

**The For All Healthy Living Company
Locality Health Centre**

Job Title:	Principal Salaried GP
Location:	For All Healthy Living Centre, South Ward, Weston-super-Mare
Hours:	up to 6 sessions
Salary Range:	To be discussed NHS Pension available
Holidays:	5 weeks, 1 week study leave annually (pro rata)
Other Benefits:	Professional Fees funded (MDU) GP Appraisal
Probationary Period:	6 months
Notice Period:	3 months
Duration of post:	Permanent (subject to successful completion of a probationary period)

Job Context

The Locality Health Centre is a thriving local social enterprise which holds an APMS contract with NHS England to provide medical services to residents of South Ward, Weston-super-Mare. The Locality Health Centre is part of the For All Healthy Living Company, which provides access to a wide range of services and activities to support the health and wellbeing of local people.

The practice is leading the way in reshaping the delivery of primary care with nurse prescribers playing a crucial role. Flexibility will be key, both in supporting the team and in delivery of the service to patients.

Job Purpose

To contribute to the continued high standard of clinical care to patients
To contribute to the team based approach of clinical care
To increase access to appropriate medical and non-medical services for residents of South Ward, Weston-super-Mare.

Key Responsibilities

a) Clinical duties

In accordance with the Practice timetable, as agreed, the post-holder will make him/her-self available to undertake a variety of duties including:

- Surgery consultations, visits (on a rota), telephone consultations.
- Shared responsibility for extended hours sessions
- Dealing with, paperwork and correspondence in a timely fashion. Also covering the paperwork of other GP's on a shared basis
- Telephone call backs to third parties relating to the practitioner's current case load
- 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 health education and promotion
- 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 practice standards
- Collecting data for audit purposes
- Compiling and issuing computer-generated acute and repeat prescriptions (avoiding handwritten prescriptions whenever possible)
- Prescribing in accordance with the Practice prescribing formulary (or generically) whenever this is clinically appropriate
- Any private work done during the working day i.e. PMAs, medical reports. All fees to go to the Practice.
- provide weekday on-call medical cover as required between 8.00 and 6.30

In general the post-holder will be expected to undertake all the normal duties and responsibilities associated with a GP working within primary care.

b) Other Responsibilities within the Organisation:

Awareness of and compliance with all relevant Practice policies/guidelines, e.g. prescribing, confidentiality, information governance, clinical governance, health and safety

c) Admin/paperwork,

All work arising directly from the current clinical case load above

- referrals,
- investigations,
- results,
- statutory reports etc

d) Meetings

- Clinical team meetings

- Clinical significant event meetings
- Other meetings as agreed where thought to be essential for delivering best care as part of a team

e) Audit

- Clinical and significant event auditing as required for purposes of revalidation and practice development

f) Confidentiality

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately
- In the performance of the duties outlined in this Job Description, the post-holder will 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 a business organisation. 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 only be divulged to authorised persons in accordance with the Practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.

g) Quality

The post-holder will strive to maintain quality within the Practice, and will:

- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
- Work effectively with individuals in other agencies to meet patients' needs
- Effectively manage own time, workload and resources.

h) Communication:

The post-holder should recognize the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognize people's needs for alternative methods of communication and respond accordingly.

i) CPD

- Using defined time for CPD including in house or external meetings e.g Planet

- Compulsory training e.g CPR
- To fit both personal and practice development plans

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k) Health & Safety:

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the Practice Health & Safety Policy, to include:

- Using personal security systems within the workplace according to Practice guidelines
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
- Making effective use of training to update knowledge and skills
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Reporting potential risks identified.

l) Equality and Diversity:

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognizes the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

m) Clinical Supervision

- Annual GP appraisal required

n) Specialist Roles

By mutual agreement the post holder will take on of the following:

- QOF/KPI area of responsibility
- An area for practice development

o) GP commissioning

- To understand and engage with this process
- To advocate for the needs of our population
- To attend relevant meetings and training as agreed