

AITUNE

MEDICAL PRACTICE



JOB SUMMARY

JOB TITLE:	Salaried GP (WITH PARTNERSHIP OPPORTUNITY)
SESSIONS:	6-7 negotiable
BASED AT:	Aitune Medical Practice
SALARY:	Negotiable
ADDITIONAL:	Role open to 'new to practice' GP's app, and will consider supporting role through both the GP Fellowship and the Trailblazer Fellowship schemes
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About Aitune Medical Practice

- GP Surgery based in Long Eaton Health Centre, Midland St, Long Eaton NG10 1RY with 8,800 patients/service-users
- Currently there are 5 Partners, but lead GP Partner retires in September this year
- PMS contract
- Part of Erewash Health Partnership (EHP) consisting of group of 10 Erewash practices (covering 75,000 patients)
- Also part of Erewash PCN consisting of 13 practices (covering 100,000 patients)
- Low deprivation, semi-rural
- High achieving
- Through extensive collaboration within EHP and the PCN, there are dedicated teams to support the GP practices with a) care homes, b) home visits and c) 'On the Day' urgent care service throughout Erewash
- Use Systm1
- CQC rated 'Good'

Our Vision

- We believe that the primary importance is our people.
- Excellence is at the heart of everything that we do.
- We, as a team, are committed to 5 values in everything we do:
CARE • ACCOUNTABILITY • INNOVATION • RESPECT • EXCELLENCE

Job responsibilities

- 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 General Practitioner will be expected to undertake the normal duties and responsibilities associated with being a GP / Doctor working within primary care. You will work in line with best clinical practice including standards and guidelines set out by the Royal College of General Practitioners.
- You will maintain high clinical standards and you will undertake a range of activities associated with being a general practitioner such as surgery consultations, telephone consultations, remote consultation and queries, visiting patients at home, screening patients for disease risk and you will make autonomous decisions upon a wide variety of patient cases.

Key responsibilities

- 6 - 7 Sessions per week sessions to be agreed
- 2 hour surgery duration booked at 10 minute intervals
- To deal with emergencies and urgencies, as necessary at the end or beginning of surgery.
- To undertake home visits if necessary,
- To be available for telephone and video consultations before and/or after surgery
- To assist dealing with clinical correspondence and related administrative correspondence including PMAs/ Insurance forms
- Share of daytime rota on call
- No Saturday or weekend commitment.
- To record all data in a systematically and opportunistically way, using all relevant computer entries to maximise Quality & Outcomes points
- To be able to undertake , or to undertake training as necessary
- Participate in the QoF target system to maximise points by recording information on Systm1 when flagged up as due or overdue
- To support other staff including the Health Care Assistant(s) and Practice Nurse(s)
- To assist in any Enhanced Serviced the Practice contracts or proposes to contract
- To actively participate in any prescribing scheme/targets or similar undertaken by the practice
- To attend practice meetings as and when required.

GENERIC RESPONSIBILITIES

Communication

- Support and communicate effectively with patients and carers, recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communicating to enable us to be accessible to all
- Anticipate barriers to communication and take action to improve communication.
- Communicate effectively with team members and act as an advocate when representing the patients' and colleagues' viewpoints to others.

Team working

- Work as an effective and responsible team member, supporting others and asking for support if required.
- Prioritise own workload and ensure effective time-management strategies are embedded in own practice.

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, the post-holder may have access to confidential information relating to patients and their carers, Practice staff and other healthcare workers. All 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.

Health and Safety

- Comply with the Health and Safety at Work Act 1974
- The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the Practice Health & Safety Policy

Equality and Diversity

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

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

Disclosure and Barring Services Check

- This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

UK Registration

- Applicants must have current UK professional registration. For further information please see [NHS Careers website \(opens in a new window\)](#).

GENERAL

- This job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post-holder commensurate with the position. This description will be open to regular review and may be amended to take into account development within the Practice. All members of staff should be prepared to take on additional duties or relinquish existing duties in order to maintain the efficient running of the Practice.

PERSON SPECIFICATION: SALARIED GP

Qualifications (<i>where specific, consider equivalent</i>)	Essential	Desirable
Fully qualified GP with GMC registration	✓	
Annual appraisal and revalidation (when appropriate)	✓	
General practice (Vocational Training Scheme) trained	✓	
On a PCT medical performers list	✓	
Level 3 safeguarding (adult and child)	✓	
Enhanced DBS check	✓	
Medical defence union cover	✓	
UK work permit (if required)	✓	
UK driving licence	✓	
Evidence of continued professional development		✓

Experience	Essential	Desirable
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	✓	
Experience of working on SystemOne Clinical system		✓
Adaptability to change		✓
Service Development		✓

Aptitude and Abilities	Essential	Desirable
Willingness to share & collaborate across entire primary health team	✓	
Ability to develop and maintain effective working relationships with multi disciplinary teams	✓	
Ability to work flexibly	✓	
Ability to recognise own limitations & act upon them appropriately	✓	
Willingness to learn new skills & to problem solve on a daily basis An understanding, acceptance and adherence to the need for strict confidentiality	✓	
Ability to input to strategic and practice development requirements		✓
Desire to develop specialist skills		✓
Ability to challenge traditional models of working and to suggest improvements for change in a positive and inclusive manner		✓

Motivation	Essential	Desirable
Commitment to primary prevention and health improvement and addressing health inequalities	✓	
Patient empowerment	✓	
Patient advocate	✓	
Excellent communicator	✓	