

Salaried GP Job Description and Job Plan

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| V2 | 30/06/2020 | Includes changes to appointments as a consequence of COVID-19 Outbreak |

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**JOB TITLE: SALARIED GENERAL PRACTITIONER**

**REPORTS TO: THE PARTNERS (Clinically)**

**THE HUMAN RESOURCES MANAGER (Administratively)**

**SESSIONS: TBA**

# Job summary:

The practice is currently contracted by the NHS England to provide essential, additional and some enhanced services under the terms of the General Medical Services Contract. All members of the practice team should work toward fulfilment of these contractual arrangements and support and fulfil subsequent contract changes as they occur.

The practice aims to maintain high standards of patient care and to assess, develop and implement programmes to support individuals toward self-care to maintain the health of themselves and their families.

You will be required to undertake all the reasonable duties of a GP including surgeries, home visits, medical examinations and other day-to-day clinical duties that a doctor in the Practice undertakes. However, you are not required to be involved with other issues relating to the Practice administration such as financial planning and business matters, or any other area that does not have a direct bearing on clinical practice.

It is expected that you will not work outside of the detail mentioned in this personalised Job Plan. On occasion, the Practice may request work to be undertaken by you which is not specified in this Job Plan, by way of additional nominal sessions or fractions thereof. The extra session(s) shall be remunerated on a pro rata basis.

# As a salaried GP, you are entitled to:

1. A mutually agreed named GP mentor.
2. Annual leave up to a maximum of 6 weeks (pro rata). The leave year begins on 1st October and leave requests should be made at least 6 weeks beforehand. Annual leave may not be carried over to the next leave year.
3. Study/professional leave up to a maximum of 1 week per year (pro rata) which must be agreed by the Practice. Requests made less than 6 weeks before your leave is due to begin may be reasonably declined.

# As a salaried GP, your duties will include:

1. Providing medical services to patients at The Swan Practice in both our Any Day and Same day Services during practice opening hours. The Practice is open between 8am and 6.30pm Monday to Friday.
2. Named GP responsibility for 250 patients per contracted session (for example 1500 patients for a 6-session GP). As our population size is continually changing, your list size will be reviewed at least once every six months.
3. Consulting patients in face-to-face, telephone and home visit appointments. We have split delivery of care into Any Day (non-urgent, pre-bookable) and Same Day (urgent services)
4. As a consequence of COVID-19, we have adopted a telephone triage first model in our Any Day Service with room for face-to-face appointments as required, Routine home visits will be booked as required.
5. In the Same Day Service, you work as part of a team of clinicians delivering on the day urgent care. The team consists of GPs, paramedics and nurse practitioners and oversees all acute home visiting activity. Same Day Service work will compromise no more than a third of your working week without prior arrangement.
6. Travelling within the practice area to attend to patients at home (including residential and nursing homes) as required.
7. Dealing with paperwork, correspondence and test results associated with your patient list except on days when you are not working.
   1. When you are not at work, your test results and routine electronic prescribing will be covered by other GPs and if you are away for more than 5 days, your other paperwork will also be covered.
   2. Consequentially, you will be expected to cover a fair share of other GPs workload when they are not working.
   3. It is expected that administrative tasks will be ‘fitted in’ throughout the working day.
8. Undertaking ‘Go To’ doctor role in the Any Day service no more than once weekly without prior agreement. This description of this role is available on the practice intranet.
9. Providing choice to the patient who is being referred onwards for further care outside of the organisation using electronic referral processes.
10. Maintaining accurate patient records within agreed Practice policies and procedures.
11. Participating in clinical governance methods approved by the Practice, the Primary Care Network or by Buckinghamshire Commissioning Group, e.g. clinical audit or quality assurance initiatives.
12. Liaising with other members of the Primary Care Health Team and other agencies as appropriate, to ensure good relationships are maintained at all times with patients, colleagues and other agencies.
13. Carrying out work considered outside the NHS, such as medical examinations, certificates, reports, cremation forms etc - where the income is retained by the employer. All fees received by you, by virtue of your position in the practice, shall be paid to the Practice.
14. Maintaining a high standard of care to patients by showing a commitment to continuing professional development and by participation in practice, clinical and training meetings (such as protected practice learning time).
15. Working within guidelines and policies on prescribing, referral and other general clinical issues which will be agreed by the Practice as a whole from time to time.

# Other responsibilities within the organisation:

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

# 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

# Health & safety:

The post-holder will implement and lead on a full range of promotion and management of their own and others’ health and safety and infection control as defined in the practice health & safety policy, the practice health & safety manual, and the practice infection control policy and published procedures. This will include (but will not be limited to):

* Using personal security systems within the workplace according to practice guidelines
* Awareness of national standards of infection control and cleanliness and regulatory / contractual / professional requirements, and good practice guidelines
* Providing advice on the correct and safe management of the specimens process, including collection, labelling, handling, use of correct and clean containers, storage and transport arrangements
* Correct personal use of Personal Protective Equipment (PPE) and ensuring correct use of PPE by others, advising on appropriate circumstances for use by clinicians, staff and patients.
* Management of the full range of infection control procedures in both routine and extraordinary circumstances (e.g. pandemic or individual infectious circumstances)
* Hand hygiene standards for self and others
* Managing directly all incidents of accidental exposure
* Management and advice relating to infection control and clinically based patient care protocols, and implementation of those protocols across the practice
* Active observation of current working practices across the practice in relation to infection control, cleanliness and related activities, ensuring that procedures are followed and weaknesses/training needs are identified, escalating issues as appropriate to the responsible person
* Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks across clinical and patient process
* Making effective use of training to update knowledge and skills, and initiate and manage the training of others across the full range of infection control and patient processes
* Monitoring practice facilities and equipment in relation to infection control, ensuring that proper use is made of hand-cleansing facilities, wipes etc., and that these are sufficient to ensure a good clinical working environment. Lack of facilities to be escalated as appropriate to the responsible manager
* Safe management of sharps use, storage and disposal
* Maintenance of own clean working environment
* Using appropriate infection control procedures, maintaining work areas in a tidy, clean and sterile and safe way, free from hazards. Initiation of remedial / corrective action where needed or escalation to responsible management
* Actively identifying, reporting, and correcting health and safety hazards and infection hazards immediately when recognised
* Keeping own work areas and general/patient areas generally clean, sterile, identifying issues and hazards/risks in relation to other work areas within the business, and assuming responsibility in the maintenance of general standards of cleanliness across the business in consultation (where appropriate) with responsible managers
* Undertaking periodic infection control training (minimum twice annually)
* Correct waste and instrument management, including handling, segregation, and container use
* Maintenance of sterile environments
* Demonstrate due regard for safeguarding and promoting the welfare of children.

# Equality and 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.

# 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 PREP are met, the post-holder will participate in any training programme implemented by the practice as part of this employment, with such training to include:

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

# 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.

# 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.

# Contribution to the implementation of services:

The post-holder will:

* 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.

# I confirm that I have read and agree to the job description above.

Name Date