

Taunton Deane West Primary Care Network	
<b>Job Title:</b>	General Practitioner (GP)
<b>Location:</b>	Face-to-Face – Luson Surgery, Lister House, Wellington Medical Centre
<b>Salary Range:</b>	£10.5k per session
<b>Reports to:</b>	Dr Rachel Yates (Clinical Director)
<b>Position Status:</b>	Fixed Term for 6 months

#### **Taunton Deane West Primary Care Network:**

Taunton Deane West (TDW) is formed by three constituent practices: Wellington Medical Centre, Luson Surgery and Lister House Surgery. As an approved PCN Learning Organisation there is a focus on creating a learning culture and enabling both learners and educators to thrive.

#### **Job Purpose**

The post-holder will be expected to undertake all the normal duties and responsibilities associated with a GP working within primary care and across the PCN sites. There will be opportunities to develop the role to meet the needs of the population and support any interests the GP may have. For example, frailty, women's health, medical student teaching etc.

#### **Main Responsibilities and Duties**

##### **Clinical responsibilities**

- In accordance with the practice timetable, you will make yourself 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
- Assessing the health care needs of patients with undifferentiated and undiagnosed problems
- Screening patients for disease risk factors and early signs of illness
- Developing care plans for health in consultations with patients and in line with current PCN and practice disease management protocols
- Providing counselling and health education
- Admitting or discharging patients to and from the caseload and referring to other care providers as appropriate
- Recording clear and contemporaneous consultation notes to agreed standards
- Collecting data for audit purposes as requested for support
- Compiling and issuing computer-generated acute and repeat prescriptions (avoiding hand-written prescriptions whenever possible)
- Prescribing in accordance with the PCN and practice prescribing formulary (or generically) whenever this is clinically appropriate
- 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**

- Awareness of and compliance with all relevant PCN and 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
- As requested, supporting/contributing to evaluation/audit and clinical standard setting
- Contributing to the development of computer-based patient records
- Contributing to the summarising of patient records and read-coding patient data
- Attending training and events organised by the PCN, practice or other agencies, where appropriate.

#### **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 employees will respect their privacy and act appropriately
- In the performance of the duties outlined in this job description, you may have access to confidential information relating to patients and their carers, PCN and practice employees and other healthcare workers. You may also have access to information relating to the PCN and practices as a business organisation. All such information from any source is to be regarded as strictly confidential
- Information relating to patients, carers, colleagues, other healthcare workers or the business of the PCN or the practices may only be divulged to authorised persons in accordance with the policies and procedures relating to confidentiality and the protection of personal and sensitive data.

#### **Health & safety**

You will implement and lead on a full range of promotion and management of their own and others' health and safety and infection control as defined in the PCN and practices health & safety policy/manual, and the infection control policy and published procedures. This will include (but will not be limited to):

- Using personal security systems within the workplace according to guidelines
- Awareness of national standards of infection control and cleanliness and regulatory / contractual / professional requirements, and good practice guidelines
- Providing advice on the correct and safe management of the specimen process, including collection, labelling, handling, use of correct and clean containers, storage and transport arrangements
- Correct personal use of Personal Protective Equipment (PPE) and ensuring correct use of PPE by others, advising on appropriate circumstances for use by clinicians, employees and patients.
- Management of the full range of infection control procedures in both routine and extraordinary circumstances (e.g. pandemic or individual infectious circumstances)
- Hand hygiene standards for self and others
- Managing directly all incidents of accidental exposure
- Management and advice relating to infection control and clinically based patient care protocols, and implementation of those protocols across the PCN and practices
- Active observation of current working practices across the PCN and practices in relation to infection control, cleanliness and related activities, ensuring that procedures are followed, and weaknesses/training needs are identified, escalating issues as appropriate to the responsible person
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks across clinical and patient process
- Making effective use of training to update knowledge and skills, and initiate and manage the training of others across the full range of infection control and patient processes
- Monitoring practice facilities and equipment in relation to infection control, ensuring that proper use is made of hand-cleansing facilities, wipes etc., and that these are sufficient to ensure a good

clinical working environment. Lack of facilities to be escalated as appropriate to the responsible manager

- Safe management of sharps use, storage and disposal
- Maintenance of own clean working environment
- Using appropriate infection control procedures, maintaining work areas in a tidy, clean and sterile and safe way, free from hazards. Initiation of remedial / corrective action where needed or escalation to responsible management
- Actively identifying, reporting, and correcting health and safety hazards and infection hazards immediately when recognised
- Keeping own work areas and general/patient areas generally clean, sterile, identifying issues and hazards/risks in relation to other work areas within the business, and assuming responsibility in the maintenance of general standards of cleanliness across the business in consultation (where appropriate) with responsible managers
- Undertaking periodic infection control training (minimum twice annually)
- Correct waste and instrument management, including handling, segregation, and container use
- Maintenance of sterile environments
- Demonstrate due regard for safeguarding and promoting the welfare of children.

### **Equality and Diversity**

You 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 PCN and practice procedures and policies, and current legislation
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

### **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 for PREP are met, the post-holder will participate in any training programme implemented by the PCN as part of this employment, with such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Participation in an annual appraisal and revalidation.
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.

### **Quality**

You will strive to maintain quality within the PCN and practice, and will:

- Alert other team members both at the PCN and the practices to issues of quality and risk
- 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.
- Positively completing and participating in Significant Event Audits.

**Communication**

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 Implementation of Services**

You will:

- Apply PCN and practice policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audit where appropriate.

**Problem Solving and Decision Making**

You will have the ability to make judgement calls on patient care within the standard guidelines and will escalate as needed.

**Supervision & Management**

You will be managed by Rachel Yates (PCN Clinical Director) who will oversee activities. Activity will also be monitored by Lynsey Oliver – PCN manager. Substantial parts of the post will be undertaken without direct supervision.

**Key Contacts and Relationships**

Dr Rachel Yates – Clinical Director  
Lynsey Oliver – PCN Manager  
Practice Managers  
Practice Staff  
PCN Staff

**Resources**

Laptop  
Smartcard  
EMIS

**Working Environment**

Consultation room  
Office

## Person Specification

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<b>Job Title:</b>	General Practitioner (GP)
<b>Location:</b>	Lister House, Wellington Medical Centre, Luson Surgery

Key Criteria	Essential	Desirable
<b>Qualification</b>	<ul style="list-style-type: none"> <li>Fully Qualified GP eligible to work in General Practice in the NHS</li> <li>Must have qualified under two years before employment</li> <li>MBBS or equivalent medical degree</li> <li>National Performers' List Registration</li> <li>General Practitioner Register under article 10 of the General and Specialist Medical Practice Order 2003</li> <li>Not subject to suspension under section 41A of the Medical Act 1983</li> <li>Clear DBS report</li> <li>Evidence of commitment to ongoing personal &amp; professional development</li> <li>Eligible to independently practice in the United Kingdom</li> </ul>	<ul style="list-style-type: none"> <li>Have an understanding of the needs of the vulnerable groups of patients that are registered</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working to achieve standards within the Quality and Outcome Framework (QOF)</li> <li>Experience of supporting service change</li> <li>Ability to listen actively to patients in a non-judgemental manner.</li> <li>The ability to deal with criticism and work well under severe pressure.</li> <li>Formulating treatment plans and evaluation of progress</li> <li>Ability to work with integrated care pathways, protocols, and patient specific directives.</li> </ul>	<ul style="list-style-type: none"> <li>Experience with clinical IT systems e.g. EMIS</li> </ul>

	<ul style="list-style-type: none"> <li>• Understanding of the current issues and challenges facing primary care</li> <li>• Ability to develop and deliver evidence-based care.</li> <li>• Experience of service improvement and quality initiatives.</li> <li>• Evidence of contributing to practice development and research in clinical area.</li> <li>• Ability to understand the importance of and establish own role in Clinical Governance and risk management.</li> <li>• Demonstrates evidence of continuous professional development (CPD)</li> </ul>	
<b>Skills, Knowledge &amp; Competencies</b>	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills to interact with patients and other healthcare professionals.</li> <li>• Understand the health and social needs of a local practice patient population</li> <li>• Strong attention to detail.</li> <li>• Patience and a calm demeanour in stressful situations.</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent time management skills.</li> <li>• Excellent record keeping skills</li> </ul>
<b>Work related Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Demonstrates awareness of the importance of working as part of a multi-disciplinary team.</li> <li>• Ability to work flexibly to meet Practice demands</li> <li>• Sensitive and shows empathy in difficult situations</li> <li>• Ability to communicate effectively with colleagues, patients, relatives, nurses, other staff and agencies (verbal, written and electronic formats)</li> <li>• Caring attitude to patients</li> <li>• Must value and appreciate the worth of others</li> </ul>	

	<ul style="list-style-type: none"> <li>• A recognition of the importance of showing respect, dignity and compassion to patients and colleagues</li> <li>• Progressive, forward-thinking attitude</li> <li>• Commitment to continuing education and professional development</li> </ul>	
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