



## **JOB DESCRIPTION**

<b>Job Title:</b>	Salaried General Practitioner
<b>Normal Place of work:</b>	Frome Medical Practice
<b>Accountable to:</b>	Partners
<b>Annual salary:</b>	
<b>Job Purpose:</b>	During your defined hours of work you will provide medical services to any patients on the practice list and to temporary residents in accordance with the practice Personal Medical Services (PMS) contract.

The Practice delivers primary care services to 29,000 patients in the attractive market town of Frome and surrounding villages. Our last CQC inspection was rated outstanding and we are Somerset practice of the Year 2017. Frome Medical Practice functions in a fantastic purpose built surgery with excellent facilities and a large supportive team around the GP. It has out-patients department, mental health services, district nurses, pharmacy, gym, and health connectors, all on the premises.

### **Main Duties:**

- Responding to medical problems presented by patients, including history taking, examination, investigation, diagnosis, treatment and referral where appropriate using our Patient Connect telephone triage system.
- Providing appropriate preventative health care and advice.
- Adhering to the practice prescribing formulary.
- Preparing medical reports for insurance companies, employers and statutory bodies.
- Attending weekly associates meetings and education meetings held on days when you are on duty.
- Contributing to the development of and adhering to protocols/systems for the management of common medical conditions.
- Participating in clinical governance activity and contributing to the improvement in quality of health outcomes through the practice's audit programme.
- Clinically related administrative and non-clinical duties necessary for the delivery of PMS.

- Providing other services outside of PMS as specified in contracts held by the Practice.
- Engaging in appropriate educational activity in order to maintain clinical competence and performance, including the completion of objectives agreed by yourself and the practice in an annual Personal Development Plan.
- Participating in the training and development of nurses, medical students and GP registrars in the practice.
- Supporting the practice staff and responding to requests for advice and assistance from the practice reception, secretarial and nursing staff.
- Fully participating in extended hours offered by the Practice.

The above responsibilities will be undertaken upholding the following Best Practice Guidelines that all professionals working in The Frome Medical Practice have agreed to adhere to:-

- 1) To be available to take over the responsibility of patient care from the Out of Hours service at 0800 on a working day.
- 2) To continue to work until all clinical tasks have been completed. Where this involves standing by ready to be called, to be available until the end of the session. To make arrangements for others to cover when planning to leave before the end of the session.
- 3) To maintain the Practices' high clinical standards by using clinical governance audits and other information to review patients results, prescribing, disease management etc.
- 4) To undertake daily tasks such as results, letters, reports, repeat prescribing etc. for one's own list and for other teams as required.
- 5) To maintain the financial security of the organisation by ensuring accurate and efficient responses to income generation such as reports, dispensed prescriptions, private forms etc.
- 6) To undertake, as part of a team, those duties specified as being required.
- 7) To work as a team to cover the request for out of surgery contacts.
- 8) To participate in the educational and organisational activities of the practice in a way that maintains high standards and encourages the development of The Frome Medical Practice as a "Learning Organisation".
- 9) Practice mandatory training to be undertaken during study leave which is incorporated into annual leave allowance.
- 10) At all times to behave in a professional way that encourages quality practice and the development of team spirit.
- 11) Mandatory completion of Type 2 Self-Assessment form (annually in Feb)

## **Health & Safety**

It is the responsibility of all employees to ensure that the requirements of the Health and Safety at Work Act are complied with, safe working practices are adhered to and that any hazards are reported to the appropriate officer immediately.

### **All post holders are expected to:**

- Adhere to practice policies and procedures
- Promote Equality and Diversity in a non-discriminatory way.
- Adhere to the Data Protection Regulations, respecting confidentiality of patients and colleagues and the practice as a whole.
- Maintain personal and professional development in order to maintain their skill levels, participate in the appraisal process and any training and development that is recognised and agreed with Lead Practice Nurse.
- Respect and adhere to corporate and clinical governance principles
- Undertake a Disclosure and Barring Service (DBS) – criminal records and barring list checks
- Adapt to any changes made to the organisation structure/delivery of service
- Work within the operating hours of the surgery
- To work as an integral part of the whole practice team

This job description is neither definitive nor exhaustive, and may be reviewed in the light of changing circumstances at a personal or organisational level. Any changes will be made in consultation with the post holder through the appraisal and review process.

Because of the nature of the work, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1994 (Exceptions) Order 1995. Applicants for posts are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in disciplinary action or dismissal by the Practice. Any information given will be completely confidential and will be considered only in relation to an applicant of a position to which the order applies.

### Person Specification: General Practitioner

Item	Description	Essential / Desirable	Method of Assessment
Qualifications & Training	Medical Degree	E	Application
	Qualified as GP	E	
	Full registration with GMC	E	
	MRCGP	D	
Experience	Demonstrates an understanding of the wider issues of health and social needs and care within the Primary Care setting	E	Interview
	Demonstrates an understanding of health education, promotion and public health	E	
Skills & Abilities	Communication skills	E	Interview
	Skills to research evidence to improve quality	D	
	Able to access national guidance including NICE and NSFs and apply to practice as required	E	
	Physically and psychologically capable of undertaking the work of GP	E	
Personal Qualities	Demonstrates excellent communication and interpersonal skills	E	Interview
	Self-motivation and adaptability to work independently	E	
	Approachable and flexible	E	
	Confident networking skills	E	
	Willingness to change, ability to accept constructive criticism and have respect for other people's views	E	
	Proactive	E	
	Team Player	E	
	Ability to work under pressure	E	
	An interest in chronic disease	D	
Other	Able to travel between sites if required	E	Interview