

Church View Surgery

SALARIED GENERAL PRACTITIONER – JOB DESCRIPTION

1. Clinical Duties & Responsibilities:

Provision of Primary Medical Services / Care to the Practice population of Church View Surgery. The Salaried GP will have his/her own named list of patients but will also see other registered patients during Surgery/visits as required.

- In accordance with the Practice timetable, and 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 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
- In consultation with patients and in line with current Practice disease management protocols, developing care plans for health
- Providing counselling and health education
- Admitting or discharging patients to and from the caseload and referring to other care providers as appropriate
- 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 GP working within primary care.
- The Salaried GP is expected to take part in the Quality and Outcome Framework, including use of QOF templates to report data, QOF paper work relating to his/her personal list, and to be aware of QOF requirements, e.g. clinical areas and targets.
- The Salaried GP will also be expected to perform administrative duties in respect to his/her patient list and patients seen, e.g. medical reports, requests for reports and letters, correspondence and results.

Other medical duties may include by mutual agreement and as discussed and agreed by both parties' minor surgery, family planning, antenatal care, maternal and child 6 week examination etc.

2. Other Responsibilities within the Organisation:

- Awareness of and compliance with all relevant Practice policies/guidelines, e.g. prescribing, confidentiality, data protection, health and safety and equal opportunities
- 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.
- To attend, when possible and relevant, the weekly Practice meetings, the Clinical Meetings and also Clinical Governance meetings. Other meetings may be requested from time to time, on discussion with and in agreement with the Partners. Time will be given to attend these meetings.

3. Clinic duties.

The Salaried GP will provide up to eight Clinical Sessions per week. 10 minute appointments and generally 14 appointments per Surgery made up of a combination of telephone and face to face consultations. The “Doctor First” model of care is on trial at the surgery at present. The GP will be presented with a list of telephone calls, and will then determine the best treatment for these patients, whether that be a face to face appointment, or referral to another member of the team. The Partners will monitor the activity of the whole team under this new system, and make adjustments to workload as required.

By mutual agreement: Minor surgery and family planning (also antenatal and postnatal examinations). These appointments will be booked as double appointments and, on occasion, longer appointments in order to perform these duties.

Two visits to be allocated at the end of the morning sessions.

Salaried GPs will be expected to take part in the “Duty Doctor” rota, which requires the duty doctor to be on call for that session starting at 1700 each working day, responding to urgent appointments and urgent visits and requests. The Duty surgeries are timetabled on a pro rata arrangement and generally you will be expected to have 1 duty session per month, occasionally more. The formats of clinics and surgeries may be required to be altered, however this will always be done following discussion and mutual agreement.

During the working hours the GP will also need to access the system of Practice notes, which is a computerised system of messages for the particular Doctor, with regard to his or her patients, patients seen and any urgent or non urgent requests. This is expected to be dealt with.

On occasion it may be necessary to ask the Salaried GP to take an extra visit or an extra duty session during the week but these circumstances should be exceptional and will only be requested in exceptional circumstances.

Your particular sessions are as published and provided to you for your guidance by the Practice Manager.

The morning sessions usually start between 08.30 and 09.00am and the afternoon sessions usually start between 15.00 and 15.20 ending at 18.00 - 18.30pm. However these may be adjusted by mutual agreement with the GP Partners.

4. Medical Students

The Practice is a teaching Practice and has students, from time to time, from the Peninsula Medical School. At present these students are Years 2, 3 and 4. The Salaried GP may, from time to time, be requested to teach the students, during Surgery time, with the agreement of the Partners, provided that they have completed the requisite training courses as stipulated in the SLA Contract. Time will be allowed for this within the Surgery setting.

Signed:

Signed:

Dr Rosie Heath

On Behalf of Church View Surgery