



## Annex B – Job description and person specification

|                       |                                |
|-----------------------|--------------------------------|
| <b>Job title</b>      | Salaried GP                    |
| <b>Line manager</b>   | Naomi Grist / GP Partner       |
| <b>Accountable to</b> | Spa Medical Centre Partnership |
| <b>Hours per week</b> | 4 to 8 sessions per week       |

### Job summary

To work as an autonomous practitioner, responsible for the provision of medical services to the practice population, delivering an excellent standard of clinical care whilst complying with the GMS contract.

Furthermore, the post holder will adhere to the GMC standards for good medical practice, contributing to the effective management of the practice, leading by example, maintaining a positive, collaborative working relationship with the multidisciplinary team

### Mission statement

Spa Medical Centre aims to provide the highest quality of care to the people of Melksham. We are friendly, professional and work collaboratively with our patients to achieve the best health outcomes.

The practice extends its ethos of caring to its staff and aspires to provide a nurturing and rewarding environment in which to work.

### Generic responsibilities

All staff at Spa Medical Centre have a duty to conform to the following:

#### Equality, Diversity, and Inclusion

A good attitude and positive action towards [Equality Diversity & Inclusion](#) (ED&I) creates an environment where all individuals can achieve their full potential. Creating such an environment is important for three reasons – it improves operational effectiveness; it is morally the right thing to do, and it is required by law.

Patients and their families have the right to be treated fairly and be routinely involved in decisions about their treatment and care. They can expect to be treated with dignity and respect and will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Patients have a responsibility to treat other patients and our staff with dignity and respect.

Staff have the right to be treated fairly in recruitment and career progression. Staff can expect to work in an environment where diversity is valued, and equality of opportunity is promoted. Staff will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. Staff have a responsibility to ensure that they treat our patients and their colleagues with dignity and respect.

### **Safety, Health, Environment and Fire (SHEF)**

This organisation is committed to supporting and promoting opportunities for staff to maintain their health, wellbeing, and safety.

The post holder is to manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients and monitor work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, procedures, and guidelines.

All personnel have a duty to take reasonable care of health and safety at work for themselves, their team, and others and to cooperate with employers to ensure compliance with health and safety requirements.

All personnel are to comply with the:

- [Health and Safety at Work Act 1974](#)
- [Environmental Protection Act 1990](#)
- [Environment Act 1995](#)
- [Fire Precautions \(workplace\) Regulations 1999](#)
- [Coronavirus Act 2020](#)
- Other statutory legislation which may be brought to the post holder's attention.

### **Confidentiality**

At Spa Medical Centre, we are committed to maintaining an outstanding confidential service. Patients entrust and permit us to collect and retain sensitive information relating to their health and other matters pertaining to their care. They do so in confidence and have a right to expect all staff will respect their privacy and maintain confidentiality.

It is essential that, if the legal requirements are to be met and the trust of our patients is to be retained, all staff must protect patient information and provide a confidential service.

### **Quality and Continuous Improvement (CI)**

To preserve and improve the quality of this organisation's outputs, all personnel are required to think not only of what they do but how they achieve it. By

continually re-examining our processes, we will be able to develop and improve the overall effectiveness of the way we work.

The responsibility for this rests with everyone working within the organisation to look for opportunities to improve quality and share good practice and to discuss, highlight and collaborate with the team to create opportunities to improve patient care.

Spa Medical Centre continually strives to improve work processes which deliver healthcare with improved results across all areas of our service provision. We promote a culture of continuous improvement where everyone counts, and staff are permitted to make suggestions and contributions to improve our service delivery and enhance patient care.

Staff should interpret national strategies and policies into local implementation strategies that are aligned to the values and culture of general practice.

All staff are to contribute to investigations and root cause analyses whilst participating in serious incident investigations and multidisciplinary case reviews.

### **Induction**

In addition to the induction process at Spa Medical Centre, where a full induction programme is provided, when attending any practice within the network the post holder will also be required to complete their practice induction programme.

### **Learning and development**

The effective use of training and development is fundamental in ensuring that all staff are equipped with the appropriate skills, knowledge, attitude, and competences to perform their role. All staff will be required to partake in, and complete mandatory training as directed by the HR/Training Administrator at the practice. It is an expectation for this post holder to assess their own learning needs and undertake learning as appropriate.

The post holder will undertake mentorship for team members and disseminate learning and information gained to other team members to share good practice and inform others about current and future developments (e.g., courses and conferences).

The post holder will provide an educational role to patients, carers, families, and colleagues in an environment that facilitates learning.

### **Collaborative working**

All staff are to recognise the significance of collaborative working and understand their own role and scope and identify how this may develop over time. Staff are to prioritise their own workload and ensure effective time management strategies are embedded within the culture of the team.

Teamwork is essential in multidisciplinary environments and the post holder is to work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working and work effectively with others to clearly define values, direction and policies impacting upon care delivery.

Effective communication is essential, and all staff must ensure they communicate in a manner that enables the sharing of information in an appropriate manner.

All staff should delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence.

Plans and outcomes by which to measure success should be agreed.

### **Managing information**

All staff should use technology and appropriate software as an aid to management in the planning, implementation and monitoring of care and presenting and communicating information.

Data should be reviewed and processed using accurate SNOMED/read codes to ensure easy and accurate information retrieval for monitoring and audit processes.

### **Service delivery**

Staff will be given detailed information during the induction process regarding policy and procedure.

The post holder must adhere to the information contained within this organisation's policies and regional directives, ensuring protocols are always adhered to.

### **Security**

The security of the organisation is the responsibility of all personnel. The post holder must ensure they always remain vigilant and report any suspicious activity immediately to their line manager.

Under no circumstances are staff to share the codes for the door locks with anyone and they are to ensure that restricted areas remain effectively secured. Likewise, password controls are to be maintained and are not to be shared.

### **Professional conduct**

All staff are required to dress appropriately for their role.

### **Leave**

All personnel are entitled to take leave. Line managers are to ensure all their staff are afforded the opportunity to take a minimum of six weeks annual leave (pro rata) each year and should be encouraged to take all their leave entitlement.

Public holidays will be calculated on a pro-rated basis dependent on the number of days worked.

### Primary key responsibilities

The following are the core responsibilities of the Salaried GP. There may be, on occasion, a requirement to conduct other tasks; this will be dependent upon factors such as workload and staffing levels:

- a. The delivery of highly effective medical care to the entitled population
- b. The provision of services commensurate with the GMS contract
- c. Generic prescribing adhering to local and national guidance
- d. Effective management of long-term conditions
- e. Processing of administration in a timely manner, including referrals, repeat prescription requests and other associated administrative tasks.
- f. On a rotational basis, undertake telephone triage and duty doctor roles.
- g. Maintain accurate clinical records in conjunction with good practice, policy, and guidance.
- h. Work collaboratively, accepting an equal share of the practice workload.
- i. Adhere to best practice recommended through clinical guidelines and the audit process.
- j. Contribute to the successful implementation of continuous improvement and quality initiatives within the practice.
- k. Accept delegated responsibility for a specific area (or areas) or the QOF.
- l. Attend and contribute effectively to practice meetings as required.
- m. Contribute effectively to the development and maintenance of the practice including clinical governance and training.
- n. Ensure compliance with the appraisal process.
- o. Prepare and complete the revalidation process.
- p. Commit to self-learning and instill an ethos of continuing professional development across the practice team.
- q. Support the training of medical students from all clinical disciplines.

- r. Support the partners in achieving the strategic aims of the practice, making recommendations to enhance income and reduce expenditure.
- s. Review and always adhere to practice protocols and policies.
- t. Encourage collaborative working, consulting with all staff regularly, always promoting a culture of continuous improvement.

### Secondary responsibilities

In addition to the primary responsibilities, the salaried GP may be requested to:

- a. Participate in practice audits as requested by the audit lead.
- b. Participate in local initiatives to enhance service delivery and patient care.
- c. Participate in the review of significant and near-miss events applying a structured approach i.e., root cause analysis (RCA)

### Person specification – Salaried GP

| Qualifications                                                   | Essential | Desirable |
|------------------------------------------------------------------|-----------|-----------|
| Qualified GP                                                     | ✓         |           |
| MRCGP                                                            |           | ✓         |
| Vocational Training Certificate or equivalent JCPTGP             |           | ✓         |
| General Practitioner (Certificate of Completion of Training CCT) | ✓         |           |
| Eligibility                                                      |           |           |
| Full GMC registration                                            | ✓         |           |
| National Performers List registration                            | ✓         |           |
| Appropriate defence indemnity (MPS/MDU)                          | ✓         |           |
| Eligibility to practice in the UK independently                  | ✓         |           |
| Experience                                                       | Essential | Desirable |
| Experience of working in a primary care environment              | ✓         |           |
| Experience of continued professional development                 | ✓         |           |
| Experience of QOF and clinical audit                             | ✓         |           |
| Minimum of two years as a salaried GP                            |           | ✓         |
| Experience of medicines management                               |           | ✓         |
| Experience of ICB initiatives                                    |           | ✓         |
| General understanding of the GMS contract                        |           | ✓         |

| Clinical knowledge and skills                                                                                       | Essential | Desirable |
|---------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Outstanding level of clinical knowledge and skills commensurate with that of an experienced GP                      | ✓         |           |
| Skills                                                                                                              | Essential | Desirable |
| Excellent communication skills (written and oral)                                                                   | ✓         |           |
| Strong IT skills                                                                                                    | ✓         |           |
| Clear, polite telephone manner                                                                                      | ✓         |           |
| Competent in the use of Office and Outlook                                                                          | ✓         |           |
| EMIS/Systmone/Vision user skills                                                                                    | ✓         |           |
| Effective time management (planning and organising)                                                                 | ✓         |           |
| Ability to work as a team member and autonomously                                                                   | ✓         |           |
| Excellent people skills                                                                                             | ✓         |           |
| Problem solving and analytical skills                                                                               | ✓         |           |
| Ability to follow clinical policy and procedure                                                                     | ✓         |           |
| Experience with audit and able to lead audit programmes                                                             | ✓         |           |
| Experience with clinical risk management                                                                            | ✓         |           |
| Personal qualities                                                                                                  | Essential | Desirable |
| Polite and confident                                                                                                | ✓         |           |
| Flexible and cooperative                                                                                            | ✓         |           |
| Motivated, forward thinker                                                                                          | ✓         |           |
| Analytical person with the ability to process information accurately and effectively, interpreting data as required | ✓         |           |
| High levels of integrity and loyalty                                                                                | ✓         |           |
| Sensitive and empathetic in distressing situations                                                                  | ✓         |           |
| Ability to work under pressure/in stressful situations                                                              | ✓         |           |
| Effectively able to communicate and understand the needs of the patient                                             | ✓         |           |
| Commitment to ongoing professional development                                                                      | ✓         |           |
| Effectively utilise resources                                                                                       | ✓         |           |
| Punctual and committed to supporting the team effort                                                                | ✓         |           |
| Other requirements                                                                                                  | Essential | Desirable |
| Flexibility to work outside of core office hours                                                                    | ✓         |           |
| Disclosure Barring Service (DBS) check                                                                              | ✓         |           |
| Occupational Health clearance                                                                                       | ✓         |           |
| Project lead as required with CQC, ICB and QOF                                                                      |           | ✓         |