

*Ogmore Vale Surgery  
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Dr M. Yoganathan*

## **Job Description**

**Job Title:** Salaried General Practitioner

**Reports to:** The GP Partner (clinically) and Practice Manager

**Contract:** Permanent

**Hours:** Part-time (6 sessions a week)

**Location:** Ogmore Vale Surgery.

**Salary:** £10,000 per session

**Key Working Relationships:** Primary Health Care Team including GPs, practice nurses, practice manager, district nurses, health visitors, midwives, podiatrists, physiotherapists, patients, hospital staff, social work staff, local care home staff.

**Job summary:** The post holder will support the 2 GP's to manage a busy, interesting clinical caseload covering the Ogmore and Nantymoel area, ensuring the highest standard of care for all registered and temporary patients.

The post holder will carry out all the duties reasonably expected of an NHS general practitioner using the standards expected by the GMC in line with appropriate national and/or local guidelines.

### **Clinical Responsibilities**

- In accordance with the practice rota, the post holder will make him/herself available to undertake a variety of duties including surgery, telephone and electronic consultations and queries, visiting patients' homes, checking and signing repeat prescriptions and dealing with queries, paperwork and correspondence in a timely fashion.
- Responding to medical problems presented by temporary residents.
- Making professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the organisation.
- Assessing the health care needs of patients with undifferentiated and undiagnosed problems.
- Screening patients for disease risk factors and early signs of illness.
- In consultation with patients and in line with current practice disease management protocols, developing care plans for health management.

- To assist in the establishment of appropriate systems to manage common chronic medical conditions e.g. asthma, diabetes.
- Providing counselling and health education.
- Making appropriate and timely referral of patients for further opinion and treatment using WCG gateway. Following all Practice and NHS guidelines as appropriate.
- Typing own referrals, clinical software consultation information and internal/external emails.
- Recording clear and contemporaneous consultation notes to agreed standards including the recording of appropriate information for the Quality and Outcomes Framework and Enhanced Services.
- Prescribing in accordance with Practice policy appropriate.
- Collecting data for audit purposes.
- To participate in targeted health promotion activity to benefit patients.
- Compiling and issuing computer-generated acute and repeat prescriptions.
- Appropriate medicine prescribing for both acute and repeat requirement in accordance with the practice prescribing formulary and guidelines whenever this is clinically appropriate.
- Timely assessment of incoming electronic and paper correspondence relating to both patient and non-patient information as required. Using the appropriate electronic systems.
- To complete insurance, DSS, DVLA and other reports relating to patients under your care.
- In general, the post holder will be expected to undertake all the normal duties and responsibilities associated with a GP working within primary care and any other duties reasonably required by the practice.
- This job description is not exhaustive. We anticipate the role will develop with the suitable candidate and we may amend it as appropriate.

#### **Workload Requirements within the Organisation**

- Surgeries – the post holder will work 6 sessions per week on a flexible basis. Each session will last 4 hours and 10 minutes.
- Home Visits – the post holder will be required to carry out home visits occasionally, during surgery, in an emergency. Home visits are normally carried out after morning surgery.
- Administration – the post holder will be required to ensure that all relevant administration is completed during normal working hours. This includes completion of medical/insurance examinations in a timely and appropriate manner to meet the needs of the practices registered patients.

#### **Practice Organisation**

- Awareness of and compliance with all relevant practice policies/guidelines e.g. prescribing, confidentiality, data protection, health and safety.
- Process and action incoming patient and hospital correspondence.

- Attendance at Network Cluster and Clinical Team meetings.
- Adhere to the practice complaint management system.
- Maintaining regular, consistent and professional attendance, punctuality and personal appearance.
- Ensuring daily effective handling of all incoming communication including emails.

#### **Maintaining, monitoring and updating computerised patient records**

- Contributing to the development of computer-based patient records.
- Contributing to the summarising of patient records and read coding patient data.
- Ensure clinical database is updated promptly and accurately as required for practice protocols, QAIF, Enhanced Services etc.
- Respond to alerts on patient records.
- Appropriate use of read codes as agreed within the practice.
- Participate in audits of clinical work and patient satisfaction.

#### **Confidentiality**

- To follow current GMC guidelines and practice policy to ensure patients have the confidence and right to expect that staff will respect their privacy and dignity and act appropriately.
- Information relating to patients, carers, colleagues or other healthcare workers or issues relating to the business of the practice may only be divulged to authorised persons in accordance with the above guidelines and policy.

#### **Health & Safety**

The post holder will assist in promoting and maintaining their own and other health, safety and security, as per the practice health and safety policy, including:

- Using personal security systems within the workplace according to practice guidelines.
- Identifying risks involved in work activities and actively managing those risks.
- Making effective use of training to update knowledge and skills.
- Using appropriate infection control procedures, particularly relating to needle stick injuries, maintaining work areas in a tidy and safe way free from hazards.
- Ensuring all accidents or dangerous incidents are reported and investigated and follow up action taken where necessary.

#### **Equality & Diversity**

The post holder will support the equality, diversity and rights of patients, carers and colleagues, 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 the privacy, dignity, needs and beliefs of patients, carers, colleagues.

- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings, priorities and rights.

### **Personal/Professional Development**

- Participation in an annual performance review.
- Attendance at educational and clinical team meetings.
- Demonstrating skills and activities to others as appropriate.
- Ensure professional development requirements for revalidation are met.
- A commitment to lifelong learning and audit to ensure evidence based best practice.
- Contributing to audit/evaluation and clinical standard setting.
- Attending training and events organised by the practice or other agencies, where appropriate.
- Maintain CPR and anaphylaxis certification.

### **Quality**

The post-holder will strive to maintain quality within the practice and will:

- Alert other team members to issues of quality and risk.

- Reflect and assess own and team performance.
- Work effectively with other agencies to meet patient's needs in a person-centred way.
- Effectively manage own time, workload and resources.
- Apply practice policies, standards and guidance.
- Make suggestions on ways to improve and enhance the team or practice's performance.

### **Communication**

The post-holder will:

- Communicate effectively with other team members.
- Communicate effectively with patients and carers.
- Recognise peoples' needs for alternative methods of communication and respond accordingly.