

## **GREAT STAUGHTON SURGERY JOB DESCRIPTION**

**Job Title:** Salaried General Practitioner / GP Partner

**Location:** Great Staughton Surgery

### **Overall Job Purpose:**

The post-holder will provide medical services, manage caseloads and deal with a wide range of health needs in a primary care setting, ensuring a high standard of care for all registered and temporary patients.

The post-holder will have the opportunity to take part in leading on chronic disease management (monitoring trends in treatment and prescribing) and assist in developing appropriate healthcare services.

### **Duties and Clinical Responsibilities of the Post:**

- In accordance with the practice timetable the post-holder will undertake a variety of duties including:
  - Surgery consultations
  - Dealing with emergencies
  - On call clinics and extended hours on a rotational basis with Partners
  - Telephone consultations, queries and triaging
  - Home visits and Care Planning
  - Prescription processing
  - Administering patient test results and incoming reports
  - Producing medical reports and examinations (e.g. Insurance Companies)
  - Signposting and making referrals as required
  - Involvement in QOF and responsibility for clinical areas
  - Administration of paperwork including referral letters and correspondence
- Make professional decisions in relation to patient diagnosis and problems, whether self-referred or referred from other clinicians within the practice.
- Screening patients for disease risk factors and early signs of disease.
- Provide counselling and health education.

### Administration

1. Record clear and concise IT EMIS WEB system consultations to good standard.
2. A good understanding of choose and book referral system and liaison with Secretarial team.
3. Participate in primary care research network.
4. Collect data for audit purposes.
5. Ensure all non nhs work is recorded with secretarial team (medical reports, insurance reports, letters)
6. Participate in the QOF ensuring data is coded and recorded accurately.

### Prescribing

1. Compile and issue computer-generated acute and repeat prescriptions in line with dispensary standard operating procedures (SOP's) and in accordance with locally agreed or national guidelines.
2. Use of Electronic Prescribing System for non-dispensing patients.

### Practice development

1. Contribute to the effectiveness of the team by reflecting on own and team activities, making suggestions on ways to improve and enhance the team's performance.
2. Support development and implementation of new standards, policies and procedures required as directed locally, regionally or nationally.
3. Involvement in identified audits and reviewing relevant protocols.

## **Communication**

1. Maintain excellent communication with both patients, staff and community / secondary care services.
2. Participation in practice meetings.
3. Maintain strict confidentiality relating to patient and practice matters.
4. Support the equality, diversity and rights of patients, carers and colleagues.

## **Health, Safety and Security**

- Report any incidents, accidents and near misses in accordance with the Surgery Policy.
- Maintain safe clinical practice in diagnosis and treatment.
- Ensure own safety and the safety of all others who may be affected by the Surgery business.
- Comply with all policies and procedures to protect the health, safety and welfare of anyone affected by the Surgery business.
- Comply with the health and safety policies and emergency procedures.
- Ensure that equipment provided for the protection of health and safety is maintained and used appropriately.
- Undertake and attend mandatory training in line with Surgery training schedules for all staff.

## **Quality / Clinical Governance**

1. Awareness of and compliance with relevant practice policies / guidelines, e.g. prescribing, confidentiality, data protection, health and safety, annual QOF assessment of the practice.
2. Commitment to life-long learning and audit to ensure evidence-based best practice.
3. Maintain annual appraisal preparation and re-validation in line with local and national guidelines.
4. Contribute to evaluation / audit and clinical standard setting.
5. Contributing to the development of computer-based patient records.
6. Attending training, practice meetings and events organised as appropriate.
7. Assist in the delivery of meeting timescales and deadlines for audits and written returns to ensure the practice meets quality standards and receives designated funding (enhanced services returns and QOF)
8. Be aware of clinical governance principles and understand the benefits for patients and staff.
9. Understand the clinical governance structure and how you may be involved, and participate in clinical governance activities.
10. Ensure continuous improvement relating to service quality and care provided to patients as appropriate.
11. Explore ways to involve and consult with patients and carers when developing or evaluating services or the care provided.
12. Participate in clinical audit activity as appropriate, involving other professions and disciplines.
13. Ensure patient confidentiality is maintained at all times and access to patient related information (either electronic or paper based) is respected during the course of the role.
14. Comply with procedure for handling any requests under the Freedom of Information Act, ensuring requests are dealt with in a timely, specific and confidential manner.
15. Ensure risk of infection to you, colleagues, patients, relatives & visitors is minimised by:
  - being familiar with and adhering to infection prevention and control policies and guidance.
  - attending induction and mandatory training programmes.
  - follow infection prevention and control as part of your professional development.
  - taking personal responsibility to ensure effective prevention and control of healthcare associated infections is embedded into everyday practice and applied consistently.

## **General Duties**

- To provide services in a manner that enables all members of the community to access them, irrespective of race, ethnic origin, physical or mental disability and access appropriate services to their age and gender.
- To undertake training to meet the requirements of your role.
- To behave in a manner that respects the differing needs and cultures of other staff.
- To actively participate in Annual Appraisals and provide evidence to demonstrate achievements towards your Knowledge and Skills Framework.

- To demonstrate core behaviours in delivering a quality service
- To identify your development needs within the Annual Appraisal to ensure that CPD requirements are achieved and demonstrated in practice.

This Job Description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The postholder may be asked to undertake other relevant duties appropriate to the post. The Job Description may be amended over time, in consultation with the postholder to meet the needs of the service.