Description of Duties and Person Specification – General Practitioner

Description of Duties

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<th>Employee name:</th>
<th>As part of Job Advertisement</th>
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<th>Jun 2022</th>
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<tr>
<td>Job title:</td>
<td>Salaried GP (Part-time role)</td>
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<td>Reports to:</td>
<td>Dr Nicholas Hillier, Lead GP, Walcote Health Ltd</td>
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Main functions of the job:
(Note: In addition to these functions, employees are required to carry out such duties as may reasonably be required)

- Providing a high quality personal medical service for the patients of Walcote Health Ltd to a competent and acceptable standard.
- Taking part in the day to day activities of the practice, including surgery and home visits.
- Taking clinical responsibility and accountability for the practice population.
- Working to promote the practice positively and engaging with patients in order to improve service delivery.
- To provide clinical leadership if required
- Maintaining appropriate records to ensure continuity and quality of care for patients.
- Maintaining records of appointments, financial transactions and other administrative duties.
- Collaborating with other practice staff on development and delivery of the practice’s objectives, identifying potential service changes in line with clinical needs locally and working to develop these.
- Maintaining skills at the current level, and undertaking such training and development as may from time-to-time be required to maintain or improve personal competency.
- Participating in all activities required by CQC registration.

Location:
Walcote Health Ltd practices, premises, sites and/or locations. You may also be asked to travel for home visits, meetings or training.

Supervisory responsibilities:
To supervise activities of team members as requested.

Working hours:
Starting with four sessions per week (Monday afternoon, Wednesday morning, all day Friday) plus provision of some leave cover when other practice GPs are on leave.
Regular weekday sessions have strong scope to increase in the future as the business grows.
Some phone and/or email cover outside of these hours may be required, however this is not onerous.
Salary:
- Equates to £13,000 per weekly four-hour session per year; session lengths may vary
- Home visits undertaken outside of regular sessions are paid at 50% of the consultation rate

Benefits:
- GP-led forward-thinking practice, innovative ways of working
- Opportunity to become established in a rewarding role in private general practice, with full support provided
- Pleasant town, within easy reach of London and the South Coast, excellent schools, surrounded by beautiful countryside
- Full induction programme and excellent clinical governance
- In-house training, some costs covered for external training
- Statutory pension contributions

Main Duties (not in any order of priority)

Managerial
1. Develop and maintain effective working relationships with all other employees and contractors at the Practice.
2. Support and uphold an open, positive and honest working culture.
3. Manage the practice caseload in partnership with other practitioners to ensure quality outcomes for patients and carers.
4. Act as an accountable General Practitioner, managing clinical care and facilitating general management and practice expansion through partnership with the practice management team.
5. Comply with a work plan developed in partnership with the Lead GP and practice management team to ensure all practice and other work is delivered appropriately and safely.
6. Provide medical leadership as appropriate to practice requirements, including taking ownership and providing leadership to the practice team in specified clinical areas where requested.
7. Identify and utilise appropriately best practice through benchmarking and clinical guidelines.
8. Be actively involved in developmental processes within the practice for service enhancements.
9. Promote through leadership the use of end of life strategies to deliver high quality palliative care.
10. Develop positive collaborative working relationships across all areas of the care team (primary, secondary) and with carers.
11. Undertake appropriate clinical risk assessments and implement management strategies for risk identified.
12. Be actively involved and engaged in practice and wider team meetings and forums to promote communication and development.
13. Participate in activities required to assess compliance with CQC Fundamental Standards.

Clinical
1. To provide high quality personal medical care and services in the context of general practice to the patients of Walcote Health Ltd in all age ranges and at all levels of healthcare need.
2. To respond to health problems presented by patients including history taking, diagnosis, investigation, treatment and referral as appropriate.
3. To provide on call and other services for the practice as appropriate.
4. To provide management of long term conditions.
5. To provide appropriate health promotion and preventative health care advice to all patients of the practice.
6. To prescribe for patients as appropriate to need and be able to provide appropriate clinical rationale.
7. To record clinical data in the format required for CQC purposes (eg information for audits).
8. To work in line with all Walcote Health Ltd clinical policies and procedures.
Non-Clinical
1. To carry out appropriate administrative and other duties including referral to other services, maintenance of records, managing registers etc.
2. To maintain timely clinical records, whether written or computer based, in line with UK GDPR and the Data Protection Act 2018.
3. To work with colleagues to continually optimise systems to create an efficient, smooth-running practice.
4. To identify ways to promote opportunities for patient involvement in service development and evaluation.
5. To work flexibly across Walcote Health Ltd practices, premises, locations and/or sites when necessary.
6. To work in line with all Walcote Health Ltd non-clinical policies and procedures.

Training & Education
1. To provide appropriate health education and advice to patients and carers to enable self-management and choice.
2. To comply with the GMC appraisal/ revalidation process.
3. To undertake appropriate training to meet personal and mandatory educational needs and practice development needs in line with CPD objectives and record activity.
4. To deliver practice development projects in the practice as agreed with the management team.
5. To share and disseminate acquired knowledge with all practice team members through in-practice developmental sessions and clinical governance meetings or critical incident review.

Clinical Governance/Research and Audit
1. To work collaboratively with the Directors, Lead GP, Practice Manager and the entire team to ensure that effective clinical governance is incorporated in the day to day practices of Walcote Health Ltd.
2. To undertake appropriate audit in practice to identify clinical quality issues and markers and define processes to improve clinical outcomes and ensure the practice delivers care in line with these markers.
3. To take part in appropriate R&D and audit processes within the practice.
4. To develop and implement as appropriate guidelines, policies and procedures as required.
5. To utilise the latest available evidence to shape and organise services to reflect the needs of the practice population.

Communication
1. To develop and maintain high levels of communication with patients and carers ensuring effective care delivery and outstanding customer service.
2. To promote effective communication processes between all team members to enable good working practices.
3. To maintain communication processes with acute and other colleagues and partners in care to ensure care delivery.
4. To actively engage in effective communication to ensure excellent healthcare and customer service delivery, and to ensure achievement of targets.

No Smoking Policy
Walcote Health Ltd, is committed to a policy that actively discourages smoking and offers support to staff wishing to stop smoking.
Employment Issues

1. Give agreed notice of periods of absence and leave as per your contract, practice leave policy and Employee Handbook.
2. Participate in regular reviews of personal development plans.
3. Cooperate in maintaining a staffing roster for providing adequate levels of care within the practice.
4. Cooperate and work with other team members to ensure a seamless journey for patients through different aspects of their care.
5. Assist management with maintaining compliance with agreed standards.
6. Promote and implement all Practice policies and procedures.
7. Cooperate in the effective resolution of team conflicts.
8. Attend practice meetings as required.
9. Undergo further training as required by the practice.
10. Keep to the dress code required by the practice, both in terms of any uniform and personal appearance and hygiene as per the Appearance Policy & Procedure.
11. Provide information for DBS check, and inform your manager of any possible change to the history.
12. Confidentiality: In the course of your duties with Walcote Health Ltd you will have access to confidential information relating to the business of the company and to its clients. You are required to exercise due consideration in processing such information and you should not act in any way which might be prejudicial to the company's or clients' interests. Information, which may be included in the category which requires extra consideration, covers both access to the general business of the unit and information regarding individuals. If you are in doubt regarding the use of information in the pursuit of your duties, you should seek advice from your line manager prior to communicating any information to a third party.
13. Data Protection: The post holder will, if required to do so, obtain, process and/or use information held on written records, computer or work processor in a fair and lawful way. Data will only be held for the specific registered purpose and data will not be disclosed to any unauthorised persons or organisations.

Philosophy of Care

1. Participate in developing the philosophy, goals and objectives for healthcare provided by the Practice.
2. Participate in the assessment of the effectiveness of healthcare provided by the Practice, such as by auditing records.
3. Inform the Provider of any reported or suspected failings in the provision of care within the Practice.
4. Participate in taking care of your own Health & Safety. Staff must not do anything to compromise the health and safety of either their colleagues or themselves. Staff should also be aware of the responsibilities placed on them by legislation to ensure health and safety procedures are followed. This will help to maintain a safe workplace for all.
5. Ensure that patient's rights are protected.
6. Promote and participate in a high standard of care within the Practice.

Child Protection

Walcote Health Ltd actively promotes a “safeguarding children culture” within the organisation in line with The Children Act 2004. As such each member of staff is expected to carry out their role and responsibility in relation to a child or children’s welfare; for example ensuring they access child protection training in accordance with their role, and being aware of who to contact and what action to take if they are concerned regarding the welfare of a child. The organisation is committed to ensuring all staff are supported in respect to their safeguarding children duties.
## Person Specification

### Qualifications & Experience Required

#### Essential
- Medical degree. Membership of the Royal College of General Practitioners or equivalent in training if approved by the Royal College of General Practitioners. Certificate of MRCGP.
- Registered GP with the GMC (included on the GP Register).
- Included on GP Performer’s List.
- Possesses the right to work in the UK.
- Certificate of satisfactory immune status re: Hepatitis B and other relevant viruses.
- Current General Practice experience with up-to-date GMC appraisal/revalidation.
- Childhood Surveillance.
- At least 6 months each of acute A&E, medical and surgical experience. Confident and experienced in Women’s Health and Psychiatry.
- Demonstrable ability to relate well to challenging patients, carers, relatives and staff.
- Experience of working with chronic medical conditions, mental health, nursing home and HIV positive patients.
- Full driving licence, with use of own car.

#### Desirable
- Publications in the field of general practice, general medicine or surgery.
- First-hand experience of developing services in a constantly changing environment.
- Ability to demonstrate an understanding of private general practice and how best to dovetail this with NHS services.
- Knowledge of adherence to the CQC Fundamental Standards.
- Understanding of contracting, finance, service delivery and activity monitoring.
- Availability to attend Tuesday lunchtime clinical meetings.

### Skills & Personal Qualities Required

#### Essential
- Same ethos and approach to healthcare as Walcote Health Ltd, passion for high quality patient care.
- Willing to take a proactive approach and contribute to the continuing success of the practice, enjoys seeing the difference that own work makes.
- Common sense approach enabling delivery of effective and efficient patient care, with the ability to work flexibly.
- Excellent, calm and clear verbal and written communication skills using English.
- Ability to identify and assess complex and multiple needs.
- Health & safety conscious with awareness of safety issues.
- Strong communication skills, with the ability to work with a multi-disciplinary team.
- Existing skills or prepared to learn: Minor Surgery, Occupational Health, Sexual Health, Family Planning, Vaccination.
- Numerical, training, research, management and time management skills.
- Stress management and counselling skills.
- Competent in Email, Word and Excel and in processing paperwork.
- Reliable, trustworthy, punctual, organised, pays attention to detail, able to work consistently and deliver a variety of services, including when under pressure.
- Confident, professional, considerate, empathic, adaptable, willing to help out with whatever is needed to deliver excellent patient care.
- Understanding of and ability to deliver excellent customer service.
- Supportive team player, able to work well autonomously, creative thinker.
- Professional appearance and demeanour.

### Personal Development & Interests

#### Essential
- Self-directed learning.
- Open-minded approach to profession and life in general.
- Willingness to represent the Practice at external meetings.
- Availability to cover for absent colleagues when necessary.
- Available for on-call commitments (eg, when phone/ e-mail cover is required).
- Membership of a Medical Defence Organisation (MPS, MDU or MDDUS).