

JOB DESCRIPTION

Job Title:	Salaried General Practitioner:
Salary Band:	£65-80,000 depending upon experience + uplift for unsocial hours
Reports to:	Medical Director

Key Working Relationships

- One Medicare Practice Teams, including attached staff such as district nurses, health visitors, midwife, social services and voluntary sector
- One Medicare Directorate Staff
- One Medicare Employed Clinicians, and administrators
- Constituent General Practice Healthcare Teams
- Members of the local population
- Local Primary Care Trust staff
- Local Hospitals NHS Foundation Trust staff
- Local Mental Health Service NHS Trust staff

Job Purpose

Statement of Job Purpose:

The post holder will be required to work in One Medicare's practice, providing a full range of primary care services. You will be encouraged to support and participate in the development and innovation in clinical areas, whilst providing leadership and a high standard of evidence based care.

Job Summary:

The post holder is to work alongside the Practice team delivering and developing care within primary care relevant to the needs of the population, and in accordance with local and national and organisational priorities.

Key areas and responsibilities

Clinical

1. To provide the full range of Medical Services based on patient needs where appropriate, including Maternity Services, Contraceptive Services, Child Health Surveillance Services, Chronic Disease Management, and Minor Surgery, in accordance with practice opening times.
2. To participate in providing a range of services in line with local and national enhanced services including minor surgery, choose and book, practice based commissioning, according to Practice and patient needs.

3. To provide on call services as necessary in conjunction with other colleagues during the hours of 8am-6:30pm, these will be agreed with the Manager within the Practice
4. To provide developmental support in improving systems and organisation of care where appropriate and agreed with the practice
5. To participate in clinical audit and take responsibility for specific QOF clinical areas as agreed with the Clinical Development Director.

Communication

1. Be able to effectively communicate at all levels of the organisation: to a variety of health professionals, users and carers, independent and voluntary sector to provide the best outcomes for users of the services.
2. Provide interface between Hospital and primary, community and social settings, participate where appropriate in clinical meetings relating to patient care and outcomes
3. Be able to keep accurate contemporaneous documentation, both written and computerised, including Lloyd George records and inpatient records.
4. To complete Insurance, DSS and other reports relating to patients primarily under your care

Educator

1. Participate in the teaching of other professionals, GP Registrars and undergraduate students attached to the practices both formally and informally, users and carers in relation to their health and well being.
2. Be responsible for maintaining professional development and participating in further education as required for this role and in accordance with a personal education plan.
3. To participate in NHS GP appraisal.

Researcher

1. Critically evaluate and interpret evidence based research findings from diverse sources making informed judgments about their implications for changing and/or developing clinical practice
2. Continually evaluate and audit the quality and effectiveness of the practice of self and others, selecting and applying a wide range of valid and reliable approaches and methods that are appropriate to needs and context
3. Identify gaps in evidence and/or practice knowledge and participate in their resolution through primary research

Leadership

1. Work collaboratively and in partnership with other practitioners to offer appropriate advice to all professions on care practices, delivery and service development
2. Be a mentor for other professions, where appropriate

Clinical Governance

1. To participate and operate within the clinical governance framework for the organisation at all times, incorporating service users and carers, audit, guidelines and risk management

2. To actively participate in the practice, becoming familiar with and abiding by its plans, policies and procedures.
3. To comply with health and safety policies within the organisation, to report any accidents or untoward incidents occurring whilst on duty in accordance with One Medicare policy

Working hours

Full-time general practitioners will normally be contracted to work for 37½ hours per working week (“contracted hours”) such hours being divided into nominal sessions. Such sessions may be divided up into specific working periods by mutual agreement. Working hours may include early morning, late evening and Saturday surgeries.

A part-time practitioner shall be remunerated on a pro rata basis to a full-time practitioner’s salary.

Additional sessions

One Medicare may agree with a practitioner that he or she should undertake work in addition to their Job Plan by way of additional nominal sessions or fractions thereof.

The extra session(s) shall be remunerated on a pro rata basis to a full-time practitioner’s salary. Any such agreement shall be reviewed when required but at least annually and will be terminable at three months’ notice on either side.

Contractual duties of practitioners

Salaried general practitioners will agree with One Medicare a Job Plan for the performance of duties under the contract of employment. The practitioner may be required to work at any of the surgery premises in the Leeds area and to provide primary medical services to patients of the Practice by way of (inter alia) surgeries, clinics and relevant administrative work together with such other duties as may be required by One Medicare in providing such services.

The commitments set out in the Job Plan may be varied with the agreement of the practitioner and One Medicare. The Job Plan will be subject to review each year and revisions may be proposed by either One Medicare or the practitioner.

Outside activities and private practice

Practitioners may not undertake private practice or other work, not previously agreed within their Job Plan, save by mutual agreement and not undertaken during the contracted hours.

Practice meetings

The practitioner is required to attend and participate in regular Practice meetings including those relating to clinical governance issues. If these meetings are held outside normal working hours, reasonable notice will be given and will be paid on a pro rata basis to a full-time practitioner’s salary adjusted by time off in lieu for such attendance if agreed in advance by One Medicare.

The practitioner is also required to participate in and operate clinical governance methods and systems approved by the One Medicare, eg medical audit or quality assurance initiatives.

Medical indemnity

The practitioner is required to effect and maintain full registration with the General Medical Council. The practitioner is also required to provide written proof and evidence of such registration. One Medicare will provide membership of a medical defence organisation which will cover any work carried out for the company. Any work carried out other than for One Medicare will require membership of a medical defence organisation which will be paid for at the practitioner’s expense.

Annual leave

Full-time practitioners shall be entitled to 30 working days annual leave in each year.

Part-time staff

The 30 working days' annual leave entitlement for full-time practitioners shall be taken on a pro rata basis by part-time practitioners.

Public holidays

The leave entitlement of practitioners are additional statutory and public holidays or days in lieu thereof. In addition, a practitioner who in the course of his or her duty was required to visit a patient or be present at premises designated for the provision of health services under the practitioner's contract of employment between the hours of midnight and 9 am on a statutory or public holiday should receive a day off in lieu.

The post holder will be expected to work effectively with One Medicare managers and staff to deliver and develop quality primary care services.

Travel within the area will be necessary and the post holder will need to hold a current driving license and have access to a car.

Note

This job description is not intended to form part of the contract of employment or to be a complete list of duties and responsibilities, but it is a guide, for information, to the job. It will be periodically reviewed in the light of developing work requirements in the role. The post holder will participate in the review.