# JOB DESCRIPTION

**JOB TITLE Salaried General Practitioner (GP) Fixed term contract**

**SESSIONS** 6 Sessions

**MANAGERIALLY ACCOUNTABLE TO:** Practice Manager / PCN Manager

**PROFESSIONALLY RESPONSIBLE TO:** The Partners

**JOB SUMMARY**

The post holder will 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.

The post holder will be expected to undertake all the normal duties and responsibilities associated with a GP working within Primary Care, ensuring the delivery of appropriate and evidence-based health care while fulfilling the terms and requirements of a GMS contract.

The post holder will also be the clinical representative of the practice to all external agencies providing a positive image of Oakdale Park PCN.

## KEY RESPONSIBILITIES

**Clinical Responsibilities**

1. To always act in accordance with the precepts of the GMC’s Good Medical Practice.
2. In accordance with the practice rota, as agreed, to undertake a variety of duties including clinical sessions (number tbc) comprising surgery and telephone consultations and queries, visiting patients at home, checking and signing repeat prescriptions, dealing with queries, paperwork, reports and correspondence in a timely fashion in accordance with the contractual obligations set out by the GMS contract.
3. To make professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the organisation.
4. To assess the health care needs of patients with undifferentiated and undiagnosed problems.
5. To screen patients for disease risk factors and early signs of illness.
6. In consultation with patients and in line with current practice disease management protocols, to develop care plans for health.
7. To provide counselling and health education as appropriate.
8. To admit or discharge patients to and from the caseload and refer to other care providers as appropriate.
9. To record clear and contemporaneous consultation notes to agreed standards.
10. To participate actively in the collection of data for audit purposes.
11. To compile and issue acute and repeat prescriptions.
12. To prescribe, in accordance with the practice prescribing formulary, all local and national guidelines, appropriately for the presenting condition. Should it be clinically indicated to prescribe outside the guidelines, a full explanation of the reason must be given in the patient’s medical record and the appropriate information given to the practice manager to enable flagging to medicine management.
13. To provide support for other Clinicians such as Nurses, Nurse Practitioners and Health Care Assistants including the signing of prescriptions where appropriate.
14. To work with other Clinicians to establish a culture of learning and professional development and to take part in the training of Undergraduates, General Practitioners and other healthcare professionals.

**Other Responsibilities within the Organisation**

1. To be aware of, and comply with, all relevant practice policies/guidelines. e.g., prescribing, confidentiality, data protection, health and safety and GDPR
2. To be committed to life-long learning and audit to ensure evidence-based best practice.
3. To contribute to evaluation/audit and clinical standard setting within the organisation.
4. To support the Primary Healthcare Team in all quality initiatives, including the Quality and Outcomes Framework, the Care Quality Commission registration and others as may arise from time to time.
5. To contribute to the development of problem- based patient records.
6. To contribute to the summarising of patient records and Read-Coding patient data.
7. To attend training and events organised by the practice or other agencies, where appropriate.
8. To work collaboratively with other members of the Primary Healthcare Team, including participating in multi-disciplinary meetings, significant event analyses and other activities in the interest of individual and team development and improved care of patients.
9. To maintain an interest in the practice programme for training and education and contribute effectively to the educational development of learners who may (at different times) be attached to the practice.

**Quality**

1. To work actively towards the maintenance of quality within the practice.
2. To alert other team members to issues of quality and risk.
3. To assess own performance and take accountability for own actions, either directly or under supervision.
4. To 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.
5. To work effectively with individuals in other agencies to meet patients’ needs.
6. To manage own time, workload and resources in an effective and efficient manner.

**Communication**

1. To recognise the importance of effective communication within the team and support this by communicating effectively with other team members, patients and carers.
2. To recognise people’s needs for alternative methods of communication and respond accordingly.

**Contribution to the Implementation of Services**

1. To apply practice policies, standards and guidance as appropriate in clinical and non-clinical situations as encountered during the course of their work.
2. To discuss with other members of the team how policies, standards and guidelines will affect own work.
3. To participate in audit where appropriate and required.
4. To be prepared to develop areas of special clinical interest and utilise acquired skills appropriately in implementing services in the interest of the practice.

**Personal/Professional Development**

1. To maintain continued education through attendance at any courses and/or study days necessary to ensure that professional development requirements are met.
2. To participate in any training programme implemented by the practice as part of this employment, such training to include:
   * An annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development.
   * Responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.

**Oakdale Park PCN Policies & Protocols**

1. To fully comply with all Oakdale Park PCN Policies & Protocols.
2. It is the responsibility of the individual employee to familiarise him/herself with all Oakdale Park PCN Policies & Protocols and Standing Instructions which are available in all medical centres or via the Practice Manager.

**GENERIC RESPONSIBILITIES**

**Health & Safety**

1. To comply with the Health and Safety at Work etc., Act 1974.
2. To take responsibility for his/her own health and safety and that of other persons who may be affected by his/her own acts or omissions.

**Equality & Diversity**

1. To carry out at all times his/her responsibilities in line with the Oakdale Park PCN Equal Opportunities Policy and Procedure.

**Risk Management and Clinical Governance**

1. To work within the Clinical Governance Framework of Oakdale Park PCN incorporating Risk Management and all other Oakdale Park PCN quality initiatives.

**Confidentiality**

1. To maintain confidentiality of information relating to patients, clients, staff and other users of the services of Oakdale Park PCN in accordance with the Oakdale Park PCN Confidentiality Undertaking and the Data Protection Act 1998. Any breach oaf confidentiality may render an individual liable for dismissal and/or prosecution.

**General**

1. To undertake any other duties commensurate with the role, within the bounds of his/her own competence.