JOB DESCRIPTION

1. JOB IDENTIFICATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Salaried General Medical Practitioner, Brae</th>
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<tr>
<td>Responsible to:</td>
<td>Primary Care Manager</td>
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<tr>
<td>Accountable to:</td>
<td>Medical Director, NHS Shetland</td>
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<tr>
<td>Department:</td>
<td>Primary Care</td>
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2. JOB PURPOSE

The position offers an excellent opportunity for the appointee to undertake a traditional General Practitioner role in Brae Health Centre; with support to provide exemplary standards of care. The post holder will be central to providing a full range of general medical services to the residents of Brae and the surrounding area. The post holder will provide daytime general medical services through the week, undertaking a range of duties. The post holder will contribute to their ongoing training and support of the nursing staff.

The post holder will be expected to maintain the skills, knowledge and competencies required of the post. Learning needs will be delineated in the post holder’s Professional Development Plan (agreed through annual appraisal) and the Medical Director will work with the post holder to decide how best to practically address the PDP.

The post holder will work with NHS Shetland to further develop and improve clinical services in Shetland. Brae is a Section 2c Practice under nGMS. The post holder will contribute to the smooth running of the practice; contributing to clinical, educational and administrative activities and developments within the practice.

Teaching and providing experience of remote clinical working to visiting students and qualified practitioners also forms part of the post holder’s responsibilities. When clinically appropriate the practitioner should consider utilising technology such as telehealth to help deliver care. NHS Shetland aspires to become a centre of excellence for remote and rural healthcare training.

3. CONTEXT

The high clinical standards, robust clinical governance, good continuity of care and co-operative team working are essential components of working in Brae which help ensure the very highest standards of care. Local reception staff provides administrative support to the practice.

The appointee will work collaboratively with all staff within NHS Shetland taking responsibility for appropriate clinical and administrative areas within the practice, as agreed together.
4. ORGANISATIONAL POSITION

- Head of Service
- Primary Care Manager
- Medical Director
- Salaried General Practitioners
## 5. DUTIES & RESPONSIBILITIES

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<thead>
<tr>
<th>KEY RESULT AREAS</th>
<th>COMPETENCIES</th>
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<tr>
<td><strong>Provision of General Medical Services</strong></td>
<td><strong>• Broad general medical experience and skills development</strong></td>
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<tr>
<td>• Undertake the prevention, diagnosis and treatment of illness, disease, disorders and injury of patients</td>
<td><strong>• Effective team working</strong></td>
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<tr>
<td>• Ensure provision of continuing care, treatment and onward referral of patients, where appropriate</td>
<td><strong>Awareness and understanding of nGMS Contract</strong></td>
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<tr>
<td>• Provide a broad range of general medical services and enhanced services to the practice population</td>
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<tr>
<td>• Provide emergency, preventative and anticipatory care along with the effective management of chronic disease</td>
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<tr>
<td>• Provide services in the surgery and where appropriate in the patient’s home. Undertake telephone triage, consultation and appropriate management of patients contacting the service by telephone</td>
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<td>• Actively participate in the multidisciplinary primary care team and work in cooperation with nursing, allied health and social work professional colleagues to provide a seamless service</td>
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<td>• Keep contemporaneous, accurate and legible records of all patient contacts and contribute to electronic data monitoring and audit as directed by NHS Shetland.</td>
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<td>• Prescribe to the patient population in line with NHS Shetland policies and national standards.</td>
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<td>• Support the achievement of the nGMS contract</td>
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<td>• Support colleagues in ensuring practice cover is available at all time</td>
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<tr>
<td><strong>Clinical Governance</strong></td>
<td><strong>• Maintaining up to date knowledge on changes to practice</strong></td>
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<tr>
<td>• Ensure services are provided to recognised professional standards eg. GMC</td>
<td><strong>• Interest in quality development</strong></td>
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<tr>
<td>• Ensure services are provided in accordance with recognised best practice guidelines and protocols eg. SIGN</td>
<td><strong>• Collaborative working</strong></td>
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- Undertake clinical audit as part of routine daily practice
- Promote and encourage reflective practice and learning for Brae practice e.g. significant event analysis
- Prescribe effectively and safely in keeping with the Shetland Formulary
- Participate in the review of protocols and documentation and undertake research
- Undertake Clinical Governance e.g. audits, quality checks etc

**Practice and Service Development**
- Actively develop a team approach in conjunction with colleagues to progress patient care and practice activities
- Actively participate in network meetings (business and clinical) and contribute to service development
- Build positive and constructive relationships within the network and with the wider clinical population
- Participate or lead in activities to promote team learning/development

- Pro-active
- Team player
- Flexible
- Well motivated
- Ability to deal with change
- Ability to work unsupervised
- Awareness of NHS strategy and future national & local plans for service development and delivery

**Public Health**
- Work in collaboration with Public Health colleagues to achieve specific agreed local objectives with a particular emphasis on innovative health improvement within the practice
- Maintain a focus on the health improvement agenda through all activities
- Provide support to the public health management of communicable disease and environmental exposure incidents

- Awareness and understanding of broad public health issues
- Appreciation of key general practice role in this agenda

**Continuing Professional and Personal Development**
- Participate fully in the GP Appraisal processes
- Take a pro-active, planned approach to continuing professional development, building on outcomes of GP Appraisal
- Maximise opportunities to develop expertise/clinical interest in relevant topic areas

- Pro-active about life long learning, development and personal achievement
6. ASSIGNMENT AND REVIEW OF WORK

- Work will be dictated by patient need and will be as appropriate.
- Supervision of clinical activity will be undertaken by peer review and by the Medical Director of NHS Shetland. The post holder will be expected to seek and develop opportunities for critical peer review in cooperation with other clinical colleagues.
- Annual appraisal will be undertaken through the NHS Shetland GP Appraisal Scheme, or in another appropriate NHS Board but compliance will be the responsibility of the post holder. The post holder will be expected to actively participate in job planning.

7. COMMUNICATION AND WORKING RELATIONSHIPS

- The post holder will work closely with the extended primary care team. This includes administrative and managerial staff, community nurses and community psychiatric nurses, social work staff, practice nurses and other GP colleagues.
- There is a close and interdependent working relationship with clinical colleagues at the Gilbert Bain Hospital and with visiting clinicians from other NHS boards. The post holder will be expected to develop their relationships with these colleagues and work as part of a cohesive and supportive team. In addition, a high level of communication and liaison is expected with allied health professionals and ancillary staff.
- The nature of life in small communities demands a careful approach to confidentiality and appropriate professional behaviour at all times, whilst acknowledging the need to be a central part of the community.

8. MOST CHALLENGING PART OF THE JOB

- Spending time living and working in small and close knit communities can be a challenge in terms of work/life balance.
- Maintaining professional skills and competence whilst working in a rural area can be difficult and opportunities to learn from and cooperate with peers must be utilised.

9. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

- Distance from areas of population and amenities
- Travel and working in a physically and geographically challenging environment.
PERSON SPECIFICATION

Job Title: Salaried General Medical Practitioner
Department: Primary Care
Location: Brae Health Centre

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<tr>
<th>FACTOR</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tr>
<td>EXPERIENCE</td>
<td>• Broad general medical experience and skills development&lt;br&gt;• Interest in quality development&lt;br&gt;• Collaborative working</td>
<td>• Understanding of the healthcare issues common to remote and rural communities</td>
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<tr>
<td>QUALIFICATIONS TRAINING</td>
<td>• On the GMC GP Register and have a licence to practice&lt;br&gt;• Fully qualified GP&lt;br&gt;• BASICS or willingness to undertake training</td>
<td>• MRCGP or equivalent&lt;br&gt;• Evidence of innovative approaches to work</td>
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<td>KNOWLEDGE AND SKILLS</td>
<td>• Competent time management and organisational skills.&lt;br&gt;• Excellent interpersonal skills.&lt;br&gt;• Good communication skills.&lt;br&gt;• Computer literate.&lt;br&gt;• Dispensing experience or willingness to learn&lt;br&gt;• Evidence of multidisciplinary team working&lt;br&gt;• Ability to work individually and as part of a team in challenging circumstances.&lt;br&gt;• Pro active about life long learning, development and personal achievement</td>
<td>• Practical emergency skills&lt;br&gt;• Audit, Clinical Governance and Research skills.&lt;br&gt;• Awareness and understanding of nGMS&lt;br&gt;• Awareness of NHS strategy and future national &amp; local plans for service development and delivery&lt;br&gt;• Awareness and understanding of broad public health issues&lt;br&gt;• Clinical teaching experience</td>
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| DISPOSITION | • Able to prioritise conflicting demands.  
|            | • Good communication skills.  
|            | • Flexible, positive and enquiring approach to work.  
|            | • Focused and proactive.  
|            | • Ability to work on own initiative.  
|            | • Self-motivated, enthusiastic and able to deal with change.  
|            | • Dependable.  
|            | • Effective team worker.  
|            | • Ability to work effectively under pressure and manage stress.  
|            | • Capability to build strong relationships based on mutual trust and respect  
|            | • Willingness to explore and use technology  
| OTHER      | • UK Full Driving Licence  
|            | • Innovative |