

**Title:** Salaried GP

**Responsible To:** Partners (Clinically)  
Practice Business Manager (Administratively)

**Main Purpose of the Post:**

To manage 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.  
To carry out all duties in a professional manner and adhere to all Atrium Health Centre protocols, policies and guidelines at all times.

**Duties & Responsibilities of the Post:**

**Clinical Responsibilities:**

- In accordance with the surgery 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 disease management protocols, developing care plans for health
- 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 on SystemOne
- Collecting\entering\coding data for audit purposes, for example Practice QoF details.
- 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 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
- 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
- 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 Practice or other agencies, where appropriate. Including mandatory internal and external training.
- Adhere to and follow all policies and protocols as listed in the Staff Handbook and contract.
- Follow all Practice Health and Safety guidelines and policies and inform the H&S lead of any infringements.

**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
- Information relating to patients, carers, colleagues, other healthcare workers or the business of the Practice may only be divulged to authorised persons in accordance with the Practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.

**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 Practice as part of this employment, 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
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.

**Quality:**

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

- Alert other team members 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.

**Communication:**

The post-holder should recognize 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:**

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 audit where appropriate.

The list of responsibilities is not exhaustive. The manner in which tasks are executed is of paramount importance to the smooth running of the surgery.

<b>Person Specification:</b>		
	<i><b>Essential;</b></i>	<i><b>Desirable;</b></i>
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Fully qualified GP with GMC registration</li> <li>• Annual appraisal and revalidation (when appropriate)</li> <li>• General practice (Vocational Training Scheme) trained</li> <li>• On medical performers list</li> <li>• Enhanced DBS check</li> <li>• UK driving licence</li> <li>• Current CPR certificate</li> <li>• UK work permit (if required)</li> <li>• Medical defence union cover</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of continued professional development</li> <li>• LTC training (Diabetic, Asthma, COPD, CHD, CKD)</li> </ul>
<b>Experience and Skills</b>	<ul style="list-style-type: none"> <li>• Chronic disease management</li> <li>• Primary prevention &amp; screening services</li> <li>• Clinical Governance</li> <li>• Delivery of QoF targets</li> <li>• Self-audit and reflection</li> <li>• Organised and efficient in record keeping and completion of paperwork</li> <li>• Time management; being able to prioritise work and work under pressure</li> <li>• Computer literacy</li> <li>• Excellent Communication Skills</li> <li>• Good People Skills</li> <li>• Attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• Keyboard Skills</li> <li>• Adaptability to change</li> <li>• Service Development</li> <li>• EMIS Web Clinical system</li> </ul>
<b>Aptitude and Abilities</b>	<ul style="list-style-type: none"> <li>• Willingness to share and collaborate across entire primary health team</li> <li>• Ability to develop and maintain effective working relationships with multi-disciplinary teams</li> <li>• Ability to work flexibly</li> <li>• Ability to recognize own limitations and act upon them appropriately</li> <li>• Willingness to learn new skills and to problem solve on a daily basis</li> <li>• An understanding, acceptance and adherence to the need for strict confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to input to strategic and practice development requirements</li> <li>• Involvement in CCG/PBC</li> <li>• Desire to develop specialist skills</li> <li>• Ability to challenge traditional models of working and to suggest improvements for change in a positive and inclusive manner</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Neat and Tidy Appearance</li> <li>• Good Level of Spoken English</li> </ul>	