

SHORE MEDICAL

JOB DESCRIPTION

Job Title:	Associate GP
Hours:	To cover contracted sessions per week
Practice location:	Lilliput Surgery
Responsibility to:	GP Partners (Clinical issues), Board of Directors, Clinical Services Manager (Organisational and Admin issues)

Job description:

This post requires the holder to have an excellent understanding of and identification with the ethos of the Practice and to demonstrate this in their professional behaviour and their dealings with the public. The post holder is directly responsible to the Practice Manager for all organisational and administrative issues and the Partners for all clinical issues.

The post-holder will provide personal medical services, managing a caseload and all associated administrative workload to 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. In addition to provide specialist non-NHS clinics as required.

Main Duties and Responsibilities

Clinical Responsibilities

- Provide a full range of medical services as defined in the core GMS contract and additional enhanced services where appropriate for an agreed list of 300 patients per clinical session worked annually.
- In accordance with the Practice 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
- To record clear and contemporaneous computer-based consultation notes to agreed standards using System One.
- Making professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the organisation
- Assessing the health care needs of patients with undifferentiated and undiagnosed problems
- Screening patients for disease risk factors and early signs of illness
- In consultation with patients and in line with current Practice disease management protocols, developing care plans for health
- Providing counselling and health education
- Admitting or 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
- Compiling and issuing computer-generated acute and repeat prescriptions (avoiding hand-written prescriptions whenever possible)
- Prescribing in accordance with the Practice prescribing formulary (or generically) whenever this is clinically appropriate

- In general, the post-holder will be expected to undertake all the normal duties and responsibilities associated with a GP working within primary care.
- Undertake normal duties as part of any agreed addendum to this job description to be discussed as part of the annual appraisal process.

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.

This list is not exhaustive.

Additional Duties of an Associate GP

The associate GP role is designed to act as a higher-level practitioner within the organisation, taking ownership of urgent operational issues and deputising for partners when necessary.

This will be demonstrated in the contribution of support, mentorship and advice to all clinical and administrative staff.

Taking responsibility for oversight and delivery of care provision at all times. Identifying and exploring new models of care and facilitating their practical development and delivery.

Providing flexibility in working patterns to support quality care delivery.

Confidentiality and Data Protection:

Confidential and personal information related to staff, patients and Shore Medical must not be disclosed within or outside the place of work, except in the proper discharge of duties. It is the responsibility of all staff/partners to be aware of their obligations in respect of the General Data Protection Regulation 2018, as outlined in practice policy and procedure.

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:

Under the Health and Safety at Work Act 1974, you must take reasonable care for the health and safety of yourself and for other persons who may be affected by your acts or omissions at work. The Act also states that you must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

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, the practice Staff Handbook and the practice Infection Control policy and published procedures. This will include, but not limited to:

- 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.
- Actively reporting of health and safety hazards and infection hazards immediately when recognised.
- Keeping own work areas and general / patient areas generally clean, assisting in the maintenance of general standards of cleanliness consistent with the scope of the job holder's role.
- Undertaking periodic infection control training as required.
- Reporting potential risks identified.
- Awareness of national standards of infection control and cleanliness and regulatory / contractual / professional requirements, and good practice guidelines
- Providing advice on the correct and safe management of the specimens process including collection, labelling, handling, use of correct and clean containers, storage and transport arrangements
- Correct personal use of Personal Protective Equipment (PPE) and ensuring correct use of PPE by others, advising on appropriate circumstances for use by clinicians, staff and patients.
- Management of the full range of infection control procedures in both routine and extraordinary circumstances (e.g. pandemic or individual infectious circumstances)
- Managing directly all incidents of accidental exposure
- Management and advice relating to infection control and clinically based patient care protocols, and implementation of those protocols across the practice
- Active observation of current working practices across the practice in relation to infection control, cleanliness and related activities, ensuring that procedures are followed, and weaknesses / training needs are identified, escalating issues as appropriate to the responsible person
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks across clinical and patient process
- Making effective use of training to update knowledge and skills, and initiate and manage the training of others across the full range of infection control and patient processes
- Monitoring practice facilities and equipment in relation to infection control, ensuring that proper use is made of hand cleansing facilities, wipes etc., and that these are sufficient to ensure a good clinical working environment. Lack of facilities to be escalated as appropriate to the responsible manager
- Safe management of sharps use, storage and disposal
- Maintenance of own clean working environment
- Using appropriate infection control procedures, maintaining work areas in a tidy, clean and sterile, and safe way, free from hazards. Initiation of remedial / corrective action where needed or escalation to responsible management
- Actively identifying, reporting, and correction of health and safety hazards and infection hazards immediately when recognised

- Keeping own work areas and general / patient areas generally clean, sterile, identifying issues and hazards / risks in relation to other work areas within the business, and assuming responsibility in the maintenance of general standards of cleanliness across the business in consultation (where appropriate) with responsible managers
- Undertaking periodic infection control training (minimum twice annually)
- Correct waste and instrument management including handling, segregation, and container use
- Maintenance of sterile environments hygiene standards for self and others
- Managing directly all incidents of accidental exposure

This list is not exhaustive.

Equality and Diversity:

Shore Medical is committed to developing, supporting and sustaining a diverse workforce, representative of the community it serves, through the creation of a work environment where staff/partners can do their jobs to the best of their abilities without having to face discrimination or harassment. **All employees and partners** have a responsibility to ensure that they understand the standards expected and that they promote and adhere to the policies and measures adopted by the practice.

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognises 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.

Vulnerable Adults, Children & Young People:

All members of staff/partners have a duty to safeguard and promote the welfare of vulnerable adults, children and young people in all relevant areas of their work. This will include timely attendance at relevant training events and compliance with practice procedures.

Personal/Professional development:

The post-holder will participate in any training programme implemented by the practice as part of this employment, such training to include:

- Maintaining continued education through attendance at any courses and/or study days necessary to ensure that professional development requirements for PREP are met.
- Participation in an annual development 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.
- Engage with annual appraisal process to improve standard of care and its delivery.

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 and guidance
- Support practice in collation of information for QOF
- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audit where appropriate.

Other Skills/Attributes Required

- Excellent keyboard skills and be confident using technology and clinical systems
- Excellent written and spoken communications skills
- The ability to work in a highly confidential environment
- The ability to stay calm under pressure
- Professional personal presentation
- Able to remain courteous but firm when dealing with difficult patients/situations
- Good organisational skills and attention to detail
- Reliable and good at time-keeping
- Ability to work in a fast-paced and stressful environment
- Experience working in a team-oriented, collaborative environment
- Highly self-motivated and directed
- Ability to effectively prioritise and execute tasks in a high-pressure environment and in line with the defined needs of the Practice Infection Control
- It is expected that the post holder will promote and adhere to safe working practices which will ensure that risk of infection both to the post holder and others, is minimised. This includes a requirement to attend mandatory annual infection control training as required by the Practice.

Environment:

Working conditions will be office based requiring the use of display screen equipment. There will be exposure to direct/indirect emotional circumstances.

This role will require the post holder(s) to work across the group to provide a high-quality service in an evolving health care environment.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for Associate GP. I further understand that I am responsible for the satisfactory implementation of the essential functions described under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____

PERSON SPECIFICATION

QUALIFICATIONS	Essential	Desirable
GMC Registered	✓	
MBBS or equivalent medical degree	✓	
MRCGP	✓	
Inclusion on the Performers List	✓	
MPS/MDUS/MDDUS membership	✓	
DBS Enhanced Check	✓	

EXPERIENCE	Essential	Desirable
Worked within a UK GP Practice	✓	
Working in Primary Care in an area with significant health problems	✓	
EPS prescribing	✓	
Computer literate (Microsoft etc)	✓	
Clinical systems	✓	

SKILLS	Essential	Desirable
Good communication on all levels	✓	
Ability to work on own initiative	✓	
Ability to work as part of a team	✓	
Patient sensitive	✓	
Honest	✓	
Ability to work in a highly confidential environment	✓	
Sensitive to patient issues	✓	
Ability to stay calm in a crisis	✓	
Willingness to undertake continuing professional development	✓	
Full UK driving licence and use of car	✓	

KNOWLEDGE	Essential	Desirable
Knowledge of current guidelines	✓	
Knowledge of current General Practice environment	✓	
Understanding of demographic characteristics that affect health in the local area	✓	