

Tranent Medical Practice

Job Description

Job Title:	Salaried GP
Reporting to:	The Practice Partners
Hours of Work:	4 sessions per week, on Mondays & Wednesdays
Contract Type:	Fixed term – 6 months.
Role Summary:	The post holder will provide general medical services managing 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.
Location:	Based at Tranent Health Centre. From time to time work will need to be undertaken at other locations, principally within the practice boundary.
Salary:	To be agreed (in line with BMA guidelines and dependent on experience)

Clinical responsibilities:

- In accordance with the practice timetable, as agreed, the post-holder will undertake a variety of duties including surgery consultations, acting as duty doctor as part of the surgery rota, telephone consultations and queries, triaging, visiting patients at home, checking and signing repeat prescriptions, dealing with queries, patient medical reports and examinations (eg Insurance Companies) on behalf of the Practice, referral letters (NHS and private), paperwork and correspondence in a timely manner;
- Making professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the organisation;
- Recording clear computer based consultation notes to agreed standards;
- Collecting data for audit purposes;
- Compiling and issuing computer generated acute and repeat prescriptions;
- Prescribing in accordance with locally agreed or national guidelines;
- 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 compliance with all relevant practice policies/guidelines, eg prescribing, confidentiality, data protection, health and safety, and annual QOF assessment of the Practice;
- A commitment to life long learning and audit to ensure evidence based best practice;
- Contributing to evaluation/audit and clinical standard setting within the organisation;
- Attending training, practice meetings and events organised by the Practice or other agencies where appropriate;
- Meet all tight timescales/deadlines for audits and written returns to ensure that the Practice meets quality standards and receives the designated funding (eg Enhanced Services returns, annual QOF audit etc).

Personal/ Professional Development

In addition to maintaining continued education through attendance at any courses and/or study days necessary to ensure that professional development requirements are met, the post holder will participate in any training programme implemented by the practice as part of this employment, such as training to include:

- Participation in an annual individual performance review, annual GP appraisal including taking responsibility for maintaining a record of own personal and/or professional development;
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.

Quality

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

- Alert other team members to issues of Clinical Governance issues, quality and risk; participate in Significant Event Analysis reviews;
- 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. He/she will also contribute to the overall team working of the Practice putting the needs of the Practice first.

Contribution to the planning and implementation of services

The post-holder will:

- Apply practice policies, standards and guidance;
- Discuss with other members of the team how the policies, standards and guidelines will affect own work;
- Participate in audit where appropriate;
- Work with the Partners and Management Team to achieve standards of quality, performance standards, budgets and targets without compromising levels of patient healthcare.
- Contribute towards the development and implementation of new standards, policies and procedures that are/will be required of GP Practices now and in the future

Person Specification

JOB TITLE:	Salaried GP
RECRUITING MANAGER:	Staff Partner

Education & Qualifications	Essential	Desirable
• Fully trained and accredited GP (MRCGP)	✓	
• GMC registered	✓	
• Included on NHS Lothian's Performers List	✓	
• Member of PVG scheme	✓	

Experience	Essential	Desirable
• 6 months post-qualification experience in primary care is preferred, but newly qualified applicants will be considered		✓

Knowledge	Essential	Desirable
• Knowledge of current primary care delivery policy, national legislation including GMS contract, and clinical governance		✓
• A good knowledge of and interest in general practice and primary care	✓	
• Knowledge & experience of audit and clinical governance		✓
• Understanding of evidence-based practice	✓	

Skills	Essential	Desirable
• Excellent communication skills and ability to present information to others	✓	
• Able to analyse data and information and assess the implications for the individual patient and the impact on care plan	✓	
• Good IT skills	✓	
• Negotiation and conflict management	✓	
• Ability to draft cogent, error-free letters and reports in a timely manner	✓	
• Proven ability to offer support within a clinical team and share learning points in Practice meetings	✓	
• Good organisational skills	✓	
• Ability to work within a multi-disciplinary team	✓	

Qualities/Attitudes	Essential	Desirable
• An understanding, acceptance and adherence to the need for strict confidentiality	✓	
• Ability to work without direct supervision and determine own workload priorities	✓	
• Able to work under pressure	✓	
• Able to be flexible and work in a changing environment	✓	
• Ability to use common sense and own judgement when responding to patient or staff needs	✓	
• Commitment to Personal Development	✓	