

Salaried GP Job Description

JOB DESCRIPTION

<u>TITLE OF THE POST:</u>	Salaried General Practitioner
<u>BASE:</u>	Argyle Street Surgery, Pembroke Dock and St Oswald's Surgery, Pembroke
<u>CONTRACT TYPE:</u>	Full-time
<u>HOURS OF WORK:</u>	37.5 hours

REPORTING ARRANGEMENTS

Operationally accountable to:	Practice Manager
Professionally accountable to:	Senior Partner

1. Argyle Medical Group

The Argyle Medical Group is made up from GP Partners, Salaried GP's, Advanced Nurse Practitioners, Pharmacists, Practice Nurses, HCA's and Phlebotomists. We also work alongside a Physiotherapist, Occupational Therapist and a Social worker as well as other professional team members. It is anticipated that the post-holder will work closely with the all members of our team to deliver essential services to a high quality standard, but also have the opportunity to develop special interests and work with highly qualified nurses, pharmacists and support workers to provide new services in primary and community settings.

2. Service Area and Staffing

The successful applicant(s) will work with other salaried GPs within the practice implementing a plan to provide high quality services for patients and to improve the efficiency and effectiveness of the practice. The current list size is approximately 22,500 at the Argyle Medical Group, and has a dedicated Practice Manager, Assistant Practice Manager, Finance Manager, IT Manager and support staff covering 2 sites (Argyle Street Surgery, Pembroke Dock and St Oswald's Surgery, Pembroke). Considerable headway has already been made in improving the practice environment and providing additional services for patients. Medical services are provided from premises which contain a multi-disciplinary team including District Nurses, Health Visitors and Midwives.

3. Duties

This is a key role in driving forward the development of primary care services at Argyle Medical Group Practice. The General Practitioner will be responsible for ensuring the provision of general medical services from the practice premises and for developing services there, which meet the needs of the population. The General Practitioner will work as part of a multi-disciplinary team of professional and administrative colleagues, maintain quality standards, develop and initiate new systems of working and encourage and promote the development of clinical governance throughout the practice.

3.1 Core Service Provision

- To provide, as part of a core multi-disciplinary team, a high quality general medical service to the registered patients of the practice (including temporary residents)
- To provide consultation and appropriate clinical management of patients attending the practice, or to those where a home visit is clinically necessary.
- To support the establishment and maintenance of appropriate chronic disease management clinics.
- To provide telephone consultation and appropriate management of patients who contact the practice, where necessary
- To keep accurate and legible records of all patient contacts and contribute to electronic data recording and audit as directed by the service.
- To ensure that all medical and other equipment is maintained in good and substantial repair and condition for effective use
- To ensure that all medical/insurance reports are completed accurately and on time.

3.2 Service Development

- To participate in operational and strategic planning for the development of services and the practice, where appropriate
- To develop and encourage positive working relationships with local GP practices, housing, social work, voluntary services, drug and alcohol, mental health, dental, secondary care and other appropriate services
- To participate in development activity and projects as requested or required by the Health Board, including development/review of protocols, documentation, clinical governance issues, audit activity, training and research
- To keep up to date with current and forthcoming National Service Frameworks and NICE guidance and their impact on Primary Care Services.
- To contribute to and maximise the quality agenda within the practice by using the Quality and Outcomes Framework and other qualitative tools, as necessary

- To participate and contribute to the education and training of other professionals and colleagues within the primary care team, as required
- To contribute to the smooth running of the practice by attending team meetings.

4. Continuing Education

It is important for the appointee to keep abreast of current knowledge / legislation and developments regarding his or her speciality. In addition, the appointee would be expected to participate fully in CPD and to pursue specific goals in accordance with their personal development plan. In a reciprocal way the Practice will play its part to facilitate this process by providing designated time and study leave. The allowance given is one working week which will be added on to your annual leave entitlement.

Study leave may be granted for educational purposes to attend courses at the discretion provided the clinical service is covered and planned well in advance - at least six weeks' notice is required. The date must be added via the holiday booking system after discussion with the Practice Management Team.

5. Teaching

The appointee will be expected to help in teaching aspects of diagnosis, treatment and management of diseases to appropriate members of the primary health care team as required and to the medical students and GP Registrars.

6. Research

Personal clinical research will be encouraged in addition to participating in current programmes.

7. Administrative

- 7.1 You will be responsible for undertaking the administrative duties associated with the care of patients and the administration of the practice.
- 7.2 You are required to comply with the appropriate Health and Safety Policies as may be in force. As part of this, all employees have an individual responsibility to adhere to the Infection Control Policy and to protect themselves, the patient, visitors and colleagues from the risk of infection. The individual responsibility will include the requirement to attend training and understand Infection Control issues as they pertain to their workplace. They will report any identified infection risk and take necessary precautions/actions to prevent transmission.

- 7.3 Under the provisions of the Data Protection Act 1998 it is the responsibility of each member of staff to ensure that all personal data (information that is capable of identifying a living individual) relating to patients, staff and others to which they have access to in the course of employment is regarded as strictly confidential. Staff must refer to the Practice's Data Protection Policy regarding their responsibilities.
- 7.4 Travel as necessary between both Practice sites.
- 7.5 You will be required to participate in and contribute to Clinical Audit in line with the Practice's policy on the implementation of Clinical Governance.

8. Conditions of Service

Subject to the Terms and Conditions of Service you will be expected to observe policies and procedures of the Practice drawn up in consultation with the profession where they involve clinical matters.

- 8.2 The post is pensionable unless the appointee opts out of the scheme or is ineligible to join. Remuneration will be subject to deduction of pension contributions in accordance with the Department of Health and Social Security regulations.
- 8.3 The salary applicable is on the Salaried GP pay scale and will be specified in the Contract. Opportunities exist for enhancements to salary for specific service improvements.
- 8.4 The appointee will be required to be accessible by telephone.
- 8.5 There must be no conflict of interest between NHS work and private work. All Salaried General Practitioners undertaking private practice must therefore demonstrate that they are fulfilling their NHS commitments.
- 8.6 The appointee is entitled to annual leave at the rate of six weeks and one week study leave per annum (pro rata) and all of the public holidays per annum (pro rata). Applications for annual leave must be submitted via Croner at least six weeks before the leave is taken. It must also be requested having first taken into account your colleagues leave so as to enable adequate clinical cover to be maintained.

9. Job Limitation

At no time should you work at a level exceeding your competence. All medical staff therefore have a responsibility to inform those supervising their duties if they

have any concerns regarding this or if they feel that they are not competent to perform a particular duty.

10. Provision

The duties described in Section 4 are provisional and will be the subject of annual review and will form a composite part of the Job Plan which will be agreed between the post holder and the Senior Partner/Clinical Lead GP. The Job Plan will comprise sessions relating to both direct clinical care and supporting professional activities and will be confirmed on appointment, as it will be dependent on the number of sessions undertaken by the post holder.

11. Review of this Job Description in relation to job plans

This job description will form a composite part of a Job Plan which will include your main duties, responsibilities and expected outcomes. The Job Plan will be agreed on between you and the Senior Partner/Clinical Lead GP and the Practice Manager.

Annual job plan reviews will also be supported by the appraisal system which reviews a Salaried General Practitioner's work and performance and identifies development needs as subsequently reflected in a personal development plan.

12. Appraisal

Annual appraisal is a requirement of remaining on the Medical Performers List.

It remains the responsibility of individual GPs to ensure they complete annual appraisal, and the responsibility of the UHB Medical Director to monitor GP compliance with their contracts, which includes completion of appraisal.

The appraisal process for Salaried GP's is managed by the GP Appraisal Unit of the Wales Deanery.

13. Conditions of Appointment

13.1 You must provide us with evidence which is acceptable that you are not a carrier of Hepatitis B. This would normally be pathology report from a laboratory in the UK or alternatively a report from another NHS Occupational Health Department within the UK. It will not be possible to confirm this appointment unless this condition is met.

13.2 The Practice will require the successful candidate to have, and maintain, full registration with the General Medical Council with a licence to practise throughout the duration of the contract.

- 13.3** As you will only be indemnified for duties undertaken on behalf of The Argyle Medical , you are strongly advised to ensure that you have appropriate Professional Defence Organisation Cover for duties outside the scope of the Practice and for private activity within the Practice.

14. Disclosure of Criminal Background of those with Direct Access to Patient Care

It is the policy of this Practice that, in accordance with the appropriate legislation, pre-employment Disclosure Checks are undertaken on all newly appointed Doctors. The Criminal Records Bureau is authorised to disclose, in confidence to the Practice, details of any criminal record, including unspent and spent convictions, cautions, reprimands and final warnings.

Applicants being considered for this post must provide this information on the application form before they can be considered.

Any information disclosed will be treated in the strictest confidence and all circumstances will be considered before any decision is reached. The successful applicant will be required to complete a DBS application form and to provide the appropriate documentation. Applicants should be aware that a refusal to comply with this procedure may prevent further consideration for the post.

15. General Information for Applicants

- 15.1** An offer of appointment will be subject to the receipt of two satisfactory references.
- 15.2** The nature of the work of this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemption Order 1975). Applicants are, therefore, not entitled to withhold information about convictions under the Act and, in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the Practice. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.

PERSON SPECIFICATION FORM FOR
SALARIED GENERAL PRACTITIONER

REQUIREMENTS	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> ➤ Full GMC Registration with a licence to practise and entry on the GP Register ➤ Certificate of Completion of Training (CCT) in General Practice / Certificate Confirming Eligibility for General Practice Registration (CEGPR), or equivalent ➤ Included on a Medical Performers List or eligible. ➤ Evidence of continuous professional development 	<ul style="list-style-type: none"> ➤ Academic excellence (prizes, merits, distinctions etc.) ➤ MRCGP
EXPERIENCE	<ul style="list-style-type: none"> ➤ Vocational GP training 	

SKILLS KNOWLEDGE ABILITY	<ul style="list-style-type: none"> ➤ Proven ability to handle a busy and varied primary care caseload and respond flexibly to workload fluctuations ➤ Ability to take independent clinical decisions when necessary and to seek advice from senior doctors as appropriate ➤ Commitment to team approach and multi-disciplinary working ➤ Effective counselling and communication skills ➤ Understanding of clinical risk management and clinical governance ➤ Commitment to participating in and understanding of the management process ➤ Good IT proficiency ➤ Ability to develop and sustain relationships with a wide range of individuals and within groups ➤ Ability to work across organisations to deliver a common objective ➤ Ability to draft letters, reports and protocols in a timely manner 	<ul style="list-style-type: none"> ➤ Audit ➤ Research interests relevant to specialty ➤ Teaching / Training experience
PERSONAL QUALITIES	<ul style="list-style-type: none"> ➤ Flexible approach ➤ Motivated and efficient ➤ Commitment to learn and best practice 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> ➤ Satisfactory Immigration Status ➤ Satisfactory Health Clearance ➤ Satisfactory Disclosure Check 	