

Job description: Salaried GP

This job description is a template. It should be used as a guide and edited according to the specific needs of the practice and the duties required of the post.

Job title:	Salaried GP
Contract type:	<i>[full-time, part-time, job share]</i>
Hours:	<i>[number of hours, sessions per week]</i>
Salary:	<i>[salary, or reference to range within pay grade]</i>
Reporting to:	GP partners In non-clinical administrative matters, the salaried GP will report to the practice manager
Line management of:	<i>[if applicable]</i>

Job summary and scope

The salaried GP is responsible for providing medical care and services to the practice population, managing a clinical caseload and dealing with a diverse range of health needs.

This will include, but is not limited to, surgery and telephone consultations, home visits, administration, complying with the practice's contracts (GMS/PMS/enhanced services), and the education and training of junior/trainee clinical staff.

Key responsibilities – clinical

Caring for patients

- Practise evidence-based medicine, in line with national and locally agreed guidelines
- Conduct patient consultations during the practice's clinical appointment hours
- Undertake duty and out-of-hours consultations as required, on a rota basis
- Triage patients presenting to the practice in person and by telephone
- Conduct telephone consultations and home visits as appropriate
- Check and sign repeat prescription requests
- Check, manage and process patient test results
- Prescribe in line with local and national guidelines
- Refer patients to secondary/urgent care and additional interventions as appropriate
- Manage long-term conditions and patients with complex problems
- Promote healthy living strategies and give health and wellbeing advice, generally encouraging patients to follow a healthy lifestyle
- Carry out patient testing and screening as required
- Make autonomous clinical decisions relating to patients' health needs

Communication with patients

- Use communication that is appropriate to the situation, including:
 - Communicating sensitively with patients and carers when delivering bad news
- Establishing appropriate communication methods to suit patients' and carers' level of understanding, cultural/language needs, and preferred communication method
- Anticipating and overcoming barriers to communication, seeking support from other staff members where necessary
- Use appropriate communication skills and style to make patients aware of risk, to obtain consent where necessary, and to ensure patients comply with treatment

Delivering high-quality services

- Provide services to the practice's patient population to the highest possible standard, in line with competencies and professional code of conduct
- Monitor and maintain the standard of care provided, taking appropriate action if standards are not met, through self- and peer-review, benchmarking and evaluation
- Undertake clinical governance and clinical audit activities to ensure the continual improvement of service delivery
- Participate in reviewing and responding to complaints, significant events, and other shared learning activities within a structured framework
- Support and mentor staff in training to ensure they deliver the highest standards of care
- Support the performance of team members and collaborate in improving the quality of healthcare and service provision, in line with local and national policy and strategy
- Work within the practice's legal framework for identifying vulnerable patients and applying policies relating to treatment of vulnerable patients

Key responsibilities – non-clinical

Practice-related duties

- Process medical reports, referrals and correspondence
- Record and collect data for audit purposes
- Make timely, clear, computer-based records of consultations and contact with patients
- Maintain administrative records relating to the practice contract, enhanced services and QOF
- Contribute to providing a supportive environment for other staff through informal catch-ups and contact
- Attend and contribute to in-house meetings, including clinical, educational/training-related and administrative meetings
- Attend meetings and events held by external agencies and stakeholders
- Contribute to teaching and training clinical staff as appropriate

Personal and professional development

- Comply with the GMC Code of Conduct
- Prepare for and complete annual external appraisals
- Prepare for and complete revalidation process
- Act as a mentor and positive role model to students and junior members of staff, sharing information and good practice
- Prioritise own workload and collaborate effectively with others to prioritise team and practice workload
- Keep a portfolio and potentially develop a special interest
- Undertake training as required to ensure competencies for delivering all responsibilities, to meet personal, statutory and practice education and learning needs, including keeping records of learning, reflection, complaints and feedback
- Keep up to date with current evidence-based approaches to patient care and service delivery, in line with NICE and the National Service Framework
- Undertake and contribute to education activities, such as reviewing significant events, clinical audit, protected learning time, video analysis of consultations, etc
- Contribute to education and training of trainee clinical staff and students

Other important aspects of the role

Maintaining confidentiality

The salaried GP will, as an integral part of and in the course of carrying out his/her role, have access to confidential and sometimes sensitive information relating to patients, carers and family members, as well as similar information about colleagues. The salaried GP will also have access to confidential commercial information about the practice and its business.

All such information, in whatever format and howsoever made available, must be treated with the strictest confidence. All such information held both within and outside of the practice will be shared only as necessary, and in accordance with the practice's confidentiality/data-sharing policies, and in line with data protection legislation and the Freedom of Information Act.

Equality and diversity

The salaried GP will comply with the practice's own equality and diversity policy, and legislation relating to equality and diversity, including (but not limited to):

- Recognising the rights of patients, carers, family members and colleagues, and respecting their needs, beliefs, privacy and dignity
- Not discriminating against patients, carers, family members or colleagues on the grounds of any of the protected characteristics in the Equality Act 2010 (or its amendments or later legislation)
- Supporting people who need help understanding and exercising their rights
- Acting as a role model in relation to promoting equality, diversity and non-discriminatory practices

- Identifying discriminatory practices and patterns of discrimination, taking appropriate action to tackle it, and instead promoting equality
- Complying with, promoting and evaluating chaperoning policies
- Recognising and promoting the right of patients to choose their care provider, and to participate in or refuse care

Key relationships and contacts

Internal

- Partners
- Other GPs
- Partners
- Practice nursing team
- Clinical staff in training
- Practice manager
- Reception and administration staff

External

- Patients
- Patients' carers and family members
- Community nursing and pharmacy teams
- Social workers
- Occupation therapy teams
- Pharmacists
- CCG managers and staff
- Other external agencies and stakeholders
- Secondary care

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Guide URL:

<http://preview.pulse-intelligence.co.uk/staffing/job-description-salaried-gp/>