

## General Practitioner

### Job Description

**Location:** Charlotte Keel Medical Practice

**Reports to:** Lead GP

#### Role Summary

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 GPs.
- 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.

We welcome GPs with special interests who may want to Lead on a particular area.

Outside the practice, Charlotte Keel GPs have roles in Education, Mentoring, the LMC/GPC, Sustainability and Urgent Care. 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)
- 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
- 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](http://www.brisdoc.co.uk/workwithus/general-duties)

## Person Specification

### Essential Qualifications, Knowledge & Experience

- Medical Degree (MBBS, MBChB or equivalent)
- Full registration with the GMC
- Fully trained GP with JCTGP Vocational Training Certificate

### Desirable Qualifications, Knowledge & Experience

- Higher post graduate membership, for example, MRCGP/nMRCGP, MRCP, DRCOG, DCH
- Family Planning Certificate
- Alcohol and Substance abuse training
- Relevant management qualification
- Experience of delivering QOF
- Clait Award and/or ECDL or EITS
- Experience of working in teams and able to promote a team spirit
- Experience of and success at motivating and managing people in a changing environment
- Knowledge of national and local agendas in respect of primary care commissioning, and intermediate and urgent care agendas
- Familiarity with EMIS

### Essential Skills & Attributes

- Evidence of computer literacy and keyboard skills
- Excellent written and verbal communication skills
- Ability to adjust communication skills to meet the needs of the recipient
- Ongoing commitment to personal development
- Able to work within a team, motivate a team and take instruction as required - Able to quickly establish rapport and credibility with others in the team
- Able to use own initiative
- Able to maintain confidentiality at all times with regards to staff and patients
- Excellent organisational skills

### Essential Personal qualities / Behavioural attributes

- Motivated by the provision of high-quality workforce and patient care
- Organised, systematic and flexible
- Good time management being able to prioritise work and work under pressure
- Tactful and diplomatic
- Positive attitude towards innovations and change – Adaptable and able to respond to a changing situation
- Can self-analyse own work and performance - Ability to recognise own limitations and act upon them appropriately

- Good team player who is able to support, value and respect the contribution of all members
- Self-motivated and able to work autonomously
- Willingness to learn new skills and to problem solve
- Able to manage sensitive and emotive situations

## **Desirable personal qualities / behavioural attributes**

- Commitment to continuing professional development (CPD) and lifelong learning. Adaptable and able to respond to a changing situation
- Can self-analyse own work and performance - Ability to recognise own limitations and act upon them appropriately
- Good team player who is able to support, value and respect the contribution of all members
- Self-motivated and able to work autonomously
- Willingness to learn new skills and to problem solve
- Able to manage sensitive and emotive situations
- Enthusiasm for innovation and improvement in healthcare delivery.

## **Other Requirements**

- Ability to be flexible in supporting other teams' members
- Ability to work the occasional evening to attend staff training sessions
- Ability to travel to other BrisDoc sites for meetings and to patients' homes for home visits
- Flexibility to work remotely from home or at other BrisDoc practices if necessary.