CHELSFIELD SURGERY

GP Partner job description & person specification

Job Title	Salaried GP
Line Manager	The Partners
Accountable to	The Partners
Sessions/ Hours per week	TBC

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 PMS 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 the multidisciplinary team.

Generic Responsibilities
All staff at Chelsfield Surgery have a duty to conform to the following: **Equality, Diversity & Inclusion** A good attitude and positive action towards ED&I creates and 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. Patients and their families have the right to be treated fairly and be routinely involved in decisions about their treatment and care. They can expect to be treated with dignity and respect and will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Patients have a responsibility to treat other patients and our staff with dignity and respect. Staff have the right to be treated fairly in recruitment and career progression. Staff can expect to work in an environment where diversity is valued and equality of opportunity is promoted. Staff will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Staff have a responsibility to ensure that you treat our patients and their colleagues with dignity and respect. **Safety, Health, Environment and Fire (SHEF)** This practice is committed to supporting and promoting opportunities to for staff to maintain their health, well-being and safety. You have a duty to take reasonable care of health and safety at work for you, your team and others, and to cooperate with employers to ensure compliance with health and safety requirements. All personnel are to comply with the Health and Safety at Work Act 1974, Environmental Protection Act 1990,

Environment Act 1995, Fire Precautions (workplace) Regulations 1999 and other statutory legislation.

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.

This practice continually strives to improve work processes which deliver health care with improved results across all areas of our service provision. We promote a culture of continuous improvement, where everyone counts and staff are permitted to make suggestions and contributions to improve our service delivery and enhance patient care.

Induction Training

On arrival at the practice all personnel are to complete a practice induction programme; this is managed by the Deputy Practice Manager.

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. All staff will be required to partake and complete mandatory training as directed by the training coordinator, as well as participating in the practice training programme. Staff will also be permitted (subject to approval) to undertake external training courses which will enhance their knowledge and skills, progress their career and ultimately, enable them to improve processes and service delivery.

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

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Staff at Chelsfield Surgery 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. Under no circumstances are staff to share the codes for the door locks to anyone and are to ensure that restricted areas remain effectively secured.

Professional Conduct

At Chelsfield Surgery, staff are required to dress appropriately for their role. Administrative staff will be provided with a uniform whilst clinical staff must dress in accordance with their role.

Primary Responsibilities

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

Clinical Responsibility:

a. In accordance with the 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, triage calls, triage visits, e-consult checking and signing of repeat prescriptions and dealing with queries, paperwork and correspondence in a timely fashion.
b. The delivery of highly effective medical care to the entitled population
c. Be vigilant on safe prescribing, high risk drug monitoring, prescribing in accordance with the practice prescribing formulary.
d. The provision of services commensurate with the PMS contract
e. Generic prescribing adhering to local and national guidance
f. Effective management of long-term conditions
g. Duty doctor tasks on certain days, and to cover as duty doctor in the event of absences as deemed by the practice.
h. Act upon most alerts (e.g. QOF, medicines management) and reminders during a routine consultation.
i. Clear pathology results, and docman and to buddy up with other GP, and to cover results when the other doctor is away.
j. Speak to allied health professionals when required, eg paramedics, coroner, district nursing, rapid response team.
k. To perform home visits when necessary eg for palliative patients, and to complete death certification and cremation paperwork in a timely manner.

Maintaining, monitoring and updating computer database and management of medical records and practice audit:

l. Ensure that practice clinical database is updated promptly and accurately with information relating to patient records, as required for clinical accuracy and for practice recording requirements under QOF and Enhanced Service
m. Appropriate use of read codes
n. Participating in the collection and collation of statistic towards the preparation of practice reports, performance monitoring and clinical audits.
o. Participating in the auditing of practice activity
p. Maintain accurate clinical records in conjunction with good practice, policy and guidance

Practice Administration:

q. Attendance at in-house meetings, significant event audit meetings and others as deemed necessary.
r. Participation in holiday planning meetings with the Practice manager and other GPs within the practice to plan leave and availability for cover for colleagues as agreed during the meeting and by mutual agreement.
s. Ensure all mandatory trainings are updated in timely manner.
t. On a rotational basis, undertake telephone triage and duty doctor roles
u. Processing of administration in a timely manner, including referrals, repeat prescription requests, action clinical letters, read coding and other associated administrative tasks
v. Working collaboratively, accepting an equal share of the practice workload
w. Contribute to the successful implementation of continuous improvement and quality initiatives within the practice
x. Accept delegated responsibility for a specific area (or areas) or the QOF
y. Attend and contribute effectively to practice meetings as required
z. Contribute effective to the development and maintenance of the practice including; clinical governance, training, financial management and HR
aa. Ensure compliance with the appraisal process
bb. Prepare and complete the revalidation process
cc. Commit to self-learning and instil an ethos of continuing professional development across the practice team
dd. Support the training of medical students from all clinical disciplines
ee. Support the partners in achieving the strategic aims of the practice, making recommendations to enhance income and reduce expenditure
ff. Review and adhere to practice protocols and policies at all times
gg. Encourage collaborative working, liaising with all staff regularly, promoting a culture of continuous improvement at all times
hh. Actioning Medical reports ad hoc.

Secondary Responsibilities
In addition to the primary responsibilities, the salaried GP may be requested to: a. Participate in local initiatives to enhance service delivery and patient care **b.** Participate in the review of significant and near-miss events applying a structured approach i.e. root cause analysis (RCA)

The person specification for this role is detailed overleaf.

Person Specification – Salaried GP		
Qualifications	**Essential**	**Desirable**
Qualified GP	✓	
MRCGP	✓	
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 QOF and clinical audit		✓
Minimum of two years as a salaried GP		✓
Experience of medicines management		✓
Experience of CCG initiatives		✓
General understanding of the PMS contract	✓	
Clinical Knowledge & Skills	**Essential**	**Desirable**
Outstanding level of clinical knowledge and skills commensurate with that of an experienced GP	✓	
Skills	**Essential**	**Desirable**
Excellent communication skills (written and oral)	✓	
Strong IT skills	✓	
Clear, polite telephone manner	✓	
Competent in the use of Office and Outlook	✓	
EMIS / Systmone / 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 CQC, CCG and QOF		✓

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.