



## **SALARIED GP – JOB DESCRIPTION**

Job Title:	General Practitioner
Contract:	Permanent
Salary:	£11000 per session per annum
Sessions:	Full or Part Time considered

### **Job Purpose**

The GP will play a lead role in ensuring an integrated and focused healthcare provision relevant to the differing needs of the patient population within the Bellevue Group Practice area.

The GP will be part of a multi disciplinary team providing a full range of general medical services to patient groups.

In addition to providing primary care services, the post holder will be expected to be involved in liaison with other agencies and management of service.

### **Main Duties and Responsibilities**

- To take clinical responsibility for registered patients and maintain appropriate records of treatment given and NHS services provided;
- Offer and carry out consultations and where appropriate, physical examinations for the purposes of identifying and reducing the risk of illness, disease or injury, including immediately necessary and temporary patients;
- In accordance with Practice timetable, as agreed, the post-holder will make him/herself available to undertake a variety of duties including surgery consultations, telephone consultations and queries, visiting patients at home, checking and signing repeat prescriptions and dealing with queries, paperwork and correspondence in a timely fashion;
- Give advice to patients on general health matters and in particular about the significance of risk activities i.e. use of tobacco, consumption of alcohol and the misuse of drugs and/or solvents;

- Offer and provide, as appropriate, to individual patient needs, all immunisations which are currently available as part of GMS;
- Arrange for the referral of patients, as appropriate, for the provision of any other services;
- Offer and provide, as appropriate, cervical smear test to all eligible patients.
- Provide family planning and contraceptive services;
- Carry out a review of medication prescribing;
- Participation in child health surveillance and child immunisation programme, where the practitioner meets local eligibility criteria;
- To provide maternity medical services and minor surgery services where deemed appropriate, where practitioner meets local eligibility criteria (or undergoes training where necessary);
- Provide ante and post natal services and develop an integrated approach to women's health care services, where practitioner meets local eligibility criteria (or undergoes training where necessary);
- Active participation/co-operation in the management arrangements of the practice and in the work of the primary healthcare team;
- Improve the efficiency and effectiveness of chronic disease management;
- Maintain appropriate levels and means of communication with other agencies for whom care is being given to the patients from who the practitioner is responsible;

### **Practice Responsibilities**

- Contributes to the evaluation/audit and clinical standard setting with colleagues.
- Records data in patient records systems promptly and accurately and to agreed standards.
- Ensures appropriate use of read codes.
- Participates in the collection and collation of statistics towards the preparation of practice reports, performance monitoring and audits.
- Participates in the auditing of practice activity as required.
- Responsible for health and safety of themselves and others and for reporting and actively co-operating in Practice Health and Safety Policies and procedures.
- Processes and actions incoming patient and hospital correspondence.
- Attends in-house meetings, significant event audit meetings and other meetings as deemed necessary.
- Ensures that the practice complaints system is adhered to at all times.
- Awareness and compliance with all relevant guidelines e.g. data protection, confidentiality and health and safety.
- Maintain current CPR and anaphylaxis certification and child/adult safeguarding training in line with local policies. .

### **Training & Development**

- Establish, in conjunction with Practice business objectives an appropriate training and development plan that supports the development of clinical, leadership and business administration skills.
- Fully participates in training and development, meeting any, and all, requirements of any courses funded or part-funded by the 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 outlined in this job description, the post-holder may have access to confidential information relating to patients and their carers, Practice staff and other healthcare workers. They may also have access to 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 authorized 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 assist in promoting and maintaining their own and others' health, safety and security as defined in the Practice Health & Safety Policy to include:

- Identifying the risk involved in work activities and undertaking such activities in a way that manages those risks.
- Using appropriate infection control procedures particularly those relating to needle stick injuries, maintaining work areas in a tidy and safe way and free from hazards.
- Ensuring that all accidents or dangerous accidents are reported and investigated, and follow up action taken where necessary.

### **Equality and Diversity**

The post-holder will support the quality, 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 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-judgemental and respects their circumstances, feelings, priorities and rights.

### **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 enhanced the team's performance.
- Work effectively with individuals in other agencies to meet patients' needs.
- Effectively manage own time, workload and resources.

### **Communication**

The post-holder should recognize the importance of effective communication within the team and will strive to:

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