



SALARIED GENERAL PRACTITIONER

JOB DESCRIPTION



JOB DESCRIPTION

1. Job Details

Job Title:	Salaried General Practitioner
Reports to:	GP Partners
Status:	Permanent
Hours:	Full/Part Time
Range:	6 - 8 sessions

2. Job Summary

- To provide general medical services at Oakfields Health Group, providing services for registered patients.
- To provide high quality primary care services to the practice population as required by the Group in line with approved protocols and evidence based medical practice.
- To manage a caseload, dealing with a wide range of health needs in a primary care setting, at all times ensuring the highest standards of care for all registered and temporary patients.
- To undertake all duties and responsibilities associated with a GP working within primary care

3. Duties and Responsibilities

Clinical:

- Provide a full range of medical services as defined in the core GMS contract and additional and enhanced services where appropriate.
- Undertake a variety of duties (as agreed) including surgery consultations, telephone consultations and queries, visiting patients at home, checking and signing repeat prescriptions and dealing with all queries, paperwork and correspondence in a timely fashion.
- Make professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the organisation.
- Assess the health care needs of patients with undifferentiated and undiagnosed problems.
- Screen patients for disease risk factors and early signs of illness.
- Develop care plans for health in consultation with patients and in line with current practice disease management protocols. Provide counselling and health education.
- Refer patients to other care providers as appropriate.
- Record clear and contemporaneous consultation notes to agreed standards.

- Collect data for audit purposes.
- Compile and issue computer-generated acute and repeat prescriptions (avoiding hand-written prescriptions whenever possible).
- Prescribe in accordance with the practice prescribing formulary (or generically) whenever this is clinically appropriate.
- Undertake all duties and responsibilities associated with a GP working within primary care.
- Take responsibility as lead GP on nursing home visits/care.
- On call duties: blood results, prescription authorisations, incoming letters, general queries and emergencies.

Managerial/Administration:

- Awareness of and compliance with all relevant practice policies/guidelines, e.g. prescribing, confidentiality, data protection, health and safety. Apply practice policies, standards and guidance and discuss with other members of the team how the policies, standards and guidelines will affect own work.
- Committed to life-long learning and audit to ensure evidence-based best practice.
- Contribute to evaluation/audit and clinical standard setting within the organisation and to lead on one audit per year.
- Contribute to the development of computer-based patient records.
- Contribute to the summarising of patient records and read-coding patient data.
- Administration: process requests for insurance reports and claim forms (private and non-private).
- The post holder will take responsibility for NICE guidance and updates for the team

Quality:

- At all times 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 patient's needs.
- Effectively manage own time, workload and resources.

Confidentiality:

- All patients have the right to expect that all practice staff will respect their privacy and act appropriately at all times.
- In the performance of duties, 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.

Communication:

- The post-holder must recognize the importance of effective communication within the team and will strive to communicate effectively with other team members, patients, carers and recognize people's needs for alternative methods of communication and respond accordingly.
- To attend practice meetings where appropriate: clinical and management.

4. Additional Responsibilities

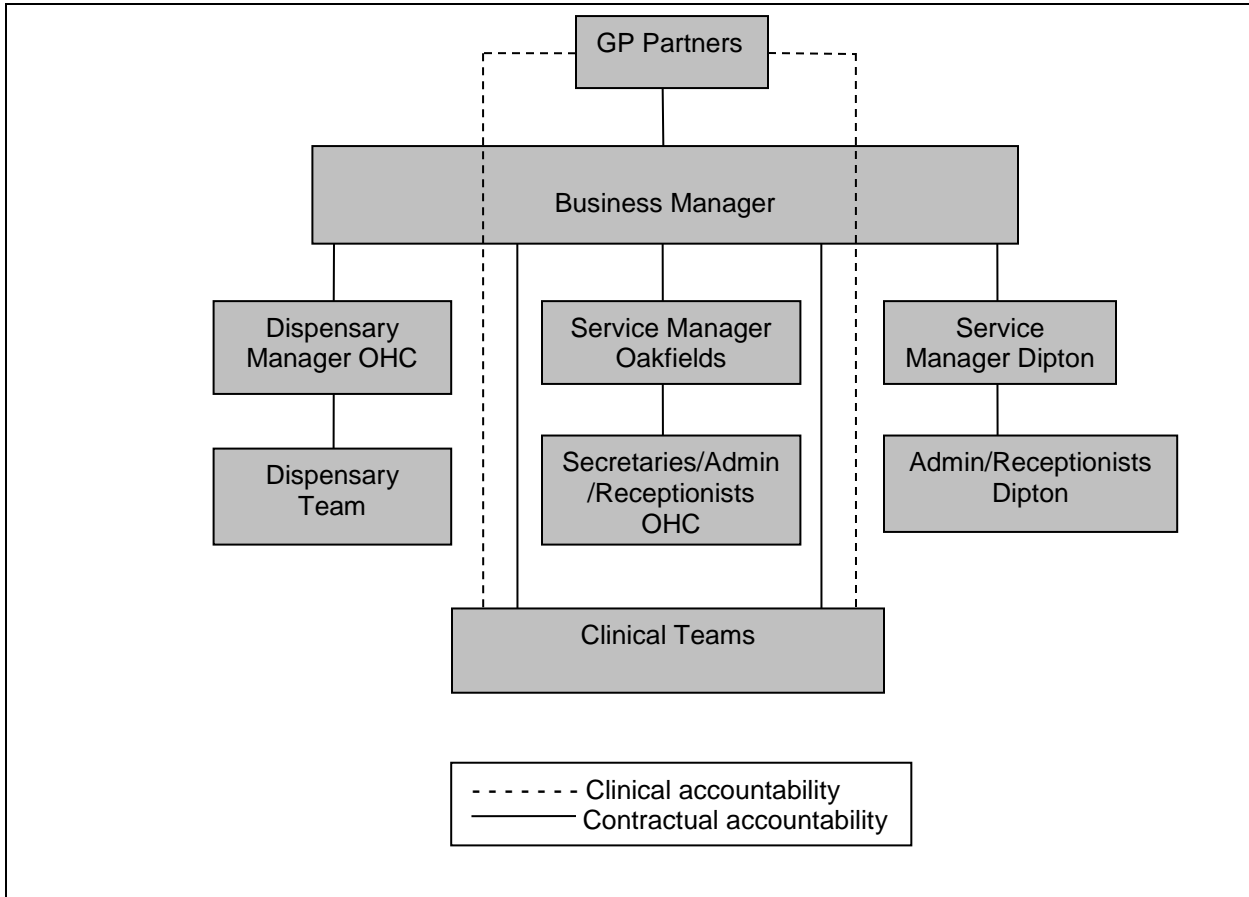
Health & Safety:

- 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.
- Use personal security systems within the workplace according to practice guidelines.
- Identify the risks involved in work activities and undertake such activities in a way that manages those risks.
- It is a condition of your contract that so far as is reasonably practicable, you minimise the risk of infection to yourself, colleagues and patients, and in so doing, you must:
 - Be familiar with, and adhere to practice policies and guidance on infection prevention and control.
 - Attend statutory education programmes in infection prevention and control.
 - Include infection prevention and control as an integral part of your continuous personal/professional development.
 - Take personal responsibility so far as is reasonably practicable, in helping ensure that effective prevention and control of health care acquired infections is embedded into everyday practice and applied consistently by you and your colleagues.
 - Report potential risks identified.

Equality and Diversity:

- The post-holder will support the equality, diversity and rights of patients, carers and colleagues.
- At all times act in a way that recognizes the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation.
- At all times 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.

5. Organisational Structure



6. Job Description Agreement

Job holder's signature:

Date:

GP Partner signature:

Date:

This job description is not exhaustive and does not attempt to describe all tasks to be performed. In addition the job description will be subject to an annual review with the post holder and may be subject to alteration determined by the needs of Oakfields Health Group.