meetings as required k. Remain fully focused on the strategic aims of the practice, making recommendations to enhance income and reduce expenditure l. Prepare and attend partnership meetings contributing in a positive manner m. Review and adhere to practice protocols and policies at all times n. Encourage collaborative working, liaising with all staff regularly, promoting a culture of continuous improvement at all times o. Participate in local initiatives to enhance service delivery and patient care p. Drive the development of enhanced services within the practice, liaising with external agencies and professional organisations as required q. Any other relevant duties that may be required from time to time. <p>The successful candidate will complete a detailed induction process and be subject to a 6-month</p>

probationary period.

Generic Responsibilities
<p>Everyone at Horfield Health Centre has a duty to conform to the following policies, amongst others:</p> <ul style="list-style-type: none"> • Health and Safety • Equality and diversity • Confidentiality • Data Protection • Building Security • Whistleblowing policy • Dress code policy

Person Specification – GP Partner		
Qualifications	Essential	Desirable
Qualified GP	✓	
MRCGP	✓	
Vocational Training Certificate or equivalent JCPTGP	✓	
General Practitioner (Certificate of Completion of Training CCT)	✓	
Eligibility	Essential	Desirable
Full GMC Registration	✓	
National Performers List registration	✓	
Eligibility to practice in the UK independently	✓	
Experience	Essential	Desirable
Experience of working in a primary care environment	✓	
Experience of continued professional development	✓	
Experience of QOF and clinical audit	✓	
Minimum of two years as a salaried GP or partner		✓
Experience of medicines management		✓
Experience of CCG initiatives		✓
General understanding of the PMS contract	✓	
Clinical Knowledge & Skills	Essential	Desirable
Outstanding level of clinical knowledge and skills commensurate with that of an experienced GP/GP Partner	✓	
Skills	Essential	Desirable
Excellent communication skills (written and oral)	✓	
Strong IT skills	✓	
Clear, polite telephone manner	✓	
Competent in the use of Office and Outlook	✓	
EMIS user skills		✓
Effective time management (Planning & Organising)	✓	
Ability to work as a team member and autonomously	✓	
Excellent interpersonal skills	✓	
Problem solving & analytical skills	✓	
Ability to follow clinical policy and procedure	✓	
Experience with audit and able to lead audit programmes	✓	
Experience with clinical risk management	✓	
Personal Qualities	Essential	Desirable

Polite and confident	✓	
Flexible and cooperative	✓	
Motivated, forward thinker	✓	
Problem solver with the ability to process information accurately and effectively, interpreting data as required	✓	
High levels of integrity and loyalty	✓	
Sensitive and empathetic in distressing situations	✓	
Ability to work under pressure/in stressful situations	✓	
Effectively able to communicate and understand the needs of the patient	✓	
Commitment to ongoing professional development	✓	
Effectively utilises resources	✓	
Punctual and committed to supporting the team effort	✓	
Other requirements	Essential	Desirable
Flexibility to work outside of core office hours	✓	
Disclosure Barring Service (DBS) check	✓	
Occupational Health Clearance	✓	
Project lead as required with CQC, CCG and QOF	✓	
Strategic business planning		✓
Partake in financial management decisions/meetings	✓	
Commitment to training	✓	
Experience of research in a primary care setting		✓

This document may be amended following consultation with the post holder, to facilitate the development of the role, the practice and the individual.