

GP - JOB SUMMARY/DESCRIPTION

Job title:	General Practitioner
Contract type:	Permanent. Part-time salaried GP. We are looking for a GP who is flexible with regards to work pattern, ideally 5 sessions per week and including Mondays and Wednesdays. We may consider other working patterns.
Reporting to:	Practice Partners on clinical matters and Practice Manager on administrative issues.
Hours of work:	Days and hours are to be agreed but to include Mondays and Wednesdays.
Role summary:	<p>The post-holder will be expected to work substantially unsupervised, manage a patient caseload, act as duty GP (by rotation), process web mail, complete home visits as required and carry out care home support and ward rounds.</p> <p>Newly qualified GPs will continue to receive supported while they gain consolidating experience.</p> <p>The post holder will deal with a wide range of health needs in a primary care setting and ensure the highest standards of care for all registered and temporary patients.</p>
Location:	9 – 11 Park Lane, North Walsham, Norfolk, NR28 0BQ
Annual leave:	To be agreed. Bank Holidays will be in addition to leave and pro rata for part-time
Study leave:	Study leave will be by need/negotiation
Benefits:	<p>All benefits will be pro rata and relevant to the role and include: -</p> <ul style="list-style-type: none">• Competitive salary to be negotiated• NHS Pension scheme• Medical defence body subscription (pro-rata)• BMA fees (pro-rata)

RESPONSIBILITIES

As a small GP business working within a continuously changing NHS environment, all staff at Paston Surgery are expected to be flexible and adaptable.

The following is a guide to included responsibilities but should not be taken as a definitive or exhaustive list:-

Clinical

- In accordance with the practice timetable, as agreed, the post-holder will make him/her-self available to undertake a variety of duties including triage, practice consultations, telephone consultations and queries, visiting patients at home, care home visits, checking and processing prescriptions and dealing with queries, paperwork and correspondence in a timely fashion.

- Making professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the organisation.
- Assessing the health care needs of patients with undifferentiated and undiagnosed problems.
- Screening patients for disease risk factors and early signs of illness.
- In consultation with patients and in line with current practice disease management protocols, developing care plans for health.
- Providing counselling and health education.
- Admitting or discharging patients to and from the caseload and referring to other care providers.
- Recording clear consultation notes to agreed standards; using computerised templates and read-code system.
- Operating the triage system employed by the practice, working in a fast paced, efficient and exciting environment.
- Collecting data for audit purposes, as required.
- Compiling and issuing computer-generated acute and repeat prescriptions (avoiding hand-written prescriptions whenever possible).
- Prescribing in accordance with the practice's prescribing guidelines, or generically, whenever this is clinically appropriate.
- In general, the post-holder will be expected to undertake all the normal duties and responsibilities associated with a GP working within primary care.

Other Responsibilities within the Practice

- Compliance with all relevant practice policies/guidelines; e.g. prescribing, confidentiality, data protection, health and safety and CQC.
- A commitment to life-long learning and audit to ensure evidence-based best practice.
- Contributing to evaluation/audit and clinical standard setting within the organisation.
- Record consultations to ensure QOF is furthered and Enhanced Service opportunities maximised.
- Awareness and contribution to PCN requirements
- Contributing to the development of computer-based patient records.
- Contributing to the summarising of patient records and read-coding patient data.
- Attending training and events organised by the practice or other agencies, where appropriate