

**Example Salaried GP Job Plan - 6 sessions per week**  
**Working Days TBC**

<b><u>Day 1</u></b>	
Start time	8am
Finish time	4pm
AM Surgery (starts at 8:30am)	<u>ROUTINE</u> 15 patients routine and emergency with mixture of telephone and face to face appointments GP Admin – consisting of acute prescription requests and Med3's
PM Surgery (starts at 2pm)	<u>ROUTINE</u> 12 patients routine and emergency with mixture of telephone and face to face appointments. Patients finish at 4pm.
Housecalls	To be shared equally amongst team
Time for admin	Following AM surgery – includes time to manage letters, referrals, test results and general queries
Prescriptions	Shared between team at 8am and 1pm

<b><u>Day 2</u></b>	
Start time	8:00am
Finish Time	6:30pm
On-CALL DAY with 2 <sup>nd</sup> GP	AM - 15 patients routine and emergency with mixture of telephone and face to face appointments
	<u>ON-CALL</u> - Manage on-call list with 2 <sup>nd</sup> GP.
Housecalls	To be shared equally amongst team
Time for admin	Between AM & PM surgery – includes time to manage letters, referrals, test results and general queries
Prescriptions	Shared between team at 8am and 1pm

<b><u>Day 3</u></b>	
Start time	10:00am
Finish Time	6:30pm
AM Surgery (starts at 10am)	Late Start at 10am.  <u>ROUTINE</u> - 15 patients and 3 routine telephone consultations
PM Surgery (starts at 2pm)	<u>ROUTINE</u> - 12 patients
Housecalls	To be shared equally amongst team
Time for admin	Between AM & PM surgery – includes time to manage letters, referrals, test results and general queries
Prescriptions	Shared between team at 8am and 1pm

<b>MEETINGS</b>			
Day of week	Time	Frequency	Topic content:
Monday/ Tuesday alt weeks	12:45pm	Weekly	Clinical team meetings including palliative care meeting.

Further meetings may be scheduled on ad hoc basis depending upon practice need.

This plan may be subject to change depending upon practice annual leave and sickness absence. Duties will be amended according to practice need.