

# **DESBOROUGH & HAZLEMERE SURGERIES**

## **JOB DESCRIPTION – GENERAL PRACTITIONER**

**Job title:** Salaried General Practitioner

**Reporting to:** The Partners  
The Practice Manager

**Sessions:** AM (9am – 12pm) & PM (4 – 6pm) sessions

### **Job Summary:**

The post-holder will manage a caseload and deal with a wide range of health needs in a primary care setting, ensuring the highest standards of care for all registered and temporary patients.

### **Clinical Responsibilities:**

- In accordance with the Job Plan as agreed, the post-holder will make him/her-self available to undertake a variety of duties including surgery consultations, telephone consultations and queries, visiting patients at home, checking and signing repeat prescriptions and dealing with queries, paperwork and correspondence in a timely fashion
- Making professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the organisation
- Assessing the health care needs of patients with undifferentiated and undiagnosed problems
- Screening patients for disease risk factors and early signs of illness
- In consultation with patients and in line with current Practice disease management protocols, developing care plans for health
- Providing counselling and health education
- Admitting or discharging patients to and from the caseload and referring to other care providers as appropriate
- Recording clear and contemporaneous consultation notes to agreed standards using the Practice electronic clinical system
- Collecting data for audit purposes
- Compiling and issuing computer-generated acute and repeat prescriptions
- Prescribing in accordance with the Practice prescribing formulary (or generically) whenever this is clinically appropriate
- In general the post-holder will be expected to undertake all the normal duties and responsibilities associated with a GP working within primary care.

### **Other Responsibilities within the Practice:**

- Awareness of and compliance with all relevant Practice policies/guidelines, e.g. prescribing, confidentiality, data protection, health and safety
- A commitment to life-long learning and audit to ensure evidence-based best practice
- Contributing to evaluation/audit and clinical standard setting within the Practice
- Contributing to the development of computer-based patient records
- Contributing to the summarising of patient records and Read-Coding patient data
- Contributing to the Practice achievement of QOF and other performance targets
- Attending training and events organised by the Practice or other agencies, where appropriate.

## PERSON SPECIFICATION – Salaried General Practitioner

### 1. Qualifications

#### Essential

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 (e.g. MDU)  
Appropriate safeguarding training  
Registered on the National Medical Performers List  
UK work permit (if required)

#### Desirable

Management qualification or equivalent experience

### 2. Experience

#### Essential

Completed GP Vocational Training Scheme  
Experience of working in a Primary Care Environment  
Minimum of one year experience working as a GP in the UK  
Experience of Medicines Management

#### Desirable

Experience of QOF and clinical audits  
Experience of Clinical systems such as EMIS, DocMan, AccuRX and ICE  
Experience of CCG initiatives  
General understanding of the GMS contract  
Commitment to the local area

### 3. Knowledge/Skills

#### Essential

Good level of clinical knowledge and skills  
Excellent communication skills (written and oral)  
Strong IT skills  
Effective time management (Planning and Organising)  
Excellent interpersonal skills  
Ability to follow clinical policies and procedures  
Experience with clinical risk management  
Problem solving and analytical skills

#### Desirable

Awareness of Equality and Diversity principles  
Understanding of confidentiality and the Data Protection Act

#### **4. Qualities/Attributes**

##### **Essential**

Positive attitude, self-motivated and able to motivate others  
Ability to work independently as well as part of a team  
Problem solver with ability to process information accurately & effectively  
Polite, confident and possess high levels of integrity and loyalty  
Sensitive and empathetic when communicating and listening to the needs of the patient  
Adhere to confidentiality regulations at all times  
Ability to work under pressure and in stressful situations  
Punctual and able to work to deadline while maintaining high standards

##### **Desirable**

Leadership qualities  
Effectively utilises resources  
Empower and develop staff to optimize individual and team potential

#### **5. Other**

##### **Essential**

A satisfactory enhanced Disclosure Barring Services (DBS) check  
Flexibility to work outside of core office hours (e.g. Saturday appointments)  
Hold a current and full driving license and have access to a car

##### **Desirable**

Project lead as required with CQC, CCG and QOF