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| **Job title:** | **GP** |
| **Team:**  **Hours:** | **Xxx**  **38.5 hours per week (3.5 hours CPD)** |
| **Reports to:** | **Head of Primary Care** |
| **Accountable to:** | **Clinical Lead, Primary Care** |
| **Band:** |  |
| **Location:** |  |
| **Holiday Entitlement** | **28 Days (Including Bank Holidays)** |
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JOB TITLE  
GP

JOB SUMMARY

* **To offer a full range of medical services to the practice population with defined clinical sessions**
* **To participate fully in the requirements of the APMS contract**
* **To practice in accordance within the professional code of conduct and within the policies and procedures of Medway Community Healthcare**
* **To assist with the clinical and operational development of MCH Pentagon, providing medical services to a registered population**

1. **Communication and relationship skills**

* **Within the role, the post holder will liaise with a multi-disciplinary team, including clinicians, managers and administrators within the organisation, and representatives from partner organisations and patients and their relatives. The post holder will work in close collaboration with:**
* **Head of Primary Care**
* **Clinical Lead for Primary Care**
* **Primary Care Management Team**
* **Team of Salaried GPs**
* **Minor Illness and Practice nursing teams**
* **Practice Manager and staff**
* **GPs and other healthcare professionals both within the practice, and in the wider healthcare community**
* **Other partner organisations supporting the Practice including Community and Specialist Teams, Acute Trusts, Local Social Services, Ambulance Trust, NHS**
* **Local Community Healthcare staff**

2. Knowledge, skills and experience

* **Manage Practice budgets and seek to maximise income**
* **Demonstrable clinical leadership, supporting the service vision for practice improvement and performance**
* **Ability to liaise effectively and collaboratively with a multi-disciplinary team • A medical practitioner currently practising within primary care**
* **Holder of vocational training qualification in General Practice**
* **Good IT knowledge and skills are required as the practice is fully computerised, and previous experience of a practice clinical system is essential. Working knowledge of the InPractice (Vision) /EMIS GP system is desirable**
* **Responsibility for ensuring continuing professional development in line with current research and evidence based practice**
* **Excellent communication and interpersonal skills with the ability to lead and motivate staff from diverse backgrounds**
* **Demonstrable commitment to the development of the role of a multidisciplinary team within the practice**
* **Audit skills with the ability to deliver findings based on clinical and governance risks and ensuring that findings are acted on**
* **Flexible approach to working arrangements**.

3. Practice Responsibilities

* **Oversee the recruitment and retention of staff and provide a general personnel management service**
* **To support the Head of Primary Care and Practice Manager with the development of the practice**
* **To participate in the process for delivery and reporting of performance under the Quality and Outcomes Framework (QOF) and the targets outlined in the practice contractual agreement**
* **To liaise with the Clinical Lead for Unplanned Care and Practice**
* **Manager to ensure the provision and development of good clinical, and evidence-based, practice among the team in line with Swales’ Community Healthcare’s clinical governance and risk management policies**
* **To provide a full range of personal medical services to the registered population at the practice developing appropriate accessible clinical services in conjunction with the local community in response to locally identified need**
* **To work within a booked appointment system, offering a minimum number of consultations/session as appropriate, including telephone assessment where necessary, or visiting patients in their place of residence**
* **To contribute to a programme of performance enhancement, demonstrating a commitment to service improvement, including fulfilment of the guiding principles of the Quality and Outcomes Framework (QOF) and Enhanced Services**
* **To maintain full clinical records on the computer systems – this involves a working knowledge of the In Practice (Vision) system supporting the practice in line with the governing principles of data protection policies**
* **To communicate effectively with patients, their relatives/carers and the multidisciplinary team**
* **To provide additional services including contraception, minor surgery, maternity and child surveillance if appropriately qualified.**
* **To participate and fulfil the requirements of Statutory and Mandatory training programmes**
* **Provide appropriate preventative healthcare and advice within the context of primary health care**

4. Operational Responsibilities

* **Convene meetings, prepare agendas and ensure distribution of minutes as necessary**
* **To work within the organisations policies and procedures including formularies where appropriate.**
* **To ensure service provision is cost effective and efficient and meets agreed national and local targets**
* **To assist in the maintenance of service working across all sites as required, mainly the Sunlight Surgery and the centre.**
* **To report and assist as required with the investigation of complaints, Serious Incidents (SI) and addresses any issues arising as appropriate.**
* **To provide professional support to colleagues, nurses and other health care professionals working within the surgery where appropriate**
* **To participate in defined audit and research projects by agreement, ensuring that findings are acted upon.**
* **To participate in developing a structure for assessment of intermediate care and chronic disease pathways, and work to reduce acute admissions**
* **To liaise with other providers supporting primary care including pharmacies, community/specialist teams, Acute Trusts, Social Services, South East Coast Ambulance NHS Trust and the local commissioning group.**
* **To maintain a high degree of clinical knowledge and skill, supported by evidence-based practice**
* **To participate in an annual appraisal system (which can form part of other appraisal schemes)**
* **To support Clinical Risk Management principles.**
* **To attend appropriate practice and organisational meetings**
* **To work within the Community Healthcare procedures and policies**
* **To participate and fulfil the requirements of Statutory and Mandatory training programmes**

5. Performance Review

**This Job Description will be used as a basis for individual performance review between the post holder and the manager.**

**The Job Description covers only the key result areas and, as such, does not intend to provide a comprehensive list of objectives.**

**The post holder will need to take due account, in the way they achieve the key result areas, of the organisation’s policies and procedures.**

**MCH aims to maintain the goodwill and confidence of its own staff, service and users and the general public. To assist in achieving the objective it is essential that at all times employees carry out their duties in a courteous and sympathetic manner. The post holder will carry out their duties in accordance with the organisations Equal Opportunities Policy respecting the differing backgrounds of colleagues and clients.**

Person Specification

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** |  MRCGP | * Management   Qualification   * Qualified GP Trainer * Knowledge of NHS Finances |
| **Experience** | * A medical practitioner currently working within primary care * Experience of working within a multi-disciplinary clinical environment * Experience of national and local initiatives in General   Practice e.g. QOF and  Enhanced Services | * Knowledge of health economy within Swale * Knowledge and a willingness to undertake research   and audit programmes |
| **Special knowledge / expertise** | * Excellent IT and keyboard skills including ability to use clinical system, email, internet and standard desktop applications. * Evidence of professional development * Working knowledge of clinical governance and managing risk * Good knowledge of current legislation and national guidelines in general practice * Awareness of Clinical   Commissioning   * Good knowledge of child & adult protection policies,   procedures and requirements | * Knowledge of   InPractice Vision / EMIS Clinical System.   * Advanced IT skills with experience of data bases * Be able to identify opportunities to improve the financial position of the organisation, both on income and the expenditure. |
| **Disposition, adjustment,** |  Awareness of cultural and individual differences among |  Seeks continuing personal development |

Corporate Accountabilities

Equality and Diversity

**The post holder will comply with all policies and procedures designed to ensure equality and diversity of employment and services across the organisation.**

**Standards of professional and business conduct**

**The postholder will be required to comply with the organisation’s standing orders and standing financial Instructions, and at all times deal honestly with the organisation, with colleagues and all those who have dealings with the organisation, including patients, relatives and suppliers. The postholder will also be required to comply with the Code of Conduct for NHS Managers and/or the relevant professional codes of conduct.**

**NHS values**

**All staff must be committed to abiding by the NHS values and our organisational values; open and truthful in all their dealings with patients and the public, being caring and compassionate, working in partnership and delivering quality and value. Organisational and personal interests must never be allowed to outweigh these.**

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**Control of infection**

**All staff whether clinical or non-clinical are required to comply with the Health and Social Care Act 2008. Code of Practice for the prevention and control of infections and related guidance. Therefore the postholder is expected to keep patients, visitors, themselves and other staff safe by continuously reducing the risk of healthcare associated infections.**

**Risk management and health and safety**

**The postholder will ensure compliance with the organisation’s risk management policies and procedures. These describe the organisation’s commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm, and stress that all staff have a responsibility to minimise risk. The postholder will be required to observe local health and safety arrangements and take reasonable care of him/herself and persons that may be affected by his / her work.**

**Governance standards**

**Comply with the relevant governance standards applicable to the organisation as communicated to the postholder from time to time**

**Confidentiality**

**To respect the confidence of patients, clients and their carers relating to their condition, their family and their financial and other circumstances and not to disclose any such information to others who are not authorised to have it, either within or outside the organisation. To abide by the organisation’s code of conduct and Caldicott requirements in confidentiality at all times.**

**Records management**

**To maintain organisation and patient records (both paper and electronic) in accordance with organisation policies to facilitate clinical care and effective administration.**

**Freedom of Information**

**To provide advice and assistance to all persons who propose to make, or have made requests for information, and to ensure all requests for information are managed appropriately in accordance with organisation Freedom of Information procedures.**

**Data protection**

**To comply with organisation’s policies and the Data Protection Act in all respects, with particular relevance to the protection and use of personal and patient information.**

**Security**

**To comply with organisation policies to ensure there is a safe and secure environment that protects patients, staff and visitors and their property, and the physical assets and the information of the organisation.**

**Safeguarding and protecting children and vulnerable adults**

**All staff must be familiar with and adhere to the Safeguarding Policies, procedures and guidelines for both children and vulnerable adults. This must be in conjunction with the Kent and Medway Safeguarding Children Procedures and Kent and Medway Safeguarding Vulnerable Adults MultiAgency Policy, protocols and guidelines. All staff are required to attend mandatory safeguarding children and vulnerable adults training and updating relevant to their position and role**