19 Beaumont Street Surgery is an award winning Practice located in the heart of Oxford City Centre. We have around 17,000 patients and a dedicated clinical team of 14 GPs, a nursing team of five (including two nurse prescribers), a Clinical Pharmacist, a Physicians Associate and two Healthcare Assistants. We are a teaching and training Practice with a strong educational ethos and reputation of providing high quality care to our diverse patient population. We are an active member of the Healthier Oxford PCN, which is made up of 3 other local surgeries. Our growing PCN shares the use of two social prescribers, a health coach, a clinical pharmacist, associated first contact musculoskeletal practitioners and a mental health practitioner.

We are seeking an enthusiastic, capable GP who is motivated, has initiative and a positive work ethic as well as authenticity and a good sense of humour. The successful candidate would be part of a skilled, friendly and supportive team. Ideally you would be looking for a full time role but 4 or more sessions a week considered. Salaried GP or partnership (or salaried with a view to partnership) all a possibility.

We are outward looking organisation looking for new, innovative and collaborative ways of working. We offer generous entitlements for leave, an NHS pension and an attractive salary.

For further information regarding this post please contact the Practice Manager, Kate King, on kate.king7@nhs.net or 01865 240501. To apply for the role please send a copy of your CV and a covering letter to kate.king7@nhs.net

### JOB DESCRIPTION AND PERSON SPECIFICATION

**JOB TITLE:** Salaried GP or Partner GP

**REPORTS TO:** Practice Manager

**RESPONSIBLE TO:** Practice Manager

**HOURS:** Full time preferred, min 4 sessions considered

# **OVERALL JOB PURPOSE**

To work as an autonomous practitioner, responsible for the provision of medical services to the practice population, delivering an excellent standard of clinical care whilst complying with the GMS contract. Furthermore, the post-holder will adhere to the GMC standards for good medical practice, contributing to the effective management of the practice, leading by example, maintaining a positive, collaborative working relationship with the multidisciplinary team.

**RESPONSIBILITIES**

* The delivery of highly effective medical care to the entitled population
* The provision of services commensurate with the GMS contract
* Generic prescribing adhering to local and national guidance
* Effective management of long-term conditions
* Processing of administration in a timely manner, including referrals, repeat prescription requests and other associated administrative tasks
* On a rotational basis, undertake urgent GP role
* Maintain accurate clinical records in conjunction with good practice, policy and guidance
* Working collaboratively, accepting an equal share of the practice workload
* Adhere to best practice recommended through clinical guidelines and the audit process
* Contribute to the successful implementation of continuous improvement and quality initiatives within the practice
* Accept delegated responsibility for a specific area (or areas) or the QOF
* Attend and contribute effectively to practice meetings as required
* Contribute effective to the development and maintenance of the practice including; clinical governance, training, financial management and HR
* Ensure compliance with the appraisal process
* Prepare and complete the revalidation process
* Commit to self-learning and instil an ethos of continuing professional development across the practice team
* Support the training of medical students from all clinical disciplines
* Support the partners in achieving the strategic aims of the practice, making recommendations to enhance income and reduce expenditure
* Review and adhere to practice protocols and policies at all times
* Encourage collaborative working, liaising with all staff regularly, promoting a culture of continuous improvement at all times
* Participate in practice audits as requested by the audit lead
* Participate in local initiatives to enhance service delivery and patient care
* Participate in the review of significant and near-miss events applying a structured approach

**Other Duties**

* Adhere to relevant policies, protocols and procedures as outlined on TeamNet
* Work with the Practice to ensure full compliance with the Care Quality Commission for safe and effective care

**Personal Development and Training**

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
* Attendance or completion of all Mandatory and Statutory training requirements as indicated by the HR lead

**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 whilst embracing the practice’s ethos of recording of any errors or near misses and learning by mistakes without blame
* 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

**Health and Safety**

* The Workflow Administrator will assist in promoting and maintaining their own and other’s health, safety and security as defined in the Health and Safety Policy

**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
* 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.

**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

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| **Person Specification – Salaried GP** |
| **Qualifications** | **Essential** | **Desirable** |
| Qualified GP | ✓ |  |
| MRCGP | ✓ |  |
| Vocational Training Certificate or equivalent JCPTGP | ✓ |  |
| General Practitioner (Certificate of Completion of Training CCT) | ✓ |  |
| **Eligibility** |
| Full GMC Registration | ✓ |  |
| National Performers List registration | ✓ |  |
| Appropriate defence indemnity (MPS/MDU) | ✓ |  |
| Eligibility to practice in the UK independently | ✓ |  |
| **Experience** | **Essential** | **Desirable** |
| Experience of working in a primary care environment | ✓ |  |
| Experience of continued professional development | ✓ |  |
| Experience of QOF and clinical audit | ✓ |  |
| Experience of medicines management |  | ✓ |
| Experience of CCG initiatives  |  | ✓ |
| General understanding of the GMS contract | ✓ |  |
| **Clinical Knowledge & Skills** | **Essential** | **Desirable** |
| Outstanding level of clinical knowledge and skills commensurate with that of an experienced GP  | ✓ |  |
| **Skills** | **Essential** | **Desirable** |
| Excellent communication skills (written and oral) | ✓ |  |
| Strong IT skills | ✓ |  |
| Clear, polite telephone manner | ✓ |  |
| Competent in the use of Office and Outlook | ✓ |  |
| EMIS Web user skills | ✓ |  |
| Effective time management (Planning & Organising) | ✓ |  |
| Ability to work as a team member and autonomously | ✓ |  |
| Excellent interpersonal skills | ✓ |  |
| Problem solving & analytical skills | ✓ |  |
| Ability to follow clinical policy and procedure | ✓ |  |
| Experience with audit and able to lead audit programmes | ✓ |  |
| Experience with clinical risk management | ✓ |  |
| **Personal Qualities** | **Essential** | **Desirable** |
| Polite and confident | ✓ |  |
| Flexible and cooperative | ✓ |  |
| Motivated, forward thinker | ✓ |  |
| Problem solver with the ability to process information accurately and effectively, interpreting data as required | ✓ |  |
| High levels of integrity and loyalty | ✓ |  |
| Sensitive and empathetic in distressing situations | ✓ |  |
| Ability to work under pressure / in stressful situations | ✓ |  |
| Effectively able to communicate and understand the needs of the patient | ✓ |  |
| Commitment to ongoing professional development | ✓ |  |
| Effectively utilises resources | ✓ |  |
| Punctual and committed to supporting the team effort | ✓ |  |
| **Other requirements** | **Essential** | **Desirable** |
| Flexibility to work outside of core office hours | ✓ |  |
| Disclosure Barring Service (DBS) check | ✓ |  |
| Occupational Health Clearance | ✓ |  |
| Project lead as required with CQC, CCG and QOF  | ✓ |  |