

Courthouse Medical Centre

The Courthouse Medical Practice is a 6 Partner General Practice situated in Caerphilly. We have approximately 10600 patients and our practice boundary covers the majority of Caerphilly. We have a Team of motivated, experienced and enthusiastic Doctors who meet up each day for tea/coffee and a general chat and catch up.

We have an active Primary Health Care Team including a Prescribing Nurse Practitioner, Nurse Practitioner, Salaried GP, 3 Practice Nurses and 3 Health Care Assistants. We have excellent administration team of 16.

We are looking for a Salaried GP/Long Term Locum to join our Team due to the forthcoming retirement of a Partner.

Salaried GP job description & person specification

Job Title	Salaried GP
Line Manager	The Partners
Accountable to	The Partners
Hours per week	4 – 6 Sessions

Job Summary

To work as an autonomous practitioner, responsible for the provision of medical services to the practice population, delivering an excellent standard of clinical care whilst complying with the GMS contract. Furthermore, the post-holder will adhere to the GMC standards for good medical practice, contributing to the effective management of the practice, leading by example, maintaining a positive, collaborative working relationship with fellow partners and the multidisciplinary team.

Generic Responsibilities

All staff at Courthouse Medical Practice have a duty to conform to the following:

Equality, Diversity & Inclusion

A good attitude and positive action towards Equality, Diversity and Inclusion creates an environment where all individuals are able to achieve their full potential. Creating such an environment is important for three reasons: it improves operational effectiveness, it is morally the right thing to do, and it is required by law.

Safety, Health, Environment

This practice is committed to supporting and promoting opportunities for staff to maintain their health, well-being and safety.

Confidentiality

This practice is committed to maintaining an outstanding confidential service. Patients entrust and permit us to collect and retain sensitive information relating to their health and other matters, pertaining to their care. They do so in confidence and have a right to expect all staff will respect their privacy and maintain confidentiality at all times. It is essential that if, the legal requirements are to be met and the trust of our patients is to be retained that all staff protect patient information and provide a confidential service.

Quality & Continuous Improvement (CI)

To preserve and improve the quality of our output, all personnel are required to think not only of what they do, but how they achieve it. By continually re-examining our processes, we will be able to develop and improve the overall effectiveness of the way we work. The responsibility for this rests with everyone working within the practice to look for opportunities to improve quality and share good practice.

Learning and Development

The effective use of training and development is fundamental in ensuring that all staff are equipped with the appropriate skills, knowledge, attitude and competences to perform their role..

Collaborative Working

All staff are to recognise the significance of collaborative working. Teamwork is essential in multidisciplinary environments. Effective communication is essential and all staff must ensure they communicate in a manner which enables the sharing of information in an appropriate manner.

Service Delivery

Staff at Courthouse Medical Practice must adhere to the information contained with practice policies and regional directives, ensuring protocols are adhered to at all times. Staff will be given detailed information during the induction process regarding policy and procedure.

Security

The security of the practice is the responsibility of all personnel. Staff must ensure they remain vigilant at all times and report any suspicious activity immediately to their line manager.

Professional Conduct

At Courthouse Medical Practice staff are required to dress appropriately for their role. Clinical Staff will be provided with a uniform.

Primary Responsibilities

The following are the core responsibilities of the GP partner. There may be on occasion, a requirement to carry out other tasks; this will be dependent upon factors such as workload and staffing levels:

- a. The delivery of highly effective medical care to the entitled population
- b. The provision of services commensurate with the GMS contract
- c. Generic prescribing adhering to local and national guidance
- d. Effective management of long-term conditions
- e. Processing of administration in a timely manner, including referrals, repeat prescription requests and other associated administrative tasks
- f. On a rotational basis, undertake telephone triage and duty doctor roles
- g. Accept responsibility for a specialist interest within the practice i.e. dermatology
- h. Maintain accurate clinical records in conjunction with good practice, policy and guidance
- i. Contribute to the effective management of the practice, including administration, planning, strategy, BRPs etc.
- j. Show leadership qualities, working collaboratively, ensuring an even distribution of the practice workload
- k. Identify, implement and embed best practice through clinical guidelines and the audit process
- l. To take responsibility for continuous improvement and quality initiatives within the practice
- m. Accept delegated responsibility for a specific area (or areas) or the QAIF
- n. Attend and contribute effectively to practice meetings as required
- o. Represent the practice at NCN and regional meetings
- p. Contribute effectively to the development and maintenance of the practice including; clinical governance, training, financial management and HR
- q. Ensure compliance with the appraisal process
- r. Prepare and complete the revalidation process
- s. Commit to self-learning and instil an ethos of continuing professional development across the practice team
- t. Contribute to the training of medical students from all clinical disciplines
- u. Remain fully focused on the strategic aims of the practice, making recommendations to enhance income and reduce expenditure
- v. Prepare and attend partnership meetings contributing in a positive manner
- w. Review and adhere to practice protocols and policies at all times
- x. Encourage collaborative working, liaising with all staff regularly, promoting a culture of continuous improvement at all times

Secondary Responsibilities

In addition to the primary responsibilities, the Salaried GP may be requested to:

- a. Participate in practice audits as requested by the audit lead
- b. Participate in local initiatives to enhance service delivery and patient care
- c. Participate in the review of significant and near-miss events applying a structured approach i.e. root cause analysis (RCA)
- d. Drives the development of enhanced services within the practice, liaising external agencies and professional organisations as required

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Person Specification – Salaried GP		
Qualifications	Essential	Desirable
Qualified GP	✓	
MRCGP	✓	
Vocational Training Certificate or equivalent JCPTGP	✓	
General Practitioner (Certificate of Completion of Training CCT)	✓	
Eligibility		
Full GMC Registration	✓	
National Performers List registration	✓	
Appropriate defence indemnity (MPS/MDU)	✓	
Eligibility to practice in the UK independently	✓	
Experience	Essential	Desirable
Experience of working in a primary care environment	✓	
Experience of continued professional development	✓	
Experience of QAIF and clinical audit	✓	
Minimum of two years as a salaried GP or partner	✓	
Experience of medicines management		✓
Experience of Health Board initiatives		✓
General understanding of the GMS contract	✓	
Clinical Knowledge & Skills	Essential	Desirable
Outstanding level of clinical knowledge and skills commensurate with that of an experienced GP / GP Partner	✓	
Skills	Essential	Desirable
Excellent communication skills (written and oral)	✓	
Strong IT skills	✓	
Clear, polite telephone manner	✓	
Competent in the use of Office and Outlook	✓	
Vision user skills	✓	
Effective time management (Planning & Organising)	✓	
Ability to work as a team member and autonomously	✓	
Excellent interpersonal skills	✓	
Problem solving & analytical skills	✓	
Ability to follow clinical policy and procedure	✓	
Experience with audit and able to lead audit programmes	✓	
Experience with clinical risk management	✓	
Personal Qualities	Essential	Desirable
Polite and confident	✓	
Flexible and cooperative	✓	
Motivated, forward thinker	✓	
Problem solver with the ability to process information accurately and effectively, interpreting data as required	✓	
High levels of integrity and loyalty	✓	
Sensitive and empathetic in distressing situations	✓	
Ability to work under pressure / in stressful situations	✓	

Effectively able to communicate and understand the needs of the patient	✓	
Commitment to ongoing professional development	✓	
Effectively utilises resources	✓	
Punctual and committed to supporting the team effort	✓	
Other requirements	Essential	Desirable
Flexibility to work outside of core office hours	✓	
Disclosure Barring Service (DBS) check	✓	
Occupational Health Clearance	✓	
Project lead as required with Health Board, NCN and QAIF	✓	
Strategic business planning	✓	
Partake in financial management decisions/meetings	✓	

This document may be amended following consultation with the post holder, to facilitate the development of the role, the practice and the individual. All personnel should be prepared to accept additional, or surrender existing duties, to enable the efficient running of the practice.