

JOB TITLE:	General Practitioner - Salaried
LOCATION:	Banbury Health Centre (www.banburyhealthcentre.co.uk)
SALARY:	In line with BMA salaried rates of pay, plus NHS pension, MDU contribution, and Enhancements for weekend and bank holiday working.
HOURS:	Sessional – Part Time or Full Time

We are looking to recruit Salaried GPs to join our dynamic organisation.

Successful candidates will be based at Banbury Health Centre, with travel to various locations, and will join a team that takes pride in its 'can do' approach. You will work within what can be a busy, often demanding, but highly rewarding environment.

About PML:

Principal Medical Limited (PML) is a GP owned and led 'not for profit' primary care organisation, run by GPs and health professionals.

PML was founded in 2004 by a small group of General Practitioners, with the main aim of ensuring that local NHS healthcare professionals had an opportunity to bid for, and provide, innovative primary care services in their local area.

For more information on PML and the services we provide, please visit our website at www.principal-medical.co.uk.

About the Job:

Banbury Health Centre is a 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. We are open 7 days a week, 365 days a year, from 8am to 8pm. We serve a relatively deprived and young population in the center of Banbury, and plan on growing with our patients – as of December 2017, we have nearly 6100 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 Docman regularly. In October 2017, the practice was rated as Good by CQC in all domains.

We are looking for GPs who are motivated, independent, and interested in providing high quality clinical services to varied groups. The successful applicant will be expected to include some evening hours up to 8pm and weekend hours in their pattern of work. Enhancements to pay are made for weekend hours worked.

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. 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

This job description seeks to outline the key duties and responsibilities of the post holder and is not a definitive document, nor form part of the main statement of terms and conditions. This job will be reviewed periodically and changes may be made in consultation with the post-holder.

If you are interested in this opportunity please submit a CV: recruitment@principal-medical.co.uk

Person Specification: General Practitioner

Essential	Desirable
Education / Qualifications	
Full GMC Registration, MBChB or equivalent	MRCGP
GP Vocational or additional experience in general practice	DRCOG
	DFFP
	Accredited for Implanon and coil fittings, and other sexual health promotion
	Certificate in Management of Substance Misuse
Knowledge and Experience	
Understanding of the role of teamwork in providing quality care	Experience in use of EMIS Web
Knowledge of the NHS	Experience in use of Docman
Understanding of Clinical Governance and quality issues and health and social policy	Able to perform minor surgery
Experience of Microsoft office applications	Experience of GP Clinical systems
Understands the importance of evidence based practice and clinical effectiveness	
Understanding, acceptance and adherence for the need to keep strict confidentiality	
Skills and Abilities	
Ability to make good clear concise medical notes, both computerised and manual	Evidence of interest in additional clinical skills
Ability to listen and empathize	Ability to advocate for clinical standards
Ability to undertake responsibility	
Good organisational and time management skills	
Able to work as part of a multi-disciplinary team	

Ability to demonstrate good written English and spoken skills	
Ability to manage and facilitate change	
Ability to use own judgement, resources and common sense	
Able to work under pressure and within an ever changing environment	
Personal Attributes	
Commitment to professional development	Interest in research
Excellent interpersonal and communications skills	
Potential to cope with stressful situations	
A 'solutions focused' approach	
Trustworthy	
Flexible and a good time keeper	
Decisive, confident working style with the ability to deal with competing priorities	
Effective team worker	
Other	
UK permit or right to work in the United Kingdom	Car driver/clean licence