

Job Description

General Practitioner [Salaried]

"Trust our family to look after your family"

JOB TITLE:	GENERAL PRACTITIONER
RESPONSIBLE TO:	Fellow Partners and themselves
RESPONSIBLE FOR:	Providing NHS personal medical services to registered patients on the Practice list.
JOB PURPOSE:	<ul style="list-style-type: none"> • To provide primary and continuing medical care for patients in the community. To take into account of physical, emotional and social factors when diagnosing illness and recommending the required treatment. • To refer patients to hospital clinics for further assessment or treatment or to run specialist clinics within the practice for patients with specific conditions. • To work as part of a team alongside other healthcare professionals, including community health doctors, to discuss care options for patients and their families and to help patients to take responsibility for their own health. • To be involved a range of administrative and business activities, such as employing staff, managing contracts and working within strict budgets. • Provide high quality medical services to patients registered with the practice.

MAIN DUTIES AND RESPONSIBILITIES	
1.	To undertake patient consultations and physical examinations at the surgery and at home
2.	To diagnosis and treat illnesses/ailments
3.	To organise workloads
4.	To conduct Minor surgery
5.	To provide general pre- and post-operative care
6.	To monitor and administer medication and assess and plan treatment requirements and to organise preventative medical programmes for individual patients
7.	To liaise daily with staff including other doctors, non-medical management staff and healthcare professionals
8.	To write reports and maintain patient records in accordance to practice protocol
9.	To promote health education in conjunction with other health professionals and/or hospitals
10.	The ability to work long hours to include extended hours and Saturday surgeries, 7.30am – 7.30pm Monday to Saturday
11.	To be involved in the practice management and administration and/or budgeting.
12.	The ability to solve problems
13.	To possess effective decision making, Leadership and Management skills
14.	To be a good communicator with compassion and a good bedside manner
15.	A drive to continue learning throughout your career

16.	To observe and assess the work of trainee GPs and medical students and teaching at medical schools or hospitals
17.	Refer patients for further opinions and interventions according to Practice protocols
18.	Compiling and issuing computer-generated acute and repeat prescriptions (avoiding hand-written prescriptions wherever possible).
19.	To provide specialist clinics for specific conditions or for certain groups, e.g. diabetes, smoking cessation and new babies
20.	To meet targets set by the government for specific treatments, such as child immunisations
21.	To discuss the development of new pharmaceutical products with pharmaceutical sales representatives
22.	To have a good IT skill set. We have a couple of partners who specialise in the use of IT within the practice but all will be expected to have extensive knowledge
23.	To keep up to date with medical developments, new drugs, treatments and medications, including complementary medicine and Research Trials
24.	Screening patients for disease risk factors and early signs of illness.
	Personal Qualities
1.	To have personal qualities such as compassion, resourcefulness, stamina, motivation and perseverance
2.	The ability to work within a multidisciplinary team
3.	Excellent Communication Skills
4.	A realistic idea of what the work involves.
	Confidentiality
1.	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
2.	In the performance of the duties outlined in this job description, the post-holder may have access to confidential information relating to patients and their carers, Practice staff and other healthcare workers. They may also have access to information relating to the Practice as a business organization. All such information from any source is to be regarded as strictly confidential
3.	Information relating to patients, carers, colleagues, other healthcare workers or the business of the Practice may only be divulged to authorized persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.
	Health and Safety
	To assist in promoting and maintaining their own and others' health, safety and security as defined in the Practice Health & Safety Policy to include: <ul style="list-style-type: none"> • Providing information regarding immune consent with particular regard to Hepatitis B status • Identifying the risk involved in work activities and undertaking such activities in a way that manages those risks • Using appropriate infection control procedures particularly those relating to needlestick injuries, maintaining work areas in a tidy and safe way and free from hazards • Ensuring that all accident or dangerous accidents are reported and

	investigated, and follow up action taken where necessary.
	Equality and Diversity
	To support the quality, diversity and rights of patients, carers and colleagues to include: <ul style="list-style-type: none"> • Acting in a way that recognizes the importance of people's rights, interpreting them in a way that is consistent with current legislation • Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues • Behaving in a manner which is welcoming to and of the individual, is non-judgemental and respects their circumstances, feelings, priorities and rights.
	Quality
	To strive to maintain quality within the Practice, and will: <ul style="list-style-type: none"> • Alert other team members to issues of quality and risk • 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 enhanced the team's performance • Work effectively with individuals in other agencies to meet patients' needs • Effectively manage own time, workload and resources.
	Communication
	To recognize the importance of effective communication within the team and will strive to: <ul style="list-style-type: none"> • Communicate effectively with other team members • Communicate effectively with patients and carers • Recognise people's needs for alternative methods of communication and respond accordingly.

This job description is not exhaustive and may be adjusted periodically after review and consultation. You will also be expected to carry out any reasonable duties which may be requested from time-to-time.

Date: February 2017