

Dr Wilkes and Partners
Briton Ferry Health Centre

JOB DESCRIPTION

JOB TITLE:	SALARIED GENERAL PRACTITIONER
ACCOUNTAABLE TO:	GP PARTNERS
PLACE OF WORK:	BRITON FERRY HEALTH CENTRE
SESSIONS:	4 to 6 Sessions per week
JOB PURPOSE:	Provide medical services to a variety of patients in accordance with the General Medical Services (GMS) contract.

The practice is well situated just off the M4 working from purpose built premises, commissioned in November 2015.

You will join a thriving and happy practice of just over 6,200 patients with 4 General Practitioners, Practice Pharmacist, Minor Illness Nurse and a full NHS complimentary team. We operate a GP telephone triage system and ASKMYGP online service.

Main Duties:

- Responding to medical problems presented by patients, including history taking, examination, investigation, diagnosis, treatment and referral where appropriate, in person or remote consultations via telephone or ASKMYGP.
- Providing appropriate preventative health care and advice.
- Adhering to the practice prescribing formulary.
- Preparing medical reports for insurance companies, employers and statutory bodies.
- Participating in clinical governance activity and contributing to the improvement in quality of health outcomes through the practice's audit programme.
- Clinically related administrative and non-clinical duties necessary for the delivery of the GMS contract.
- Providing other services outside of the GMS contract.
- Engaging in appropriate educational activity in order to maintain clinical competence and performance, including the completion of objectives agreed by yourself and your appraiser.
- Participating in the training and development of nurses and non-clinical staff.
- Supporting the practice staff and responding to requests for advice and assistance from the practice reception, admin and nursing teams.
- To undertake daily tasks such as results, letters, reports, repeat prescribing etc. for own workflow and for other teams as required.

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Brunel Way
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- Practice mandatory training to be undertaken during study leave which is allocated as one week per year.
- At all times to behave in a professional way that encourages quality practice and the development of team spirit.

Health and Safety:

It is the responsibility of all employees to ensure that the requirements of the Health and Safety at Work Act 1974 are complied with, safe working practices are adhered to and that any hazards are reported to the appropriate officer immediately.

All post holders are expected to:

- Adhere to practice policies and procedures.
- Promote Equality and Diversity in a non-discriminatory way.
- Adhere to the GDPR, respecting confidentiality of patients and colleagues and the practice as a whole.
- Maintain personal and professional development in order to maintain skill levels, participate in the appraisal process and any training and development that is recognised and agreed with the partners.
- Respect and adhere to clinical governance principles.
- Undertake a Disclosure and Barring Service (DBS).
- Adapt to any changes made to the organisation structure/delivery of service.
- Work within the operating hours of the surgery.
- To work as an integral part of the whole practice team.

This job description is neither definitive nor exhaustive, and may be reviewed in the light of changing circumstances at a personal or organisational level. Any changes will be made in consultation with the post holder through the appraisal and review process.

Because of the nature of the work, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1994 (Exceptions) Order 1995. Applicants for posts are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in disciplinary action or dismissal by the Practice. Any information given will be completely confidential and will be considered only in relation to an applicant of a position to which the order applies.

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