De Winton Field Practice

Job Description - Salaried GP

The post-holder will deal with a wide range of health needs in the practice, providing a high standard of care for all patients whilst undertaking all of the normal duties and responsibilities associated with the role.

Clinical responsibilities:

• In accordance with the rota, the post-holder will undertake a variety of duties including face to face and telephone consultations, queries and home visits where appropriate, repeat prescriptions, paperwork, referrals and correspondence in a timely manner. There will be a requirement to be a part of the on-call rota.

• Making professional, autonomous decisions in relation to presenting problems, whilst assessing the health needs of individuals and screening them for disease risk factors/ 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.

• Recording clear and concise consultation notes to agreed standards.

• Issuing repeat prescriptions and sick notes via Vision practice system.

• Prescribing in accordance with the Practice formulary when appropriate.

• Awareness of and compliance with all relevant practice policies/guidelines, e.g. prescribing, confidentiality, data protection, health and safety.

• Contributing to evaluation/audit and clinical standard setting within the organisation when required

• 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.

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;

Appropriate training to maintain/update knowledge and skills.

Using appropriate infection control procedures.

Reporting any 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 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;

Ensuring communication with the patient is at a level they understand and seeking to resolve problems with communication eg, interpreter required.

Personal/Professional Development

Maintaining continued education through attendance at courses and/or study days deemed necessary. Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.

Revalidation as stipulated by the General Medical Council (GMC).

Maintaining skills and knowledge for CPD and accreditation via the annual GP appraisal process

Quality

The post-holder will strive to maintain quality within the practice, and will:

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. He/she will also contribute to the overall team-working of the Practice putting the needs of the Practice first.

Communication

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

Communicate effectively with all members of the team and patients

Participate in clinical audit where appropriate.