



Job Description

Job Title:	Salaried General Practitioner
Contract:	12 month post / 4 sessions per week
Sites:	Pennine Medical Centre Mossley Surgery, 193 Manchester Road, Mossley, OL5 9AJ Greenfield Surgery, 6/8 Chew Vale, Greenfield, Oldham, OL3 7EQ
Responsible To:	The Partners
Accountable To:	The Partners

1. Role Summary

The post-holder will manage a caseload and deal with a wide range of health needs in a primary care setting, ensuring the highest standards of care for all registered and temporary patients.

2. Clinical Responsibilities

- In accordance with the practice timetable, as agreed, the post-holder will make themselves available to undertake a variety of duties, including surgery consultations, telephone consultations, visiting patients at home, checking and signing repeat 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
- Developing care plans for health in consultation with patients and in line with current practice disease management protocols
- Providing counselling and health education
- Recording clear and contemporaneous consultation notes to agreed standards
- Collecting data for audit purposes
- 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 General Practitioner working within primary care.

3. Other Responsibilities

- Awareness of and compliance with all relevant practice policies/guidelines, e.g. prescribing, confidentiality, data protection, health and safety etc
- 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 coding patient data
- Attending training and events organised by the practice or other agencies, where appropriate.

4. Quality

The post-holder will strive to maintain quality within the practice, and will:

- Alert other team members to issues of quality and risk
- 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

5. Communication

The post-holder should recognize 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

6. Safeguarding

Pennine Medical Centre is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. The post holder will complete the required level of safeguarding mandatory training, demonstrate a good understanding of safeguarding and will strictly adhere to the Practice's safeguarding policies and procedures.

7. 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 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.

8. Health & Safety

The post-holder will be expected to promote and maintain their own and others' health, safety and security as defined in the Practice's Health & Safety Policy.

9. Equality & Diversity

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting 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
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

10. 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 are met, the post-holder will participate in any internal or external training programmes implemented by the Practice relevant to their role. This will include all mandatory training and may occasionally involve attending for training off-site.

11. Person Specification

Qualifications/Training	Essential	Desirable
A medical practitioner whose name is included in the General Practitioner Register under article 10 of the General and Specialist Medical Practice Order 2003	✓	
Not subject to suspension under section 41A of the Medical Act 1983	✓	
Qualified General Practitioner (completed certificate of Completion of Training – CCT)	✓	
Currently on a CCG performers' list and not suspended from that list or from the medical register	✓	
Evidence of further postgraduate educational activities in relevant fields		✓
Evidence of CPD activities		✓

Experience	Essential	Desirable
Recent experience of working in general practice in the UK	✓	
Commitment to and experience of working as part of a multidisciplinary and skill mixed team environment	✓	
Experience of working to achieve standards within the Quality and Outcome Framework (QOF)	✓	
Experience of supporting service change		✓
Evidence of participation in Audit		✓

Knowledge & Skills	Essential	Desirable
Knowledge of the NHS	✓	
Knowledge of the Quality and Outcomes Framework (QOF)	✓	
Ability to take full and independent responsibility for clinical care of patients	✓	
Excellent verbal and written communication skills	✓	
Excellent record keeping skills	✓	
Knowledge of current issues and challenges facing primary care	✓	
Knowledge of EMIS (clinical IT system)		✓
Working knowledge of MS Office including Outlook, Word & Excel	✓	
Excellent time management skills	✓	
Good analytical skills	✓	

Other	Essential	Desirable
Ability to travel between both Practice sites	✓	
DBS clearance	✓	