

SALARIED GP JOB DESCRIPTION

DUTIES:

- During your hours of work (0800-1830) you will provide NHS General Medical Services to registered patients that are currently on our Practice list, currently 13,537 patients. Appointments will be a combination of face to face and telephone consultations. Your sessions will also include allocated time to complete paperwork/results/scripts in relation to your clinics. You will also have some additional time to support other teams within the Practice as required to encourage teamwork, good patient care and job satisfaction. Extended hours are also required, this is compensated for at other times of the day by either later starts or earlier finishes, some flexibility is required.
- 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.
- 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.
- If working in a group it may be necessary, to ensure the proper provision of General Medical Services, to provide cover for medical services on other GP's lists.
- The services to be provided by you will include:
 - Delivering Medical Healthcare in line with the PMS contract, ICB contract and Public Health Contracts relevant to a General Practitioner.
 - Responding to medical problems presented by registered patients, 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 necessary.
 - Auditing Practice activity. Some protected time will be allocated to this.
 - Clinically related administrative duties as required 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 Practice/RDUH Trust.

- Engaging in appropriate educational activity to maintain clinical and managerial competence and performance.
- At all times whilst on duty you must be contactable.
- You may be required to complete forms, reports, insurance forms and sick certificates and private medical work.
- You will be responsible for all paperwork/links etc generated from seeing your patients if list-holding.
- You will be expected to take a reasonable share of home visits as allocated by the GP Principals.
- You will be required to assist the Practice with paperwork/links etc when other GPs are away from the practice (day off, on annual leave, sick leave etc).
- You will work to optimise the use of health resources by your registered list of patients.

NOTE:

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