

## GP Job Description

### Duties

1. During your hours of work (0800-1830) you will provide NHS general medical services to registered patients on the practice list. Appointments will be a blend of face to face and telephone consultation. Your sessions will also include allocated time to complete paperwork/results/scripts related to the list and additional time to support other teams within the Practice - encouraging teamwork, good patient care and job satisfaction. Extended hours are also required, and this is compensated for at other times of the day by either late start or early finish.
2. Part of your duties will include a GP co-ordinator role 1 in 6 sessions, this role works closely with the reception team to ensure patient needs are met safely, this GP will be responsible for ensuring the teams have a manageable workload.
3. In exceptional circumstances you may be asked to provide additional services on an emergency basis, providing such services are within your clinical competence and such provision would not otherwise jeopardise the delivery of general medical services to patients on the practice list.
4. If working in a group it may be necessary, to ensure the proper provision of general medical services, to provide cover for general medical services on other GP's lists.
5. The services to be provided by you will include:
  - Delivering medical healthcare in line with the PMS contract, CCG contract and Public Health contracts relevant to a General Practitioner
  - Responding to medical problems presented by patients on the practice medical list, including history taking, examination, investigation, diagnosis, treatment and referral where appropriate.
  - Establishing appropriate systems to manage common chronic medical conditions, e.g., asthma and diabetes.
  - Providing appropriate preventative health care and advice within the context of primary health care, attending primary health care team meetings and other meetings as may be necessary for your duties.
  - Auditing practice activity. Some dedicated time is allocated to this.
  - Clinically related administrative and non-clinical duties needed for the delivery of general medical services.
  - Providing free certification in line with schedule 9 of NHS GMS Regulations (1992).

- Maintain patients' clinical records in accordance with the standards set by the Medical Centre.
  - Engaging in appropriate educational activity in order to maintain clinical and managerial competence and performance.
6. At all times whilst on duty you must be contactable.
  7. You may be required to complete forms, reports, insurance forms and sick certificates and private medical work for your patient list as per the Practice price list of activities.
  8. You may attend Clinical and Practice meetings.
  9. You will be responsible for all paperwork/links etc generated from seeing your patients if list-holding.
  10. You will be expected to take a reasonable share of home visits as allocated by the Partners
  11. You will be required to assist the practice with paperwork/links etc when other doctors are away from the practice (day off, on annual leave, sick leave etc).
  12. You will work to optimise the use of health resources by your registered list of patients.

**NOTE:**

This job plan reflects the present requirements of the post. As duties and responsibilities change and develop the job plan will be reviewed annually and be subject to amendment by mutual agreement.