



JOB DESCRIPTION – SALARIED GP

Surgery:	Banbury Health Centre, 58 Bridge Street, Banbury OX16 5QD www.banburyhealthcentre.co.uk
Pay Scale:	In line with BMA salaried rates of pay, plus NHS pension, MDU contribution, and enhancements.
Hours:	Sessional – Part Time or Full Time
Responsible to:	Clinical Lead/Medical Director

Job Summary:

Banbury Health Centre is a relatively new general practice in the heart of Banbury, providing primary care services to both our growing population of registered patients and to a limited number of unregistered patients. As part of our contract, we are open 7 days a week, from 8am to 8pm. We serve a relatively deprived and young population in the centre of Banbury, and plan on growing with our patients – as of December 2015, we have nearly 5400 registered patients, and have been growing at the rate of 900 patients a year since we opened in September 2009. As a team, Banbury Health Centre is committed to making a difference to the health inequalities in the Banbury area.

We are also a high-achieving QOF practice, closely involved in local GP-led commissioning, with mostly paperless administration; our main practice system is EMIS Web, and our GPs also use Adastra, FrontDesk, and Docman regularly.

We are looking for a GP who is motivated, independent, and interested in providing high quality clinical services to a varied and deprived population with many hard-to-reach groups. The successful applicant will be expected to include some weekend hours in their pattern of work. Enhancements to pay are made for weekend hours worked.

Principal Medical Limited (PML) is a non-profit private health company run by GPs for GPs, and currently provides a range of primary care services to people in Oxfordshire. Established in 2004, we began by providing Out of Hours urgent primary care services. We also provide a range of in-hours primary and community care services during the day and have a track record of winning new business and providing high quality services to meet patients' needs. For more information on PML and the services we provide, please visit our website at www.principal-medical.co.uk.

Key Clinical Responsibilities:

The post-holder will practice in accordance with accepted good medical practice and the various clinical policies of the Service, to include:

- In accordance with the practice 7 day timetable, 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 or external organisations
- Assessing the health needs of patients with undifferentiated and undiagnosed problems
- Screening patients for disease risk factors and early signs of illness
- Contributing to QOF requirements and recording data appropriately
- In consultation with patients and inline with current practice disease management protocols, developing care plans for health related illnesses
- Screening patients for health education
- Admitting and discharging patients to and from the caseload and referring to other care providers as appropriate
- Recording clear and contemporaneous consultation notes to agreed standards

- Collecting data for audit purposes and contributing to the Practice audit programme as required
- Compiling and issuing computer-generated acute and repeat prescriptions (avoiding hand-written prescriptions whenever possible)
- Prescribing in accordance with the accepted prescribing formulary (or generically) whenever this is clinically appropriate
- Take a lead role in some aspects of the clinical work within the team, for example: co-ordinating aspects of governance, QOF, enhanced services, CPD and keeping clinical protocols up to date
- In general the post holder will be expected to undertake all the normal duties and responsibilities associated with a GP working within primary care, as set by Royal College of General Practitioners, General Medical Council, all other Royal colleges and councils applicable to the staff within the practice, Department of Health, NHS England, OCCG and all other regulatory and standard setting organisations.

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 and service expansion
- Work effectively with individuals in other agencies to meet patients needs
- Effectively manage own time, workload and resources
- Prescribe safe and effective medicines management which conforms to:
 - NICE guidance and DH directives
 - Good Prescribing Practice as defined by British National Formulary(BNF) guidance from Royal Pharmaceutical Society of Great Britain on safe and secure handling of medicine
 - Operate safe management and regular review for all patients receiving repeat prescriptions
 - Controlled Drugs legislation
 - Shared protocols agreed between the OCCG and other NHS providers
 - Locally specified Patient Group Directions
- Work effectively so as not to exceed the Practice prescribing budget as set annually by the CCG
- Comply with targets set within the Prescribing Incentive Scheme
- Contribute to the teams approach which ensures that referrals are made for patients to see other medical service providers, ensuring that adequate information is given to personnel to whom the patient has been referred for proper assessment to be made
- Be supportive of any complaints policy and procedure to ensure proper investigation and appropriate follow-up action in the event of a complaining being made about any aspect of the service provided or any personal provider of the service

Other Responsibilities within the Organisation:

- Contributing to service development and implementation of contract
- Awareness of and compliance with all relevant PML Practice policies/guidelines/procedures, e.g. prescribing, child protection, confidentiality, data protection, health and safety, discipline
- A commitment to life-long learning and audit to ensure evidence-based best practice
- Contributing to individual case discussions at clinical meetings and bring examples of cases for group discussion
- Contributing to the organisational development of the Practice by contributing to the development of ideas, strategies and policies which will promote efficiency and well-being of the practice
- Contributing to evaluation /audit and clinical standard setting with the organisation
- Contributing to the development of computer-based patient records
- Contributing to the summarising of patient records and Read-coding patient data
- Attending training events organised by the practice and other agencies, where appropriate
- Attending team meetings and other meetings as may be necessary

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 may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers.

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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.

Health and Safety:

The post-holder will assist in promoting and maintaining their own and others' health and safety and security as defined in PML's Health and 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

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.

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 for PREP are met, the post-holder will participate in any training programme implemented by PML as part of this employment, such training to include:

- Participation in an annual individual performance review, 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.

Communication:

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

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

Contribution to the Implementation of Services:

The post-holder will:

- Apply practice policies, standards, guidance and procedures
- Discuss with other members of the team how the policies, standards, guidance and procedures will affect own work
- Participate in audit where appropriate

The main duties and responsibilities shown above are not exhaustive but should merely be regarded as a guide. The post-holder will be expected to conduct any reasonable activities according to the business needs at that time. These will be subject to periodic review and may be amended to meet the challenging needs of the business. The post-holder will be expected to participate in this process and the company would aim to reach agreement to changes.

PERSON SPECIFICATION – SALARIED GP

Knowledge, Skills, Experience and Qualifications Required:

Essential:	Desirable:
<ul style="list-style-type: none">• Full GMC Registration, MBChB or equivalent• UK permit or right to work in the United Kingdom• GP Vocational or additional experience in general practice• Commitment to professional development• Knowledge of the NHS• Understands the importance of evidence based practice and clinical effectiveness• Understanding of Clinical Governance and quality issues and health and social policy• Ability to make good clear concise medical notes, both computerised and manual• Experience of Microsoft office applications• Excellent interpersonal and communications skills• Ability to demonstrate good written English and spoken skills• A 'solutions focused' approach• Ability to listen and empathize• Potential to cope with stressful situations• Ability to undertake responsibility• Able to work as part of a multi-disciplinary team• Understanding of the role of teamwork in providing quality care• Trustworthy• Flexible and a good time keeper• Good organisational and time management skills• Ability to manage and facilitate change• Understanding, acceptance and adherence for the need to keep strict confidentiality• Ability to use own judgement, resources and common sense• Able to work under pressure and within an ever changing environment• Effective team worker• Decisive, confident working style with the ability to deal with competing priorities• Commitment to continuing professional development	<ul style="list-style-type: none">• MRCGP• DRCOG• DFFP• Certificate in Management of Substance Misuse• Experience in use of EMIS LV• Experience in use of Docman• Interest in research• Evidence of interest in additional clinical skills• Able to perform minor surgery• Experience of GP Clinical systems• Car driver/clean licence• Accredited for Implanon and coil fittings, and other sexual health promotion• Ability to advocate for clinical standards