General Practice is evolving. Be part of the future.

MKGP Plus has an exciting opportunity to recruit a GP to cover 5 sessions a week.

Maple surgery is located in Bar Hill with a current list size of approximately 3600. The clinical team at Maple includes G.P’s, Practice Nurses, Advanced Nurse Practitioners, Pharmacist, HCA and additional ARRS roles from the Primary Care Network.

Maple Surgery is a small surgery with a friendly, welcoming team - all of whom you will know by the end of your first week.  We have a wide skills mix and we work together to look after our team and our patients.

We're looking for a GP to join to cover 5 sessions a week.  The ideal candidates will care for their patients, contribute to the team dynamic, share cases with colleagues and be keen to learn with their peers. There are opportunities within the company to take on additional responsibilities and we are always looking for ways to improve the wellbeing of our patients and staff.  All ideas are well received and explored – you really can help shape how we care for our patients and each other.

A typical session consists of 17 patient contacts with associated administrative work. We encourage patients to see the same GP and will support you in fostering continuity of care. Home visits are infrequent.

We are part of Cambridge Northern Villages Primary Care network.

For an informal chat please email the Practice Manager, Catherine Trippier on Catherine.trippier@nhs.net

MKGP Plus Ltd is a CQC registered healthcare provider.  MKGP Plus aims to provide high quality, standardised healthcare to patients both within Milton Keynes and beyond.

We work closely with our member practices, Primary Care Networks, and other healthcare providers to make sure that care is responsive to the needs of our populations and that Primary Care is able to adapt to the rapidly changing healthcare landscape.

MKGP encourages and supports staff development throughout our services and works closely with the training hub to ensure staff are aware of development and training opportunities.

**Our Mission Statement:** To provide dynamic and effective services, focused on the changing needs of Primary Care

**Clinical Responsibilities: -**

* In accordance with the Practice timetable, as agreed, the post-holder will make him/her-self available to undertake a variety of duties including surgery consultations, telephone consultations and queries, visiting patients at home, checking and signing repeat prescriptions and dealing with queries, paperwork, reports 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 in consultation with patients.
* Providing health education.
* Recording clear and contemporaneous consultation notes to agreed standards.
* Help to comply with QOF requirements.
* 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 GP working within primary care.

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| **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 associated with a GP working within primary care.

**Confidentiality:** * While 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 careers, 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 and 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, to include: * Using personal security systems within the workplace according to Practice guidelines.
* Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks.
* Making effective use of training to update knowledge and skills.
* Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards.
* Reporting potential risks identified

**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 recognizes the importance of people’s rights, interpreting them in a way that is consistent with Practice procedures and policies, and current legislation.

**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, 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 patient’s needs.
* Effectively manage own time, workload and resources.

**Communication:** The post-holder should recognise 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.
1. **ORGANISATIONAL RESPONISBILITIES**
* To maintain the confidentiality of the PCN in respect of patient and staff information obtained at all times and use such information only as authorised for specific purposes. Report any concerns about the use of such information to the senior manager.
1. **PERSONAL RESPONISBILITIES**
* The post-holder is responsible for taking reasonable care with regard to himself/herself as well as for any colleagues, patients or visitors who might be affected by any act or failure to act by the post-holder in accordance with the PCN/Practice policies on Health and Safety at Work.
* To report any accident, untoward incident or loss relating to staff, patients, or visitors according to Practice policies.
* To undertake in-service training relevant to the post.
1. **AREA OF WORK**
* The post holder may be required to work in all PCN practices
* The post holder may, in exceptional circumstances only, be redeployed to another MKGP service, or PCN
* The post holder may be required to undertake training events at any site across the PCN
1. **CONFIDENTIALTIY**
* 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. The post holder will be expected to adhere to this.
* In the performance of the duties outlined in this Job Description, you may have access to confidential information relating to patients and their carers, Practice staff and other healthcare workers. You may also have access to information relating to the Organisation 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 Organisation may only be divulged to authorised persons in accordance with the Organisation’s policies and procedures relating to confidentiality and the protection of personal and sensitive data.
1. **QUALITY**

You will be expected to strive to maintain high quality within the Organisation, and will* Alert your PCN manager 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.
* Engage in, and contribute to, organisational and clinical audit when requested.
1. **COMMUNICATION**

You will be required to recognise 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.

HEALTH AND SAFETY * Comply at all times with the practice health and safety policies by following agreed safe working procedures and reporting incidents using the organisations Incident Reporting System (IRS)
* Comply with the Data Protection Act (1984) and the Access to Health Records Act (1990).
1. **EQUALITY AND DIVERSITY**
* Co-operate with all policies and procedures designed to support equality of employment. Co-workers, patients, and visitors must be treated equally irrespective of gender, ethnic origin, age, disability, sexual orientation, religion etc.

COMMUNICATION AND WORKING RELATIONSHIPS * Establish and maintain effective communication pathways with all practice staff and visiting clinical team members such as district nurses, modern matrons, health visitors etc.

JOB DESCRIPTION * This job description is intended to provide an outline of the key tasks and responsibilities. There may be other duties required of the post-holder commensurate with the position. This description will be open to regular review and may be amended to take into account developments within the practice.

 OUR COMMITEMENT TO YOU * We will provide a supportive learning environment, especially structured in the first preceptorship year
* We will help you set out and revise specific educational goals
* We will support you to receive CPD time commensurate with the requirements of your role
* We will ensure appropriate clinical supervision
* You will receive regular appraisals
1. **KEY BENEFITS**
* 25 days annual leave + bank holidays (pro rata for LTFT posts)
* Up to 1 week study leave, on agreement with service lead and MKGP Plus
* Membership of NEST pension scheme (optional)
* Salary inclusive of 4 hours paid CPD time/month (pro rata)
* Access to local MDT educational sessions for allied health professionals

**Table of Key role Requirements**

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| ***Role Requirement***  | ***Essential***  | ***Desirable***  |
| Qualifications & Training  | MBBS or Equivalent Medical Degree | X |  |
| Full registration with GMC | X |  |
| Certificate of Completion of Training  | X |  |
| Inclusion on Performers list | X |  |
| MRCGP |  | X |
| Evidence of commitment to ongoing professional and personal development, i.e. up to date revalidation | X |  |
| Knowledge and Understanding  | Understanding the role of medical services in a wider public health agenda | X |  |
| Knowledge of the demographics of the characteristics that affect health and health care in the area  |  | X |
| Understanding of current NHS policies  | X |  |
| Experience  | Experience working in a primary care setting | X |  |
| Experience of providing primary care services out of hours |  | X |
| Development of areas of special clinical expertise  |  | X |
| Experience of audit and improving care for patients  | X |  |
| Personal Skills and Qualities  | Able to communicate clearly and effectively in English both written and verbal/  | X |  |
| Good organisational skills  | X |  |
| Time management skills  | X |  |
| Able to work under pressure  | X |  |
| Working on own initiative  | X |  |
| IT skills as relevant to primary care practice  | X |  |
| Commitment to quality and patient satisfaction | X |  |
| Team player  | X |  |
| Other  | Committed to working as part of an MDT, multi-agency primary care team.  | X |  |
| Openness to explore alternative working practices.  | X |  |

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