

Lister House Surgery

Salaried General Practitioner Job Description & Person Specification

Job Title	Salaried GP
Line Manager	GP Partners
Accountable to	GP Partners
Sessions per week	6

Job Summary

To provide general medical services to the patients of the Practice by way of clinical sessions, supporting total triage, home visits where needed (including a list of palliative patients assigned to you), patient and staff advice, and relevant administrative work (including pathology, documents inbox pathology EPS prescribing, and assigned tasks to you and your groups e.g., doctors group), together with other such duties as are required of General Medical Practitioners and/or the Practice.

To participate as a willing member of the medical team at Lister House Surgery and share in the general workload of the Practice.

To deal with patients and staff of the Practice in a courteous and efficient manner.

To provide your own personal equipment (stethoscope, thermometer, adult oxygen SATs probe, and auro/otoscope) for use in your room. A fully quipped consulting room will be made available for surgeries and must be maintained in a tidy condition which includes BP machines.

Paediatric oxygen saturations probe available with emergency equipment.

The Practice will endeavour to give you the same room on a regular basis as far as is practicable but may not be able to provide a room when you are on a protected time session.

Primary Responsibilities

- Provide face-to-face and telephone consultations during surgery times and as per your timetable (as per SystmOne rota with start and finish times) with at least 1x 6pm finish per week.
- Lister House has its own Team Up/Home visiting service. On rare occasions you may be asked to provide home visits for patients on the days you normally work (or triage as appropriate into the home visiting service) and share in the general visit workload of the Practice.
- Undertake fair share of practice administrative work including pathology results, tasks, documents inbox, EPS prescribing, and any other online platform e.g., AccuRx inbox queries.
- All pathology assigned completed the same day.
- All assigned letter must be completed the same week.
- Ensure all personal tasks are completed in two weeks and any referrals from consultations within 72 hours of seeing the patient or the same day when urgent.
- Read, code, and complete QOF as relevant for patients.
- Undertake any relevant mandatory training required to perform your duties at Lister House.
- Be compliant with policies at Lister House and acknowledge as having read and understood these, including any shared documents on TeamNet (acknowledge within 2 weeks of sharing)
- Share in any other duties not listed above may form part of the normal clinical and relevant administrative workload e.g., letters, paperwork, certificates, and reports.

Additional Responsibilities

- To attend practice and clinical meetings held within your working hours, otherwise ensure you have read clinical meeting minutes.
- To contribute to QIA and QIP, significant events reporting, and complaints responses as needed.
- To attend 3 x mandatory QUEST training sessions per year – for those who do not work routinely on a Wednesday, this time will be remunerated to enable attendance.

Person Specification – Salaried GP		
Qualifications	Essential	Desirable
GMC registered	✓	
MRCGP	✓	
Performers list	✓	
Experience	Essential	Desirable
Experience of working with in a GP Practice	✓	
Experience using SystmOne		
Skills	Essential	Desirable
Excellent communication skills (written, oral and presenting)	✓	
Skilled in Microsoft Office software	✓	
Personal Qualities	Essential	Desirable
Polite and confident	✓	
Flexible and cooperative	✓	
Excellent interpersonal skills	✓	
Motivated and proactive	✓	
Ability to use initiative and judgement	✓	
Sensitive and empathetic in distressing situations	✓	
Ability to work under pressure	✓	
Confident, assertive, and resilient	✓	
Other requirements	Essential	Desirable
Disclosure Barring Service (DBS) check	✓	
Maintains confidentiality at all times	✓	
Full UK driving licence		✓

This document may be amended following consultation with the post holder, to facilitate the development of the role, the practice, and the individual. All personnel should be prepared to accept additional, or surrender existing duties, to enable the efficient running of the practice.