**MANOR FARM MEDICAL CENTRE**

**JOB DESCRIPTION**

**JOB TITLE** SALARIED GP

**LOCATION** Swaffham and Branch Surgeries

**ACCOUNTABLE TO** GP Partners / Practice Manager

**HOURS** 8Sessions per week (Full time or part time/job share)

**JOB PURPOSE**

This post-holder will provide high quality general medical services, holding a list of patients and dealing with a wide range of health needs in a primary care setting, initially on a salaried basis. The successful applicant will show an excellent understanding of the ethos of the practice and will integrate fully into the wider practice team.

The post-holder will report to the Practice Manager for all organisational and administrative issues and the Partners for all clinical issues.

**JOB OVERVIEW**

We are a well-established practice in the market town of Swaffham, operating from a purpose build conversion of a brick and flint barn, with branch surgeries in the nearby villages of Necton and Narborough. With 7500 patients registered we are forward-thinking and as well as dispensing we carry out research and training (students and F2s). There will be opportunities to get involved in these areas or develop other practice services. The successful applicant will integrate into our existing team which currently consists of 3 GPs, 2 GP Matrons, an Advanced Nurse Practitioner, 3 Practice Nurses, 1 Nurse Associate, 2 highly skilled HCAs (Healthcare Assistants), Dispensary, Reception and Office staff.

In general, the post-holder will be expected to undertake all the normal duties and responsibilities associated with a GP working within a busy primary care setting.

Please read on for more details!

**MAIN DUTIES AND RESPONSIBILITIES**

**Clinical Responsibilities**

* Provide a full range of medical services as defined in the core GMS (General Medical Services) contract and additional enhanced services.
* In accordance with the Practice timetable, as agreed, the post-holder will make him/her-self available to undertake a variety of duties including:
* Telephone triage leading to remote or face-to-face consultations.
* Visiting patients at home.
* Prescribing, checking, and signing acute and repeat prescriptions
* Dealing with clinical, administrative, and dispensing queries, working together with other staff members to support patients.
* Work with the practice team to achieve enhanced service and QOF (Quality Outcome Framework) targets.
* Participate in projects and research within the practice.
* Completing paperwork and correspondence in a timely fashion.
* Participate in the practice monthly clinical governance meetings.
* On call days as agreed.
* To keep excellent clinical records including the use of clinical coding (EMIS Web, Footfall, AccuRx).
* 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.
* Referring to other care providers as appropriate.
* Prescribing in accordance with the Practice/CCG prescribing formulary (or generically) whenever this is clinically appropriate.

**Other Responsibilities within the Organisation**

* Awareness of and compliance with all relevant Practice policies/guidelines, e.g., prescribing, confidentiality, data protection, health, and safety.
* 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.
* Contributing to the development of computer-based patient records.
* Contributing to the summarising of patient records and Snomed-Coding patient data.
* Attending training and events organised by the Practice or other agencies, where appropriate.

**Confidentiality**

* While seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately.
* In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to patients and their carers, Practice staff and other healthcare workers. They may also have access to information relating to the Practice as a business organisation. All such information from any source is to be regarded as strictly confidential.
* Information relating to patients, carers, colleagues, other healthcare workers or the business of the Practice may only be divulged to authorised persons in accordance with the Practice Policies and procedures relating to confidentiality and the protection of personal and sensitive data.

**Health and Safety**

The post-holder will work to the standards in the practice Health & Safety Policy and the practice Infection Control Policy. This will include (but will not be limited to):

* Using personal security systems within the workplace according to Practice guidelines.
* Work to national standards of infection control and cleanliness and regulatory/contractual/professional requirements and good practice guidelines.
* Take responsibility for the correct and safe management of specimens including collection, labelling, handling, use of correct and clean containers, storage and transport arrangements.
* Correct personal use of Personal Protective Equipment (PPE) and ensuring correct use of PPE by others, advising on appropriate circumstances for use by clinicians, staff and patients.
* Maintain high standards of infection control procedures in both routine and extraordinary circumstances.
* Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks across clinical and patient process.
* Making effective use of training to update required knowledge and skills for Health and Safety and Infection Control.
* Safe management of sharps, storage and disposal, including handling, segregation, and container use.
* Correct waste and instrument management including handling, segregation, and container use.
* Keep work areas clean, tidy, and professional.
* Undertaking infection control training annually.

**Equality and Diversity**

The post-holder will follow the practice policies for equality, diversity and rights of patients, carers and colleagues. This will include:

* recognising the importance of people’s rights, behaving in a way that is consistent with practice procedures and policies, and current legislation.
* Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues.
* Behaving in a manner which is welcoming to individuals, is non-judgmental and respects their circumstances, feelings priorities and rights.

**Safeguarding Responsibilities**

It is vital that the post-holder understands the practice’s safeguarding policies and has completed the appropriate training for their role and responsibilities. The post-holder should know how to recognize signs of abuse in children, young people, and adults, understand their responsibilities around information sharing and documentation of concerns and know how to report and escalate safeguarding concerns.

**Personal/Professional Development**

In addition to maintaining continued education through attendance at any courses and/or study days necessary to ensure that professional development requirements for PREP (Pre-Exposure Prophylaxis) is met, the post-holder will participate in any training programme implemented by the Practice as part of this employment, such training to include:

* Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development.
* Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.

**Quality**

The post-holder will strive to maintain high quality professional standards within the Practice and will:

* Assess own performance and take accountability for own actions, either directly or under supervision.
* Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team’s performance.
* Work effectively with individuals in other agencies to meet patients’ needs.
* Effectively manage own time, workload, and resources.

**Communication**

The post-holder should recognise the importance of effective communication within the team and will strive to:

* Communicate effectively with other team members.
* Communicate effectively with patients and carers.
* Recognise people’s needs for alternative methods of communication and respond accordingly.

**Contribution to the implementation of services**

The post-holder will:

* Apply practice policies, standards, and guidance consistently.
* Support practice in collation of information for enhanced services and QOF.
* Discuss with other members of the team how the policies, standards and guidelines will affect own work and seek to continually improve the overall effectiveness of duties undertaken.
* Participate in audit where appropriate.

**Other Skills/Attributes Required**

* Reliable and good at timekeeping.
* Able to work in a team-oriented, collaborative environment.
* Excellent keyboard skills and be confident using technology and clinical systems.
* Maintain appropriate professional personal presentation.

The job description is intended to outline the main duties and responsibilities of the employee. This is not an exhaustive list of duties and the post holder may be required to undertake any other duties, as required, to meet the needs of the service. It is also likely that changes will be required from time to time and is not intended to be fixed for an indefinite period.

*The job description is not definitive or exhaustive but is provided to give the post-holder an indication of the range of activities, duties and responsibilities concerned with the employment and may be subject to review at any time at the discretion of the manager or partners if, in the interest and efficiency of the service, it should be deemed necessary.*

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| Signature | Date |
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