

Job : Salaried General Practitioner

Practice Name: *Wareham Surgery*

Position: Salaried GP

Contract Type: Permanent

Sessions: 3-6 sessions per week

Start Date: asap, flexible for right candidate

REPORTS TO: THE PARTNERS (Clinically)

THE PRACTICE MANAGER (Administratively)

Salary

- £ 11-11.5K per session for newly qualified GP (first 2 years since qualification), depending on level of responsibility
- £11-12K per session for experience GP, depending on level of responsibility
- Paid monthly in arrears
- Eligible for NHS pension scheme

Working Pattern

- **3-6 sessions per week over a** aligned with the following structure:
 - **Clinical sessions:** – either surgery, or triage/lead GP after initial 3-6 months of settling into the practice.
 - **Surgery sessions-** 12 patients per session F2F + up to 3-4 telephone calls for follow up/quick queries. On occasion 1 extra patient when capacity requires this.
 - To include the occasional house visit for patients with chronic needs, palliative care, or when the visiting hub has reached capacity.
 - **Triage/lead GP sessions:** to cover triage, 111 requests, urgent tasks, dealing with allied health professionals queries and helping with result/letters for absent colleagues.
 - Triage/lead GP sessions will be on a rota with one PM duty/lead until 1830/week (timings of sessions adjusted for that day to accommodate this)
 - **Some of our salaried roles are list holding, and these roles will include admin/protected time:** Pro-rata session for a list holding role (250 patients/session allocated as a list, 1 session per week for a 6-session list holder pro-rata). This time will be to manage the results/letters/LTC overview/annual medication reviews/non-NHS work and routine queries for patients on the list.

A detailed job plan would be agreed collaboratively and reviewed annually.

Leave Entitlement

Annual Leave

- **6 weeks annual leave pro rata**, plus statutory bank holidays.

Study Leave

- **1 week (5 days) of study leave per year**, pro rata.
- Study leave must be agreed in advance and aligned with service needs.

Clinical Responsibilities

- Provide high-quality, patient-centred clinical care.
- Undertake face-to-face, telephone, and online consultations, and home visits where required.
- Manage acute, chronic, and preventive care needs.
- Participate in the triage doctor rota- to include one PM lead/triage session until 1830 (with the timings of sessions adjusted to accommodate this)
- Review results, correspondence, repeat prescriptions, and patient queries. These will include ones requested by yourself, a share of those for doctors on leave, and those for your registered patient list (if list holding).
- Maintain an annual medication review for all your registered patients
- Contribute to safeguarding, QOF, QI activity, and clinical governance.
- Complete an annual audit which will be presented at the clinical meeting.

Practice Engagement

- Attend practice meetings, MDT discussions, and training sessions where possible.
- Participate in appraisal and revalidation processes.
- Support the practice in delivering PCN and contractual requirements.

What We Offer

- A supportive, friendly, and collaborative clinical team.
- Dedicated admin support and streamlined workflows.
- Opportunities for developing special interests.
- Access to PCN-wide initiatives and training.
- A culture that values wellbeing, autonomy, and professional growth.
- 3 and 6 monthly reviews with your named GP supervisor during your initial period of work. Annual salaried GP review meeting with named supervisor.

Other Responsibilities within the Organisation:

- Awareness of and compliance with all relevant practice policies/guidelines, e.g. prescribing, confidentiality, data protection, health and safety
- 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
- Contributing to the development of computer-based patient records
- Contributing to the summarising of patient records and Read-Coding patient data
- Attending training and events organised by the practice or other agencies, where appropriate.

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 & Safety:

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the practice Health & 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 the practice 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.

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
- Work effectively with individuals in other agencies to meet patients' needs
- Effectively manage own time, workload and resources.

Communication:

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

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognize 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 and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audit on a yearly basis.