

**HUMBER TEACHING NHS FOUNDATION TRUST
JOB DESCRIPTION**

Job Title: Salaried GP

Band:

Department: Community & Primary Care

Responsible to: Clinical Lead/Practice Manager

Responsible for:

Location: Various

Job Role Summary

As a key member of the team working in General Practice, the GP will manage a caseload, dealing with a wide range of presenting health care needs in a primary care setting. The post-holder will work with clinical colleagues to ensure the highest standards of care are provided for all registered and temporary patients. The post-holder will also contribute to planning and decision-making as part of the wider practice team.

All post-holders will be expected to support the development and delivery of Integrated Care Teams across the General Practices.

All post-holders will be expected to support patient care through the delivery of Quality Outcome Framework (QOF) and the obligations of the GP contract by contributing to appointment provision through the Enhanced Access provision where required.

Core Functions

The post-holder will work with clinical colleagues to ensure the highest standards of care are provided for all registered and temporary patients. The post-holder will also contribute to planning and decision-making as part of the wider practice team.

All post-holders will be expected to support the development and delivery of Integrated Care Teams across the General Practices.

All post-holders will be expected to support patient care through the delivery of Quality Outcome Framework (QOF) and the obligations of the GP contract by contributing to appointment provision through the Enhanced Access provision where required.

Communication and Relationships Skills

- Communicate effectively with patients and carers.
- Communicate effectively with other team members.
- Recognise people's needs for alternative methods of communication and respond accordingly.
- Provides active input to the wider Primary Healthcare team in the process of health needs research/base line data collection/clinical audit
- Develops effective relationships with other colleagues
- Work effectively with individuals in other agencies to meet patient's needs

Analytical and Judgemental Skills

- Make professionally autonomous decisions in relation to presenting problems, whether self-referred or referred internally within the Practice.
- Receives patients with undifferentiated and undiagnosed problems and makes assessment of their health needs.
- Consults with patients in the Practice, at home visits and via telephone or on-line mechanisms as agreed internally between the Practice GP's.
- Undertakes triage calls, triage visits, checking and sign of repeat prescriptions and dealing with queries.
- Complies and issues computer generated acute and repeat prescriptions, prescribing in accordance with the Practice/East Riding of Yorkshire ICB prescribing formulary whenever this is clinically appropriate.
- 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 to improve and enhance the team's performance.

Planning and Organisational Responsibilities

- Completing paperwork and correspondence in a timely fashion when required.
- May assist with the arrangement of meetings, may be required to take notes of a non-complex nature



- To plan and organise a range of straightforward tasks as directed by senior staff in line with service provision e.g. booking of clinical appointments/venues, where there is a need to adjust or reallocate work
- Completes clinically related administrative and non clinical duties needed for the delivery of the service.
- Assists in the establishment of appropriate systems to manage common medical conditions

Physical Skills

- Standard keyboard skills.
- Maintain up to date training and knowledge to effectively move and handle equipment in a safe and effective manner

Responsibilities for Patient Care

- Screens patients for disease risk factors and early signs of illness
- In consultation with patients and in line with current Practice disease management protocols, develops care plans for health.
- Admits or discharges patients to and from caseload and refers them to other care providers internally and externally as appropriate and in line with practice protocol.
- Complies with all relevant clinical governance and Practice policies and protocols.
- Ensures that the Practice complaints system is adhered to at all times

Responsibilities for Policy and Service Development Implementation

- Be aware of and abide by relevant Trust policies and procedures e.g. Fire, Health & Safety, Infection Control, Information Governance & Confidentiality
- May comment on policies, procedures or possible developments relative to the area of work

Responsibilities for Financial and Physical Resources

- To use office equipment in an appropriate manner, reporting any faults following the recognised organisational procedure

Responsibilities for Human Resources

- Provide cover for colleagues, working flexibly to meet the needs of the service/Trust
- To assist in the induction of new staff
- To work towards the objectives agreed in own Performance and Development Review
- Meets professional learning and CPD requirements
- Demonstrates commitment to lifelong learning, and audit and effectiveness to ensure evidence based practice.
 - Attends in-house meetings, significant event audit meetings and other meetings as deemed necessary



Responsibilities for Information Resources

- Records data in patient record systems promptly and accurately and to agreed standards.
- Ensures appropriate use of read codes
- Participates in the collection and collation of statistics towards the preparation of practice reports, performance monitoring and audits.
- Participates in the auditing of practice activity as required
- Provides reports to both NHS and Non-NHS agencies as required
- Processes and actions incoming patient and hospital correspondence

Responsibilities for Research and Development

- To contribute to research projects/audits/surveys within the service speciality under supervision
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Freedom to Act

- Maintain current CPR and anaphylaxis certification and child/adult safeguarding training in line with local policies.

Standard Paragraphs

- Trust's Values: Promote and demonstrate the Trust's 3 values Caring, Learning and Growing. Caring for people while ensuring they are always at the heart of everything we do. Learning and using proven research as a basis for delivering safe, effective, integrated care. Growing our reputation for being a provider of high-quality services and a great place to work.
- Confidentiality: Confidentiality/data protection regarding all personal information and Trust activity must be maintained at all times (both in and out of working hours) in accordance with professional codes of conduct and relevant legislation such as the Data Protection Act. The post holder should ensure that they are familiar with and adhere to all Trust Information Governance policies and procedures. Any breach of confidentiality will be taken seriously and appropriate disciplinary action may be taken.
- Equal Opportunities: Promote the concepts of equality of opportunity and managing diversity Trust wide.
- Health and Safety: Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, paying due regard to health and safety in the workplace and management of risk to maintain a safe working environment for service users, visitors and employees.
 - Infection Prevention and Control: Employees must be aware of their responsibilities to protect service users, visitors and employees against the risks of acquiring health care associated infections, in accordance with Trust policy.

- Professional standards and performance review: Maintain consistent high professional standards and act in accordance with the NMC code of professional conduct. Employees are expected to participate in the performance review process.
- Service/Departmental standards: Support the development of performance standards within the Service/Department to ensure the service is responsive to and meeting the needs of its customers.
- Finance: All Trust staff will comply with financial processes and procedures
- Safeguarding Children: Employees must be aware of the responsibilities placed on them under the Children Act 1989, 2004.

Summary

This job Description is an outline of the key tasks and responsibilities of the post and the post holder may be required to undertake additional duties appropriate to the pay band. The post may change over time to reflect the developing needs of the Trust and its services, as well as the personal development needs of the post holder

Confirmation of Job Evaluation Process

Job Reference Number:	
Date of Job Evaluation:	
Date of Consistency Check:	

Person Specification

	Essential	Desirable	How assessed
Qualifications and Knowledge	<ul style="list-style-type: none"> Fully qualified GP with GMC registration Evidence of annual appraisal and revalidation (when appropriate) General practice (Vocational Training Scheme) trained On/eligible to be on a medical performers list Enhanced CRB check UK driving licence Current CPR certificate 	<ul style="list-style-type: none"> Evidence of continued professional development Other Post Graduate Diplomas 	<ul style="list-style-type: none"> Application form Interview



Experience	<ul style="list-style-type: none"> • Successfully Completed General Practice Specialist Training • Appropriate range of previous experience in hospital posts • Clinical and Information Governance • Self audit and reflection • Organised and efficient in record keeping and completion of paperwork • Time management – being able to prioritise work and work under pressure • Computer literacy • 	<ul style="list-style-type: none"> • Completed GP specialist training within last 2 years • Experience of working a variety of clinical software systems 	<ul style="list-style-type: none"> • Application form • Interview
Skills and Competencies	<ul style="list-style-type: none"> • Excellent communication skills • Knowledge of current issues affecting general practice • Counselling and Feedback skills • Leadership skills; • 	<ul style="list-style-type: none"> • Ability to adapt to differing workplaces • Ability to challenge traditional models of working and to suggest improvements for change in a positive and inclusive manner 	<ul style="list-style-type: none"> • Application form • Interview



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Job Risk Profile – Effort Factors						
This role involves:	Yes	No	Rare	Occasional	Frequent	Examples
Lifting Weights / objects between 6 – 15 kilos		x				
Lifting weights / objects above 15 kilos		x				
Using equipment to lift, push or pull patients / objects		x				
Lifting heavy containers or equipment	x		x			
Running in an emergency	x		x			
Driving alone / with passengers / with goods		x				



Invasive surgical procedures		x				
Working at height		x				
Concentration to assess patients / analyse information	x				x	
Response to emergency situations	x		x			
To change plans and appointments / meetings depending on the needs of the role	x			x		
Clinical Interventions		x				
Informing patients / family / carers of unwelcome news		x				
Caring for terminally ill patients		x				
Dealing with difficult family situations		x				
Caring for / working with patients with severely challenging behaviour		x				
Typing up of minutes / case conferences	x		x			
Clinical / hands on patient / client care		x				
Contacts with blood / bodily fluids		x				
Exposure to verbal aggression	x			x		
Exposure to physical aggression	x		x			
Exposure to unpleasant working conditions dust / dirt / fleas		x				
Exposure to harmful chemicals / radiation		x				
Attending the scene of an emergency	x		x			
Food preparation and handling		x				
Working on a computer for majority of work	x				x	
Use of road transport	x		x			

Caring, Learning & Growing



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Caring, Learning
& Growing Together

A provider of integrated health and social care services across Hull, East Yorkshire, North Yorkshire and beyond.