



JOB DESCRIPTION

- JOB TITLE:** Non-Patient Facing General Practitioner in Primary Care
- REPORTS TO:** GP Partners on Clinical matters, Nurse Lead on Nursing issues and the Practice Manager on operational, administrative and employment matters.
- CONTRACT TYPE:** Permanent
- HOURS OF WORK:** 16hours per week with potential to work flexibly or as a Job Share
- LOCATION:** Home working
Cricketfield Surgery, Cricketfield Road, Newton Abbot, Devon, TQ12 2AS
- SALARY:** Negotiable and in line with GPC model, depending on qualifications and Experience. This post is eligible for additional remuneration available for Project Management (PMP) or managing and area of responsibility (RMP).
- ANNUAL LEAVE:** Six weeks annual leave plus public/bank holidays (FTE or pro-rata if working part-time)
- CPD/STUDY LEAVE:** Up to 8 days (FTE or pro-rata if working part-time)

The purpose of the role is to:

To support the GP Partners and Clinical team to manage a busy and diverse clinical caseload (list size current 10300 and steadily increasing due to local demographics). To provide patient care to a high standard and ensure work meets or exceeds the CQC standards as well as our Code of Conduct.

As a non-patient facing Salaried GPs you will not be accountable for the care of a list of Patients. You will be responsible for the efficient completion of clinical administration work to support the treatment and ongoing care of patients.

There are also opportunities to lead on projects to develop healthcare services, processes and protocols or training, or take on key areas of responsibility. These are by negotiation and in addition to your core contract with remuneration determined by the scope and level of responsibility/project.

Job Responsibilities:

1. Clinical responsibilities:

- In accordance with the practice timetable, as agreed, the post-holder will make him/her-self available to undertake checking and signing repeat prescriptions and dealing with queries, patient test results, patient medical reports and examinations (e.g. Insurance Companies) on behalf of the Practice, paperwork and correspondence in a timely manner;
- Making professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the organisation;
- Recording clear and contemporaneous I.T. based 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 locally agreed or national guidelines.
- In general the post-holder will be expected to undertake all the normal duties and responsibilities associated with clinical administration associated with a GP working within primary care, GMC guidance or good medical practice.

2. Other responsibilities with the Practice:

- Awareness of and compliance with all relevant practice policies/guidelines, e.g. prescribing, confidentiality, data protection, health and safety, annual QOF Assessment of the Practice.
- 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;
- Attending training, Practice Meetings and events organised by the practice or other agencies, where appropriate.
- Meet all tight timescales/deadlines for audits and written returns to ensure that the Practice meets quality standards and receives the designated funding (e.g. Quarterly Enhanced Services returns, annual QOF audit etc.)

3. 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, annual GP Appraisal 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.

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

Health & 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, the practice Health & Safety Manual, and the practice Infection Control policy and published procedures. This will 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
- Actively reporting of health and safety hazards and infection hazards immediately when recognised
- Keeping own work areas and general / patient areas generally clean, assisting in the maintenance of general standards of cleanliness consistent with the scope of the job holder's role
- Undertaking periodic infection control training (minimum annually)
- 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
- 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.

**Quality:**

The post-holder will strive to maintain quality within the Practice, and will:

- Alert other team members to issues of Clinical Governance, quality and risk, and participate in Significant Event Analysis and audit reviews
- 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 patients needs
- Effectively manage own time, workload and resources, he/she will also contribute to the overall team-working of the Practice putting the needs of the Practice first.

Communication:

The post-holder should recognize 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
- Work with the Partners and Management Team to achieve standards of quality, performance standards, budgets and targets without compromising levels of patient healthcare.
- Contribute towards the development and implementation of new standards, policies and procedures that are/will be required of GP Practices now and in the future (as directed by NHS/ DoH/ CQC, new legislation etc.)