**JOB DESCRIPTION**

**Title: Salaried GP / Salaried GP with the option of a Partnership**

**Responsible To: Partners (Clinically) and Practice Manager**

**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 Fordington Surgery protocols, policies, and guidelines.

**Duties & Responsibilities of the Post:**

The following are the core responsibilities of the salaried GP. There may be on occasion, a requirement to carry out other tasks; this will be dependent upon factors such as workload and staffing levels.

• The delivery of highly effective medical care to the entitled population

• The provision of services commensurate with the GMS contract

• Generic prescribing adhering to local and national guidance

• Effective management of long-term conditions

• Processing of administration in a timely manner, including referrals, repeat prescription requests and other associated administrative tasks

• Maintain accurate clinical records in conjunction with good practice, policy and guidance

• Working collaboratively, accepting an equal share of the practice workload

• Adhere to best practice recommended through clinical guidelines and the audit process

• Contribute to the successful implementation of continuous improvement and quality initiatives within the practice

• Accept delegated responsibility for a specific area (or areas)

• Attend and contribute effectively to practice meetings as required

• Contribute effectively to the development and maintenance of the practice including clinical governance, training, financial management and HR

• Ensure compliance with the appraisal process

• Prepare and complete the revalidation process

• Commit to self-learning and instil an ethos of continuing professional development across the practice team

• Support the training of GP Registrars

• Support the Partners and Management Team in achieving the strategic aims of the practice

• Review and adhere to practice protocols and policies at all times

• Encourage collaborative working, liaising with all staff regularly, promoting a culture of continuous improvement at all times

**In addition to the primary responsibilities, the salaried GP may be requested to:**

• Participate in practice audits as requested

• Participate in local initiatives to enhance service delivery and patient care, both at Practice and Locality level

• Participate in the review of significant and near-miss events applying a structured approach

• While 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 professional development, 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. The list of responsibilities is not exhaustive. The way tasks are executed is of paramount importance to the smooth running of the surgery.

**Person Specification:**

**Qualifications & Training**

**Essential**

• Fully qualified GP with GMC registration

• Annual appraisal and revalidation (when appropriate)

• General practice (Vocational Training Scheme) trained

• On medical performers list

• Enhanced CRB check

• UK driving licence

• Current CPR certificate

• UK work permit (if required)

• Medical defence union cover

• Evidence of continued professional development

**Desirable**

• Special interest qualification experience and skills

**Experience and skills**

**Essential**

• Chronic disease management

• Primary prevention & screening services

• Clinical Governance

• Delivery of QoF targets

• Self-audit and reflection

• Organised and efficient in record keeping and completion of paperwork

• Time management – being able to prioritise work and work under pressure

• Computer literacy

• Excellent Communication Skills

• Good People Skills

•Attention to detail

**Desirable**

• Adaptability to change

• Service Development

• Knowledge of SystmOne clinical system

**Aptitude and Abilities**

**Essential**

• Willingness to share and collaborate across entire primary health team

• Ability to develop and maintain effective working relationships with multi-disciplinary teams

• Ability to work flexibly

• Ability to recognize own limitations and act upon them appropriately

• Willingness to learn new skills and to problem solve on a daily basis

• Understanding and adherence to the need for strict confidentiality

•Good Level of Spoken English

**Desirable**

• Ability to input to strategic and practice development requirements

• Involvement in strategic CCG/Locality work

• Desire to develop specialist skills

• Ability to challenge traditional models of working and to suggest improvements for change in a positive and inclusive manner