

## Job Description

**Job title:** GP Locum

**Responsible to:** GP Partners (clinical) Practice Manager (administration)

To provide Primary Care Medical Services to the Patient population of Millbrook Surgery.

### Duties:

- Provide General Practice Medical Services to patients
- Work within own competence and the professional code of conduct for Doctors as set out by the General Medical Council
- Deliver care in accordance with NICE guidelines, NHS / CCG policy and evidence-based care
- Work with clinical and administration colleagues to ensure a high standard of patient care and outcomes
- Maintain accurate records relevant to professional and practice guidelines, review, enter and process data using accurate read codes and a good record structure enabling ease of retrieval
- Communicate effectively with clinical and non-clinical colleagues
- Liaise with local Hospitals, community teams, other agencies i.e. social services, charities to ensure patients receive appropriate care
- Communicate effectively with patients and carers, demonstrating sensitivity and ensuring patients are fully informed in relation to their care and the appropriate consent is obtained
- Participate in meetings as and when required
- Follow practice policies
- Deliver administrative tasks promptly and efficiently
- Participate in quality improvement initiatives, support the aims and objectives on the Practice
- Follow the requirements of confidentiality including the Data Protection Act and The freedom of Information Act
- Recognise the importance of people's rights, interpreting them in a way that is consistent with procedures
- Respect the privacy, dignity and beliefs of patients, carers, visitors and colleagues
- Apply infection control measures according to local and national guidelines
- Assess risk within areas of responsibility, ensuring adequate measures are in place to protect staff and patients
- Follow Health and Safety Policies and Guidelines