



Job Description

Job description:	Substantive General Practitioner
Base:	Royal Primary Care, based principally in one Sector
Salary:	
Professionally Accountable to:	Divisional Director
Clinically Accountable to:	Sector Clinical Lead and the Divisional Director

Job Purpose

To deliver holistic primary care services to the patients of Royal Primary Care, as part of a multidisciplinary clinical team comprising ANPs, SMHPs and Pharmacists. To work with the team and system partners to implement RPCs 5 year health strategy.

Key Responsibilities

This post requires the post holder to undertake all the normal duties and responsibilities of a GP working in primary care. At the higher salary scales the post holder will be expected to display the leadership, mentoring and management skills of a senior experienced GP. An appointment to the training role carries an expectation that the post holder will fully participate in the RPC Training & Education group and deliver training to medical students, F2s and GPSTRs as well as shaping and implementing a pan organisational training and education programme. All GPs working at Royal Primary Care are substantive employees. This job description acts as a guideline to the responsibilities of the post holder and will be reviewed and amended to meet changing professional and service needs

Clinical practice

- Effectively and safely manage a mixed clinic of patients, in a medically appropriate way (clinics are constructed such that 16 patients are seen in the morning and 16 in the afternoon with time protected for result filing and general admin activity).
- Participate in the on-call/duty clinician rota which involves a mix of telephone triage, acute appointments and managing the home visit demand including allocation of home visits in an

appropriate manner across the available clinical team. The duty clinician is also the first point of contact for clinical queries from the ANPs, SMHPs and Pharmacists. To provide home visits for patients as part of their clinical day along with their clinical colleagues.

- Make autonomous and professional decisions in relation to presenting problems, whether referred from other health care workers within the organisation or self-referred.
- Assess the health care needs of patients with undiagnosed problems.
- Screen patients for disease risk factors and early signs of illness.
- In consultation with patients and in line with current protocols, develop care plans for health.
- Provide counselling and health education.
- Admit or discharge patients to and from the caseload and referring to other care providers as appropriate.
- Appropriate time keeping and providing support for colleagues who may be running late.
- Required to participate in mid-morning clinical meeting as a vital team contact point.
- Cover pro rata an appropriate number of long days and participate in the extended access rota until this becomes a PCN activity.
- Collect data for audit purposes and complying with QOF requirements.
- Deliver enhanced services.
- Participate in promoting and advancing Royal Primary Care.
- Undertake all the normal duties and responsibilities associated with a GP working within primary care.

Other responsibilities within the organisation

- Work/liases across multi-professional and agency boundaries.
- Compliance with all relevant practice policies, procedures and guidelines.
- Commitment to life-long learning and audit to ensure evidence-based best practice.
- Contribute to evaluation/audit and clinical standard setting within the organisation.
- Attend training and events organised by the practice or other agencies, where appropriate.

Communication

- Provides and receives highly complex, sensitive or contentious information and frequently deals with situations which are hostile and emotive.
- Uses developed communication, negotiation, conflict management skills which require empathy, reassurance and persuasive skills where there can be significant barriers to accept which need to be overcome.
- Makes operational judgements, manages conflicting views and reconciles inter and intra professional differences of opinion.

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 carer's practice staff and other healthcare workers.
- They may also have 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, and 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.

Health and Safety

The post holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the Practice Health and Safety Policy, to include:

- Using personal security systems within the workplace according to practice guidelines.
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks.
 - Frequent exposure to body fluids, blood, wounds, fleas and lice
 - Occasional exposure to aggressive behaviour.
 - Frequent use of VDU equipment.
 - Frequent requirement to travel between different locations.
- Making effective use of training to update knowledge and skills.
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way free from hazards.
- Reporting potential risks identified and near misses.

Equality and diversity

The post holder will support the equality, diversity and rights of patients, carers, colleagues and visitors to include:

- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with the practice procedures and policies, and current legislation.
- Respecting privacy, dignity, needs and beliefs of patients, carers and colleagues.
- Behaving in a manner which is welcoming to and of the individual, is non-judgemental and respects their circumstances, feelings, priorities and rights and diverse needs.

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 patient and service needs.
- Effectively manage own time, workload and resources.

General Responsibilities

- To act in line with the organisation's values.
- To be familiar with the relevant operational, Human Resources, Health and Safety policies and procedures, including fire, COSHH, no smoking and alcohol where appropriate.
- It is the responsibility of every employee to actively help the practice and trust prevent and control infection by washing their hands effectively, carrying out their duties in a way which minimises infection, attending appropriate training and maintaining up to date knowledge and skills in infection control and prevention as relevant to their post.

This job description acts as a guideline to the responsibilities of the post holder and will be reviewed in consultation with the post holder and amended to meet changing professional and service needs.



PERSON SPECIFICATION

Post Title: Salaried General Practitioner

Assessment Criteria	Essential	Desirable	How Assessed
Qualifications and Training	<ul style="list-style-type: none"> • GP accreditation – CCT registered. • Currently on a PCT performers list and not suspended from that list or from the medical register • Current GMC registration and license to practise • MRCGP examination or equivalent experience • In regular clinical practise 	<ul style="list-style-type: none"> • Evidence of further postgraduate educational activities in relevant fields • Evidence of CPD activities 	<ul style="list-style-type: none"> • Application form

Assessment Criteria	Essential	Desirable	How Assessed
Experience	<ul style="list-style-type: none"> • Experience of working in general practice in the UK • Commitment to and experience of working as part of a multi-disciplinary and skill mixed team environment • Motivated team player who can work effectively towards a common goal • A positive “can do” mindset 	<ul style="list-style-type: none"> • Experience of working in the NHS • Additional clinical skills or areas of specialist practice/interest • Experience of working with system partners • Leadership and motivational skills. • Research interest and/or experience 	<ul style="list-style-type: none"> • Application form/Interview/ Selection process

Assessment Criteria	Essential	Desirable	How Assessed
Skills and Knowledge	<ul style="list-style-type: none"> • Sound knowledge of the principles and values that support good medical practice • Excellent organisational skills • Excellent and highly developed interpersonal skills • Ability to communicate, both written and verbally, in a manner which is clear and fluent • Clear commitment to delivering quality and patient focused services 		<ul style="list-style-type: none"> • Application /Interview/ Selection process
Personal Attributes	<ul style="list-style-type: none"> • Commitment to values and principles of the NHS and Leading the Chesterfield Way • Inclusive and developmental personal style and approach • Ability to build excellent working relationships with a range of individuals and all levels and from all specialities. 		<ul style="list-style-type: none"> • Application /Interview/ Selection process

Assessment Criteria	Essential	Desirable	How Assessed
Demonstrates Organisational Values	Compassion, Achievement, Relationships, Environment – Proud to CARE		Interview/ Selection Process