

**DR JONES & PARTNERS**

**JOB DESCRIPTION**

Post Title:	Partner General Practitioner
Contract Type:	Full time/part-time Partner GP
Salary Scale:	Negotiable
Hours:	6 Sessions per week plus 2 admin sessions plus equitable share of home visits and on-call duties
Reporting to:	The Practice GP Partners

**JOB SUMMARY**

The successful candidate will work with our established clinical team to provide for the needs of our patients. This post requires the holder to have an excellent understanding of and identification with the ethos of the Practice and to demonstrate this in their professional behaviour and their dealings with the public. The post holder is directly responsible to the Senior Partners/Practice Manager for all organisational and administrative issues. The post-holder will provide GMS services, dealing with a wide range of health needs in a primary care setting, ensuring the highest standards of care for all registered and temporary patients. GP's with special interest are welcomed. For further information or to arrange a visit to the practice, please contact Stephen Middleton 01632 850227 (stephen.middleton2@nhs.net)

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**Clinical Responsibilities:**

- In accordance with the Practice timetable , as agreed the post-holder will make him/her-self available to undertake a variety of duties including surgery consultations, telephone consultations and queries, visiting patients at home or care home, checking and signing repeat prescriptions and dealing with queries, reports, test results, referral letters 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 at Mattishall & Lenwade Surgeries.
- 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

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- Admitting or discharging patients to and from caseloads and referring to their care providers as appropriate
- Recording clear and contemporaneous consultation notes to agreed standards
- Collecting data for audit purpose and complying with QOF requirements
- Delivering enhanced services
- Compiling and issuing computer-generated acute and repeat prescriptions (avoiding hand-written prescriptions whenever possible)
- Prescribing in accordance with the Practice prescribing formulary (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 in primary care.

### **Other responsibilities within the organisation:**

- Teaching and training of doctors, nurse, HCAs and administrative support staff
- Awareness of and compliance with all relevant Practice policies and procedures.
- A commitment to life-long learning and audit to ensure evidence based best practice.
- To keep a portfolio
- Contributing to evaluation / audit and clinical standard setting within Mattishall & Lenwade Surgeries.
- Attending training, Practice Meetings and events organised by Mattishall & Lenwade Surgeries where appropriate
- Meeting all deadlines for audits and written returns to ensure Mattishall & Lenwade Surgeries meet quality standards and receives designated funding (QOF, LES, and DES etc.)

### **Confidentiality:**

- In the course of 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 careers, Practice staff and other healthcare workers. They may also have access to information relating to the Practice as a business organisation. All information is to be regarded as strictly confidential

### **Communication:**

- Utilise and demonstrate sensitive communication styles, to ensure patients are fully informed and consent to treatment
- Communicate with and support patients who are receiving 'bad news'

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- Communicate effectively with patients and carers, recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communicating.
- Anticipate barriers to communication and take action to improve communication
- Maintain effective communication within the Practice environment and with external stakeholders.
- Act as an advocate for patients and colleagues

### **Quality:**

The post holder will strive to maintain quality within the Practice and will

- Alert other team members to issues of clinical governance issues, quality and risk and participate in significant events reviews.
- 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. He / she will also contribute to the overall team working of Mattishall & Lenwade Surgeries, putting the needs of the Practice first.

### **Personal Development:**

In addition to maintaining continued education through attendance at any courses and / or study days to ensure that professional development requirements are met.

The post holder will participate in any training programme implemented by the Practice as part of this employment, such as training to include:

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

### **Health and Safety:**

The post holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the Practice Health & Safety Policy to include:

- Using personal security systems within the workplace according to Practice guidelines
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks.
- Making effective use of training to update knowledge and skills
- Using appropriate infection prevention and control procedures, maintaining work areas in a tidy and safe way free from hazards.

- Reporting potential risks identified.

**Equality and inclusion:**

- Act in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with Practice procedures and policies, and current legislation
- Respect the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behave in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

**Contributing to the implementation of Services:**

- Apply Practice policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audit where appropriate
- Work with the Partners and management team to achieve standards of quality, performance standards, budgets and targets without compromising levels of patient healthcare.
- Contribute towards the development and implementation of new standards, policies and procedures that he /she will be required of GP Practices now and in the future (as required by NHS / DoH / SHA / CCG etc.)

**Additional**

- Have full GMC Registration, be included in GP performers list and have a license to practice.
- Provide information for an enhanced DBS check
- Provide proof of immunisation, particular Hep B to the Practice manager
- Be willing to attend all mandatory training courses and or complete online mandatory training.

**This job description is not exhaustive and will be reviewed and amended if appropriate.**