

STOKE GIFFORD AND CONYGRE MEDICAL CENTRES PARTNERSHIP

JOB DESCRIPTION

Role:	Associate General Practitioner
Hours of work:	Six sessions per week plus equitable shares of home visits and on-call duties (session times to be negotiated) and cover for Partners on holiday, as well as other times when the Practice provides an extended service (to be negotiated).
Contract type:	Salaried GP position
Role summary:	The post-holder will provide general medical services managing 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
Location:	Stoke Gifford Medical Centre (BS38 8UE) and Conygre Road Medical Centre (BS34 7DA)
Annual leave:	Six weeks annual leave pro rata
Salary:	Competitive
Medical Defence:	MDUS membership paid by the Practice or equivalent contribution to post-holder's preferred defence union
Practice Mission:	<i>'We are a friendly, forward looking medical practice providing the highest standard of medical care delivered by a supportive team who are sensitive to the needs of the whole person.'</i> The post-holder will play a key role in helping us to achieve this aim.

Main purpose of the role: To support the GP partners to manage a busy and interesting clinical caseload. The appointee may have the opportunity to take part in leading on key disease areas, to monitor trends in treatment, be involved in staff training and assist in developing appropriate healthcare services for a diverse patient list (participating in practice based commissioning, encouraging patient participation and health promotion). This is a PMS Practice.

Clinical responsibilities:

- In accordance with the practice timetable, as agreed, the post-holder will make him/her-self available to undertake a variety of duties, contributing to the development of and adhering to protocols/systems for the management of common medical conditions and providing appropriate preventative health care and advice. This will include, but is not limited to, surgery consultations and emergencies, telephone consultations and queries, triaging, visiting patients at home, checking and signing repeat prescriptions and dealing with queries, patient test results, patient medical reports and examinations on behalf of the Practice (e.g. Insurance Companies, employers and statutory bodies), cremation fees part I & II, referral letters NHS/private, paperwork and correspondence in a timely manner
- Making professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the organisation

- Providing free certification in line with Schedule 9 of NHS GMS Regulations (1992)
- Providing services outside PMS as specified in contracts held by the Practice with the South Gloucester CCG or as specified in contracts for services with other NHS or non NHS organisations
- Recording clear and contemporaneous IT-based consultation notes to agreed standards
- Participating in clinical governance activity and contributing to the improvement in quality of health outcomes through the Practice's audit programme
- Undertaking clinically-related administrative and non-clinical duties necessary for the delivery of Personal Medical Services
- Compiling and issuing computer-generated acute and repeat prescriptions (avoiding hand-written prescriptions whenever possible)
- Prescribing in accordance with locally agreed or national guidelines, specifically adhering to the Practice Prescribing Formulary
- 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 with the Practice:

- Participating in the teaching, training and development of doctors, nurses and medical students
- Supporting the Practice staff and responding to requests for advice and assistance from the Practice Reception, Secretarial and Nursing staff
- To maintain the Practice's high clinical standards by using clinical governance audits and other information to review patients' results, prescribing, disease etc, contributing to evaluation/audit and clinical standard setting within the organisation
- Awareness of and compliance with all relevant practice policies/guidelines, e.g. prescribing, confidentiality, data protection, health and safety, annual QOF Assessment of the Practice
- A commitment to life-long learning and audit to ensure evidence-based best practice
- Engaging in appropriate educational activity in order to maintain clinical competence and performance, including the completion of objectives agreed by yourself and the Practice in an annual Personal Development Plan
- Contributing to the development of computer-based patient records
- Attending training, Practice Meetings and events organised by the practice or other agencies, where appropriate
- Ensuring compliance with Practice protocols and policies in order to meet all timescales/deadlines for audits and written returns to ensure that the Practice meets quality standards and receives the designated funding (e.g. Enhanced Services returns, annual QOF, audit etc.)
- To maintain the financial security of the organisation by ensuring accurate and efficient responses to income generation such as reports, dispensed prescriptions, private forms etc

- At all times to behave in a professional way that encourages quality practice and the development of team spirit
- To undertake any other duty as may be expected in the course of meeting the health needs of the patient population

Confidentiality

- 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

Health & Safety

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the practice Health & Safety Policy, to include:

- Using personal security systems within the workplace according to practice guidelines
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
- Making effective use of training to update knowledge and skills
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Reporting potential risks identified

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 recognises the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues

Personal/Professional Development

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, annual GP Appraisal 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.
- Participating in monthly practice training sessions (8 of 12 per year)

Quality

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

- Alert other team members to issues of Clinical Governance issues, quality and risk; participate in Significant Event Analysis reviews
- 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. He/she will also contribute to the overall team-working of the Practice putting the needs of the Practice first

Communication

The post-holder should recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognise people's needs for alternative methods of communication and respond accordingly

Contribution to the planning and implementation of services

The post-holder will:

- Apply practice policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audits where appropriate
- Work with the Partners and Management Team to achieve standards of quality, performance standards, budgets and targets without compromising levels of patient healthcare
- Contribute towards the development and implementation of new standards, policies and procedures that are/will be required of GP Practices now and in the future (as directed by NHS/ DoH/ SHA/ PCT, new legislation etc.)

Created by: Gavin Richards

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