

**Intrahealth
Brook Square Surgery**

PERSON SPECIFICATION – Salaried GP

Category	Essential	Desirable	Assessment
Education	<ul style="list-style-type: none"> • Registered with the GMC listed on the GMC GP Register with evidence of revalidation • Accepted Medical Degree • Evidence of continued personal and professional development • Appropriate Medical indemnity cover with either MDU/MPS MDDUS • Management qualification or equivalent relevant experience • Appropriate safeguarding training • Registered on the National Medical Performers list 	<ul style="list-style-type: none"> • Interest in Diabetes Care • GP Trainer/willing to train • Evidence of continuing education 	Application/interview
Experience	<ul style="list-style-type: none"> • Completed GP Vocational Training Scheme • One-year experience working as a GP in the UK 	<ul style="list-style-type: none"> • Working in UK General Practice Environment • Commitment to local area 	Application/interview
Attitudes	<ul style="list-style-type: none"> • Positive attitude; self-motivated and able to motivate others • Credibility with clinicians and managers • Ability to build trust, respect and co-operation quickly • Professional courage, integrity and diplomacy • Self awareness • Commit to empower and develop staff to optimise individual and team potential • Ability to work independently as well as part of a team • Enthusiastic and self-motivated 		Interview
Skills and Abilities	<ul style="list-style-type: none"> • Good leadership skills • Able to work both individually and as part of a team 	<ul style="list-style-type: none"> • Awareness of Equality and Diversity principles • Understanding of 	Application /interview

	<ul style="list-style-type: none"> • Clinical skills required to manage acute presentations and chronic disease within primary care • Able to analyse complex facts and situations using a high level of sensitivity and judgement to determine and implement an appropriate course of action • Good communication skills with a high level of fluency in spoken and written English • Performance management skills • Effective delegating skills. • Working knowledge of GP clinical systems. • Highly motivated. • Able to demonstrate innovation and flexibility • Able to persuade and negotiate. • Participation in scheme of extended opening times. • Commitment to High Standards. • Ability to complete days work on time as well as associated administration • Must be able to work to deadlines and maintain standards 	<p>confidentiality and the Data Protection Act</p> <ul style="list-style-type: none"> • Knowledge of area • Confident computer user including office applications and email • Demonstrable leadership in specialist area of practice/project 	
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JOB DESCRIPTION – General Practitioner

Job Title: Salaried GP
Responsible to: Practice Manager

Job Summary

You'll be a key member of the primary care team, working alongside GPs and other healthcare professionals to provide a full range of personal medical services to our patients. You'll also have the opportunity to contribute to the ongoing development and improvement of the practice, helping us deliver high-quality, patient-centred care.

Duties and Responsibilities

- Provide a full range of medical services as defined in the core GMS/APMS contract, additional and enhanced services where appropriate.
- Provide other personal medical services to meet identified patients need.
- Make professional, autonomous decisions in relation to presenting problems whether self-referred or referred from other healthcare works within the organisation.
- Assess the healthcare needs of patients with undifferentiated and undiagnosed problems.
- Screen patients for disease risk factors and early signs of illness.
- Develop care plans for health in consultation with patients and in line with current practice; disease management protocols, provide counselling and health education.
- Work within current ICB policy for prescribing.
- Be available and accessible to patients at all times as agreed.
- Maximise the effective use of current clinical computer systems. Record clear and contemporaneous consultation notes to an agreed standard.
- Compile and issue computer generated acute and repeat prescriptions (avoiding hand-written prescriptions whenever possible).
- Undertaken all duties and responsibilities associated with a GP working within primary care. (These duties would include non-NHS work. The fees for this work would be retained within the practice budget).
- To take part in, and lead on, areas including health research, clinical auditing and data collection.
- Support under-graduate student training in the surgery.
- Support the development of the practice to become a GP registrars training practice.
- Attend team meetings and other clinical meetings as necessary.
- Provide Free certification in line with Schedule 9 of the GMS regulations (1992).
- Provide short term emergency cover for unplanned absence of colleagues.
- As Duty GP, provide emergency 'on call' cover for the practice.

Service Development

- Be involved in developing primary care services to meet the needs of the practice population.
- Working in close collaboration with the practice team to ensure that access targets are reached.
- Work with the practice team to ensure that immunisation and health inequalities targets as defined within the GMS contract are reached.
- Support health development and ensure health promotion work is undertaken to allow the practice population to make informed choices.
- Ensure the practice is represented at appropriate meetings, e.g. Practice Based Commissioning Groups.

Managerial

- Awareness of, and compliance with, all relevant organisation policies and procedures, e.g. prescribing, confidentiality, data protection, health and safety and infection control. Apply these to all aspects of

one's own work.

- Committed to life-long learning and audit to ensure evidence-based practice.
- Contribute to evaluated audit and clinical standards setting within the organisation.
- Contribute to the development of computer-based records.
- Contribute to summarising of patient records and read-coding patient data.

Quality

- Adhere to GMC Good Medical practice.
- Maintain accurate and timely medical records.
- Adhere to National and local guidelines (e.g. NICE).
- Engage with local quality Frameworks – e.g. QoF and QiP.
- Reflect on personal practice through SEA, NHS appraisal, patient complaints.

Confidentiality

- All patients have the right to expect that all practice staff will respect their privacy and act appropriate at all times.
- In the performance of duties, 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 business organisations. 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 be divulged to authorised persons in accordance with the organisations policies and procedures relating to confidentiality and the protection of personal and sensitive data.

Communication

- The post-holder must recognise the importance of effective communication within the team and will strive to communicate effectively with other team members, patients, carers and recognise people's needs to alternative methods of communication and respond accordingly.

Equality and Diversity

- The Salaried General Medical Practitioner will uphold their equality and diversity commitments and statutory obligations under current equality legislation including the Disability Discrimination Act 2005, the Equality Act 2006 and the Race Relations (Amendment) Act 2000 and:
- Act in ways that support equality and diversity and recognises the importance of people's rights in accordance with legislation, policies, procedures and good practice.
- Value people as individuals and treating everyone with dignity and respect, consideration and without prejudice, respecting diversity and recognising peoples expressed beliefs, preferences and choices in working with others and delivering appropriate services.
- Recognise and report behaviour that undermines equality under company policy.
- Be consciously aware of own behaviour and encourage the same levels of behaviour in colleagues.
- Acknowledge others' different perspectives and recognise the diverse needs and experiences of everyone they come into contact with.
- With the support of managers develop an equality and diversity objective through the personal development review process.

Health and Safety

- The Salaried General Medical Practitioner has a duty to take reasonable care to avoid injury to themselves or to others and to co-operate with the company in meeting its statutory requirements, by:
- Assisting in promoting and maintaining their own and others health, safety and security as defined in the organisations Health & Safety Policy.
- Use of personal security systems within the workplace according to practice guidelines.
- Identifying the risks involved in work activities and undertaken such activities in a way that manages those risks.

- As far as is reasonably practicable, you minimising the risk of infection to themselves and others and in doing so must:
 - Be familiar with and adhere to, the organisations policies and guidance on infection prevention and control
 - Attend statutory education programmes in infection, prevention and control.
 - Include infection prevention and control as an integral part of your continuous personal and professional development.
 - Take responsibility, so far as is reasonably practicable, in helping ensure that effective prevention and control of healthcare acquired infections is embedded into everyday practice and applied consistently by themselves and their colleagues.
 - Report potential risks identified.

Personal and Professional Development

- Maintain continued education through attendance at courses and/or study days as necessary and as identified within clinical and organisation appraisals (Personal Development Plan).
- Ensure appropriate professional registration and licensing are met through continued professional development.
- Participate in all training programmes implemented by the practice/organisation as part of this employment. This training would include:
 - Participation in an annual performance review. Maintaining a log of all personal and/or professional development.
 - Take responsibilities for own development, learning and performance.
 - Demonstrate skills and activities to others who are undertaking similar work.
 - Active involvement in the Annual NHS Appraisal process
 - Active involvement in the GMC Revalidation and Licensing procedures

Core Competencies

Technical Competencies

- Competent at Word, Excel, Outlook etc.
- Competent in clinical systems: SystemOne/Emis/ICE
- Understand and use quality markers, KPIs and QIPs to improve quality of care within the practice.
- Clinically competent to a standard accepted by the GMC.

Management Competencies

1. Teamwork
2. Flexibility
3. Achievement Motivation
4. Risk Awareness
5. Health & Safety Awareness

Managing Tasks / Projects

- Ensuring tasks and duties are performed within clearly defined time quality standards
- Experience in competency investigations procedures and processes
- Capable in managing patient complaints and claims

Managing Information / Data

- Compiling and processing, supplying information and data to both internal and external contacts whilst ensuring confidentiality is maintained where appropriate.
- Be skilled in clinical audit.

Communications

- High level of verbal and written communication skills

- Information sharing with other professionals
- Engage with local ICB, PCN and federations as required

Health and Safety

The post holder is required to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work. The post holder is also required to co-operate with their employing body to ensure that statutory and departmental regulations are adhered to.
