

Job title:	Salaried GP
Salary:	£9K/ £10K Session Package (dependent on experience)
Accountable to:	Director of Primary Care
Location:	Benfield Valley Healthcare Hub

About us and our culture

We are a not-for profit, social enterprise, membership organisation delivering NHS services. Our members are local GPs, practice managers, practice nurses and our own staff.

We believe these things to be true

- Care is something we can choose to show for ourselves and each other at any time. Care is not exclusive to an appointment or a medical intervention
- We have a right to take control of our lives
- It takes courage to step forward and effect change. The capacity to lead is within us all
- Every interaction can be powerful if we choose to engage consciously. We know the ripples from these movements can go on to create profoundly positive change
- True care is a way of living that creates meaning between us all

Our Purpose in the World

Care Unbound. To create more possibilities for care in every moment.

How we work in service of our purpose

- We strengthen our capacity to care for ourselves and each other
- We recognise each opportunity to help people make meaningful choices
- We encourage ourselves to be guided by our values in the work we do every day
- We develop the capacity for leadership in ourselves and with all those we engage with
- We make improvements quickly where we recognise the opportunity, rather than waiting for perfect solutions
- We bring together the right people organisations and ways of working to create true partnerships

We believe in enabling people to take control of their health care journeys – we help to change the way health and wellbeing services work so care can focus on what matters to individuals.

We work to ensure that our culture is one that allows everyone to come to work as their 'whole' selves. For most of us, work takes up a big part of our day. We want to ensure that it's enjoyable and speaks to us on a level deeper than 'just getting the job done'.

JOB SUMMARY

The post-holder will join a team committed to developing the Benfield Valley Healthcare Hub (and any other future practices that Here works with) as centres of innovation and excellence in primary care.

The post-holder will contribute to the design, development and implementation of innovations in the delivery of primary care, finding new ways to deliver GMS services that are fit for purpose in the 21st century that:

- Place a strong emphasis on patients being in charge of their health and wellbeing; challenge models of delivery of care that are outmoded unaffordable and don't meet people's needs
- Experiment with new ways of achieving the integration with other services that patients need and want, specifically for patients with long-term conditions
- Shifts from a paradigm of 'what's the matter?' to 'what matters to you?'

The post-holder will manage a caseload and 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.

CLINICAL RESPONSIBILITIES

In accordance with the Practice timetable, as agreed, the post-holder will make him/ her-self available to undertake a variety of duties including 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.

- 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 prescription (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.

Other responsibilities within the organisation:

- Participate in the development and delivery of new services and new models for care in Primary Care
- 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 delivering of enhanced services
- Contributing to the delivery of QOF
- Contributing to the evaluation/ audit and clinical standard setting within the organisation
- Contributing to the summarizing of patient records and read-coding patient data
- Attending training and events organized by the Practice or other agencies where appropriate
- Management of the full range of infection control procedures in both routine and extraordinary circumstances (e/g/ pandemic or individual infectious circumstances)
- Hand hygiene standards for self and others
- 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, 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 clean and 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 (minimum twice annually)
- Correct waste and instrument management including handling segregations and container use
- Maintenance of sterile environments

KEY RELATIONSHIPS

- Clinical and non-clinical colleagues in the Practice
- Directors – clinical and operational
- Non-Executive Directors
- Patients and Patient Leaders
- Partners/ GP Leads in Practices and Practice Managers
- Clinical Leads
- Patients and the public

USE OF NEW TECHNOLOGY

We will make use of computer technology. Staff should expect to use automated information systems in their work in order to improve quality and co-ordination of services, and to enable faster and more accurate communication within and outside of the organisation.

CONFIDENTIALITY

As an employee of 'Here' you may gain knowledge of a highly confidential nature relating to the private affairs, diagnosis and treatment of patients, information affecting members of the public, matters concerning staff and details of items under consideration by 'Here'. Under no circumstances should such information

be divulged or passed to any unauthorized person. This includes holding conversations with colleagues concerning patients or staff in situations where the conversation may be overheard. Breaches of confidence will result in disciplinary action which may involve dismissal.

EQUAL OPPORTUNITIES

Our policies and practices are designed to ensure equality of opportunity in employment and service delivery. All staff are expected to comply with these policies and practices.

HEALTH AND SAFETY

All staff have a responsibility to perform their duties in such a way that accidents to themselves and to others are avoided, and to cooperate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

NO SMOKING POLICY

We operate a no-smoking policy. This applies to all staff and visitors. This policy also includes travelling in 'Here' owned or leased vehicles during work time and whilst travelling in their own vehicles whilst on duty, in work time or whilst on 'Here' premises. It is a condition of employment for staff that they do not smoke whilst on duty or anywhere on the premises including the car park.

TRAINING AND DEVELOPMENT

All employees have a responsibility to undertake statutory and mandatory training that is required by 'Here'. In accordance with the Training and Development Policy staff are expected to actively participate in the appraisal system and using this process to develop a Personal Development Plan (PDP).

AGREEMENT

This job description will be reviewed as necessary and may be amended to meet the changing needs of 'Here'. It will also be used as the basis to set performance standards and/or objectives and the contents will be used as part of annual appraisals. This job description has been agreed between the post holder and 'Here'.

Employees

Signature:

Print Name

Date:

Manager Signature:

Print Name:

Date:

JD author (name and job title):	Lindsay Coleman
Date JD agreed:	13/04/2018
Brief description of reason for review (if applicable)	
Version number	1