



General Practitioner – Practice Services

Job Description

Location: Charlotte Keel Medical Practice

Reports To: Lead GP

Role Summary:

This salaried GP role is based at BrisDoc's Charlotte Keel Medical Practice, in Easton.

No matter where you work these days, General Practice is a demanding job, but we are trying our best to enable a sustainable career through:

- Having a dedicated team responsible for Wellbeing within the Brisdoc family
- Meeting daily as a GP Team for coffee and lunch
- Administrative staff to process letters and discharge summaries, dealing with clinical coding, reducing the paperwork burden on GP's.
- Innovative GP access model led by GPs ensuring continuity of care and appropriate signposting
- Regular GP strategic meetings where all voices contribute to how we plan GP workload and access.
- Paid overtime for completing mandatory and statutory training.

Outside the Practice, Charlotte Keel GPs have roles in Education, Mentoring, the LMC/GPC, Sustainability and Urgent Care and a founder member of BNSSG Deep End Network. There is extensive experience to support a portfolio career and facilitate these networks.

Key Responsibilities:

Clinical responsibilities

- In accordance with the practice timetable, as agreed, you will be available to undertake a proportionate share of a variety of duties including surgery consultations, telephone consultations and queries, triage, 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
- Recording clear and contemporaneous consultation notes to agreed standards
- Compiling and issuing computer-generated acute and repeat prescriptions (avoiding hand-written prescriptions whenever possible)

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- Prescribing in accordance with the practice prescribing formulary (or generically) whenever this is clinically appropriate
- In general, you will be expected to undertake all the normal duties and responsibilities associated with a GP working within primary care.

Other responsibilities within the organisation

- Specific responsibility for agreed clinical areas; Lead GP will discuss and allocate
- Awareness of and compliance with all relevant practice policies/guidelines, e.g. prescribing, confidentiality, data protection, health and safety
- A commitment to life-long learning and audit to ensure evidence-based best practice
- Contributing to the summarising of patient records and read-coding patient data
- Attending training and events organised by the practice or other agencies, where appropriate.
- Be a member of the clinical team, attend clinical, education or business meetings and other meetings as appropriate and maintain close personal working relationships
- Seeks ways to reduce waste, water and energy usage within the office

General Duties

You can read the full list of general duties and expectations via the link below:

www.brisdoc.co.uk/workwithus/general-duties

Person Specification:

A motivated and capable individual with a combination of strong clinical knowledge, leadership capabilities, and a passion for improving primary care services.

Qualifications:

- Full GMC registration
- Inclusion in an English Performers List as a GP

Skills and Experience:

- Experience in any of below desirable, but not essential:
 - Family planning certificate
 - Alcohol and substance abuse training
- Experience of delivery QOF
- Clait Award and/or ECDL or EITS

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- Experience of and success at motivating and managing people in a changing environment
- Knowledge of national and local agenda in respect of primary care commissioning
- Familiarity with EMIS

Attributes:

- Good team player able to support value and respect contribution of all members
- Collaborative, adaptable, reflective, and resilient
- Committed to continuous professional development and patient-centred care
- Able to self-analyse own work and performance