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|  | **Latham House Medical Practice** |

**Job Description**

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| Role Details |
| Job Title: | Salaried GP |
| Primary Location: | Latham House Medical Practice, Melton Mowbray and upon occasions at the Practice’s Asfordby site. |
| Responsible to: | Practice Manager |
| Role Purpose |
| Salaried Doctors working at Latham House Medical Practice are expected to provide a wide range of services to their personal list, and help the Practice by supporting the GP Partners, Salaried GPs, members of the Practice Management Team, the Nursing and administration teams to deliver a wide range of health needs in a primary care setting and cope with work pressures when they arise. |
| **Salaried GP Philosophy** |
| Provide the complete range of General Practitioner services to your list of patients and manage your own workload, help and guidance on setting up your appointment sessions will be available from Practice Management. In the first year, if your list is growing, your surgeries will comprise of your own registered population and “spread” patients. In your first year this will be monitored monthly to enable adjustments to be made as your list grows. Once your list size is reached the ‘spread’ patients will cease. Once you have achieved your maximum list size, you are responsible for all your patient requirements, and will be fully supported by the Practice’s wide range of support services from Nurses, Healthcare Assistants & Admin staff. The Practice operates a pairing system for your absences of greater than two days (pro rata), which you will be advised of in advance. Duties include offering appointments in line with Practice philosophy / government direction. We currently offer extended hours appointments, and you will be expected to participate in these. |
| Role Responsibilities |
| **Clinical responsibilities:** * In accordance with the Practice timetable, as agreed, the post-holder will make him/her-self available to undertake a variety of duties including surgery consultations, telephone consultations and queries, visiting patients at home, checking and signing repeat prescriptions in paper or electronically and dealing with queries, patient test results, patient medical reports and examinations (e.g. DSS Reports) on behalf of the Practice, paperwork and correspondence in a timely manner;
* Making professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the Practice;
* Recording clear and contemporaneous I.T. based consultation notes to agreed standards;
* Collecting data for audit purposes;
* Compiling and issuing computer-generated acute and repeat prescriptions (avoiding hand-written prescriptions whenever possible);
* Prescribing in accordance with locally agreed or national guidelines;
* In general the post-holder will be expected to undertake all the normal duties and responsibilities associated with a GP working within Primary Care.

**Expectations of the Partnership for your role:*** Take fair share of ‘reds’ to help with the demands of patients whose Doctors are absent and/or other workloads allocated on a pro rata basis
* Participate in the Urgent Care Clinic (UCC)/ Immediate Access Clinic rota (IAC) Nurse cover, as your patients will be accessing this service on a daily basis.
* You will be expected to participate in the Practice lunchtime education meetings and attend protected learning time events. You will be expected to take part in audits. You will be expected to comply with any mandatory/CQC workloads.
* You will be expected to take part in the training programmes of all Nurses, Students, Medical Students and Doctors.
* As part of the General Practice workforce, you will work with the Partnership to work towards any new governmental directions/roles/White Papers, which might require a change in your working pattern to ensure compliance with new regulations.
* Absence from the building will be by agreement of the Practice. This is to ensure services can be offered to patients throughout the year. Holidays will be organised via an annual holiday meeting, to enable a fair allocation amongst the all GPs.
* Salaried Doctors will be expected to maintain their skills or achieve new skills as directed by the Partnership through their continuing professional development. The Practice operates an internal peer review system which salaried GPs take part in.
* Salaried Doctors will take part in the appraisal system, as required and appraisals will be organised during your working week.

**Quality*** Alert colleagues 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.
* Work with the general practice team to ensure the practice is compliant with CQC standards.

**Communication*** To be aware of data protection issues.
* To liaise effectively with other health professionals both inside and outside the organisation, with regard to accepting and making clinical referrals.
* Communicate effectively with patients and relatives, considering differences in language, literacy and culture.

**Training & Personal Development*** To undertake all personal training required to fulfil the current job role, and all future requirements relevant to this job description.
* To provide training to any identified personnel requiring instruction as identified by the Practice.
* Manage own time effectively, plan and meet personal and Practice targets.
* Ensure own personal development through reflection and feedback from Partners and colleagues.
* Ensure that personal continuing training needs are identified and met.
* Take part in a personal annual appraisal with one of the Partners.

**Computers*** To maintain patient confidentiality at all times.
* To ensure timely and accurate data is maintained on the Practice’s database.
* To comply with all information management and information technology protocols and systems.

**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 will have access to confidential 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.

**Health & Safety*** The post-holder will support, promote and maintain the Practice’s Health & Safety Policy and Procedures and the Practice’s Infection Control Policy and Procedures.

**Equality and Diversity*** The post-holder will support, promote and maintain the Practice’s Equality & Diversity Policy.

**Other responsibilities with the Practice:** * Awareness of and compliance with all relevant Practice policies/guidelines, e.g. prescribing, confidentiality, data protection, health and safety, annual QOF Assessment of the Practice;
* Participate in any internal or external inspections or audit processes;
* A commitment to life-long learning and audit to ensure evidence-based best practice;
* Contributing to evaluation/audit and clinical standard setting within the organisation;
* Contributing to the development of computer-based patient records;
* Attending training, Practice Meetings and events organised by the Practice or other agencies, where appropriate;
* Meet all tight timescales/deadlines for audits and written returns to ensure that the Practice meets quality standards and receives the designated funding (e.g. Quarterly Enhanced Services returns, annual QOF audit etc.)
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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 subject 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

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job. Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation and certificates (D).

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| **Criteria: Qualifications** | **Essential or Desirable** | **Assessed****By** |
| Fully trained GP with JCTGP Vocational Training Certificate. | **E** | **D** |
| Higher post graduate membership, for example, MRCGP / nMRCGP, MRCP, DRCOG, DCH | **D** | **D** |
| Family Planning to include LARC *(Long Acting Reversible Contraception)* fitting and removal of IUCD’s | **D** | **D** |
| Minor surgery / joint injections. | **D** | **D** |
| Current and full driving licence | **E** | **D** |

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| **Criteria: Skills and Experience**  | **Essential or Desirable** | **Assessed****By** |
| Ability to work under pressure and prioritise workload | **E** | **I** |
| Proficient in the use of MS Office, Word, Excel, SystmOne and or other Clinical Software  | **E** | **A I** |
| Excellent interpersonal skills and communication skills | **E** | **A I** |
| Ability to work as part of a multi-disciplinary team; | **E** | **A I** |
| Ability to work with limited supervision; | **E** | **A I** |
| Understanding of the pressures faced by GPs and healthcare teams; | **E** | **A I** |
| Willingness to contribute to and participate in a peer support group; | **E** | **A I** |
| Current registration with the GMC and appropriate representation with a recognised medical defence organisation; | **E** | **D** |
| Current DBS check (undertaken less than 6 months before the date of appointment); | **E** | **D** |
| Strong levels of IT proficiency and familiarity with primary care clinical systems (the Practice currently uses Vision). Experience in using the Microsoft suite of programmes;  | **E** | **A I** |
| Proven ability to offer support within a clinical team and share learning points in Practice meetings; | **E** | **A I** |
| Ability to draft cogent, error-free letters and reports in a timely manner; | **E** | **A I** |
| A good understanding of GMS contracting requirements and the operation of the Quality Outcomes Framework process(QOF and QMAS); | **E** | **A I** |
| A specialist interest in e.g. family planning, paediatrics, minor surgery | **E** | **D A I** |
| Fitting / removal of IUCDs | **E** | **D A I** |
| Experience of delivering QOF objectives | **E** | **A I** |
| Experience of service redesign | **E** | **A I** |

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| **Additional Requirements** | **Essential or Desirable** | **Assessed****By** |
| Commitment to continuing professional development of self and others.  | **E** | A & I |
| Able to maintain the consistent delivery of high quality services.  | **E** | A & I |
| Satisfactory completion of an enhanced check through the Vetting and Barring Service (this will be taken up if offered the post).  | **E** | A I & D |
| Legal Right to work in the UK  | **E** | A & D |
| A commitment to anti-discriminatory practices in employment, training and service delivery.  | **E** | A & I |
| An understanding of Health and Safety responsibilities.  | **E** | A & I |
| Flexibility in working hours.  | **E** | A & I |
| Vaccinated or willing to be vaccinated for Hep B and other relevant employment vaccinations programmes. | **E** | A & D |

# Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

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| Health & Safety at Work |
| To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified by Latham House Medical Practice, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role. |
| Potential Hazards & Risks |
| The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the ‘other’ section. |
| [x]  Provision of personal care on a regular basis  | [x]  Face-to-face contact with members of the public |
| [x]  Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including patients) or objects | [ ]  Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle for work purposes) |
| [ ]  Working at height/ using ladders on a regular/ repetitive basis | [ ]  Restricted postural change – prolonged sitting |
| [x]  Lone working on a regular basis | [ ]  Restricted postural change – prolonged standing |
| [ ]  Night work | [ ]  Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  Rotating shift work | [ ]  Manual cleaning/ domestic duties |
| [ ]  Working on/ or near a road | [ ]  Regular work outdoors |
| [x]  Significant use of computers (display screen equipment) | [ ]  Work with vulnerable children or vulnerable adults |
| [ ]  Undertaking repetitive tasks | [ ]  Working with challenging behaviours |
| [ ]  Continual telephone use | [ ]  Regular work with skin irritants/ allergens |
| [ ]  Work requiring hearing protection (exposure to noise above action levels) | [ ]  Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  Work requiring respirators or masks | [ ]  Work with vibrating tools/ machinery |
| [ ]  Work involving food handling | [x]  Work with clinical waste, non-clinical waste, refuse |
| [x]  Potential exposure to blood or bodily fluids |  |
| [ ]  Other (please specify): |       |