

FROME VALLEY MEDICAL CENTRE

JOB DESCRIPTION

JOB TITLE: SALARIED GP

JOB HOLDER:

RESPONSIBLE TO: GP Partners for clinical matters
Practice Manager for all other aspects of the job

Purpose of the Job

To provide medical services to any patients on the practice list and to temporary residents in accordance with the practice's Personal Medical Services (PMS) contract, ensuring the highest standards of care.

Responsibilities

- In accordance with the practice rota, to undertake a variety of duties to include:
 - Surgery consultations and queries;
 - Visiting patients at home;
 - Duty doctor and emergency on-call cover;
 - Checking and signing of prescriptions and dealing with associated queries;
 - Preparing medical reports for insurance companies, employers and statutory bodies.
 - Dealing with paperwork and medical correspondence in a timely manner.
- Make professional, autonomous decisions in relation to presenting problems including history taking, examination, investigation, diagnosis, treatment and referral where appropriate.
- Contribute to the development of and adhere to protocols and care plans for the management of chronic disease and common medical conditions.
- Contribute towards meeting the indicators outlined in the QOF and other locally and nationally agreed guidance.
- Provide appropriate preventative healthcare, counselling, education and advice.
- Adhere to the practice's prescribing formulary.
- Provide free certification in line with Schedule 9 of NHS GMS Regulations (1992).
- Provide short term cover for the planned and unplanned absence of colleagues.
- Attend practice and clinical meetings and forums.
- Record clear and accurate consultation notes to agreed standards and maintain patients' clinical records.
- Participate in clinical governance activity and contribute to the improvement in quality of health outcomes through the practice's audit programme.
- Perform clinically related administrative and non-clinical duties necessary for the delivery of Personal Medical Services.

- Engage in appropriate educational activity in order to maintain clinical competence and performance, including participation in the annual GP appraisal scheme and completion of objectives agreed by yourself and the practice in an annual Personal Development Plan.
- Participate in the training and development of nurses, medical students and GP registrars in the practice.
- Support the practice's admin team and respond to requests for advice and assistance.

The above responsibilities will be undertaken upholding the following Best Practice Guidelines which all professionals working at Frome Valley Medical Centre are required to adhere to:

1. To be available to take over responsibility of patient care from the Out of Hours service at 8 am on a working day.
2. To continue to work until all clinical tasks have been completed. Where this involves standing by ready to be called, to be available until the end of the session. To make arrangements for others to cover when planning to leave before the end of the session.
3. To maintain the practice's high clinical standards by using clinical governance audits and other information to review patients' results, prescribing, disease etc.
4. To undertake those daily tasks such as results, letters, reports, repeat prescriptions etc for one's own patients, one's team and for other teams as required.
5. To maintain the financial security of the organisation by ensuring accurate and efficient responses to income generation such as reports, dispensed prescriptions, private forms etc.
6. To undertake, as part of a team, those duties specified as being required.
7. To work as a team to cover requests for telephone contact.
8. To participate in the educational and organisational activities of the practice in a way that maintains high standards and encourages the development of Frome Valley Medical Centre as a "Learning Organisation".
9. At all times to behave in a professional way that encourages quality practice and the development of team spirit.