

General Practitioner Job Description

Post Title	General Practitioner
Accountable to:	Partners of East Cliff Practice
Responsible to:	Nominated GP mentor for clinical duties Practice/Business Manager for managerial duties
Place of Work:	East Cliff Practice based at the Montefiore Medical Centre, Dumpton Park Drive Ramsgate Kent CT11 8AD
Job Purpose:	To provide General Medical Services to registered patients of the practice
Job Content:	
Responsible for the provision of Good Clinical Care:	
1	<p>Clinical Care</p> <ul style="list-style-type: none"> • Maintain knowledge and skills and awareness of limits of competence. • Take time to listen to patients and allow the expression of their concerns. • Consider relevant psychological and social factors as well as physical ones. • Use clear language appropriate for the patient. • Be selective but systematic when examining patients. • Perform appropriate skilled examinations with consideration for the patient. • Be skilled in the use of necessary equipment. • Use investigations when they will help management of the condition. • Know about the nature and reliability of investigations requested and understands the results.

2	Keeping records and your colleagues informed <ul style="list-style-type: none">• Record appropriate information for all contacts including telephone consultations.• Respect the patient's right to confidentiality and provide information to colleagues in a manner appropriate to level of involvement in patient's care.• Ensure that written communication is legible and copies kept electronically or stored as appropriate.• Ensure notes, hospital letters and investigation reports are in date order.• Use clinical computer systems appropriately for the recording of data.
3	Treatment in emergencies <ul style="list-style-type: none">• Respond rapidly to emergencies.• Ensure up-to-date emergency equipment and drugs are available for personal use.• Work effectively with emergency services.• Give consideration to the broader implications of a medical emergency for the patient's family and friends.• Review the care of emergency cases as part of clinical meetings, using techniques such as significant event auditing
4	Making effective use of resources <ul style="list-style-type: none">• Only prescribe treatments, which make an effective contribution to the patient's overall management.• Take cost into account when choosing between treatments of similar effectiveness.

Maintaining good medical practice:	
1	<ul style="list-style-type: none"> • Ensure up-to-date with developments in clinical practice and regularly review knowledge and performance. • Use these reviews to develop personal development plan. • Use a range of methods to monitor different aspects of care and to meet educational needs. • Be aware of the laws relating to general practice.
Good relations with patients:	
1	<p>Professional relationships with patients – maintaining trust</p> <ul style="list-style-type: none"> • Treat patients politely and with consideration. • Focus full attention on the patient. • Take care for the patient's privacy and dignity, especially during physical examinations. • Obtain informed consent to treatment. • Respect the right of patients to refuse treatments and tests. • Give patients the information they need about their problem, in a way they can understand. • Involve patients in decisions about their care. • Keep patients' information confidential.
2	<p>Avoiding discrimination and prejudice</p> <ul style="list-style-type: none"> • Treat all patients equally. • Be aware of how personal beliefs can affect the care offered to the patient.
3	<p>Adverse Incidents</p> <ul style="list-style-type: none"> • Contact the patient soon after it is apparent that a mistake has occurred. • Apologise for the mistake. • Tell the patient what has happened and how it can be put right. • Co-operate with any investigation arising from a complaint. • Try to maintain a relationship with the patient or family when a mistake has occurred.

Working with colleagues:**1 Working with colleagues and working in teams**

- Demonstrate positive attitude as team player
- Provide enthusiastic involvement in meetings.
- Ensure awareness of the primary care team members and how to contact and work with them.
- Have an understanding of the health needs of the local population.

2 Referring patients

- Make appropriate judgements about patients who need referral.
- Choose specialists to meet the needs of individual patients.
- Provide appropriate information to the specialist to make an appropriate and efficient evaluation of the patient's problem.
- Where appropriate, feedback to specialists views on the quality of their care.

Teaching and training:**1**

- Have a personal commitment to teaching and learning, and a willingness to develop further through education, audit and peer review.
- Understand the principles and theory of education, and use teaching methods appropriate to educational objectives.
- Use formative assessment and construct educational plans.
- Assist in making honest summative assessment of learners

Probity:	
1	Research <ul style="list-style-type: none"> • Ensure that research carried out is done to a high standard. • Protect patients' rights, and make sure taking part in research does not disadvantage them. • Provide accurate data. • Preserve patients' confidentiality.
2	Abusing your professional position <ul style="list-style-type: none"> • Have an awareness of the trust that patient's place in doctors and ensure this is not abused. • Have an awareness of the possibility of personal advantage accruing from a close clinical relationship. • Ensure avoidance of situations where personal and professional interests might be in conflict. • Ensure that treatment is based on need and not inducements from third parties.
3	Financial and commercial dealings <ul style="list-style-type: none"> • Ensure financial affairs are capable of withstanding a searching outside audit. • Ensure that personal gain is not sought in the pursuance of practice. • Provide truthful and honest information on relevant documents
Protecting patients:	
1	<ul style="list-style-type: none"> • Have an awareness of colleague performance, conduct or health and its relevance to patient care. • Discreetly take advice when concerns are raised. • Provide positive support to colleagues whose performance gives cause for concern. • Seek advice from colleagues when own performance has deteriorated.