Job Description

Job Title: **Salaried General Practitioner**

Reports To: **The Partners (Clinically)**
The Executive Manager (Administratively)

Hours: **6-8 sessions per week**
Ideally, Monday, Friday and one other day

Job summary:

The post-holder will be responsible for delivering the full range of primary care services as part of the practice, ensuring the highest standards of care for all registered and temporary patients. This post will work closely with the practice's multi-disciplinary team of other GPs, nurses and non-clinical staff to provide a high quality and accessible service to patients.

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 including surgery consultations, telephone consultations and queries, 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 protocols, developing care plans for health
- Providing counselling and health education where appropriate
- 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 whenever this is clinically appropriate
- Supporting the practice in achieving QOF, KPIs, enhanced services and other contractual objectives, including taking responsibility for a set of specific disease groups
- 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:

- Awareness of and compliance with all relevant practice policies/guidelines, e.g. prescribing, confidentiality, data protection, health and safety
- Active participation in appropriate meetings within the practice and wider healthcare community
- Providing cover for other GPs holidays and other absences
- 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
- Attending training and events organised by the practice or other agencies, where appropriate.

Person Specification

Salaried GP

Essential skills and experience

- Possess a current and full registration with the GMC, and be on the GP Register
- Be a Member of the Royal College of General Practitioners (MRCGP)
- Eligibility to work as a general practitioner in UK
- Have current and credible experience within primary care and knowledge of services and products
- Flexible, able to work in a multidisciplinary team environment
- High levels of communication and customer service skills
- Able to work flexibly as part of the practice rota
- Updated Hepatitis-B Status

Desirable skills and experience

- Experience working with the Emis Web clinical system, Frontdesk and Docman
- Experience as a clinical lead
- Experience of telephone triage
- Experience in clinical governance and quality management
- Possess a full and valid driving licence