

Job Description

Job Title: Salaried GP

Salary: £85,298 per annum (pro rata)

Benchmarked with the DDRB salaried GP recommendations and the Wales Consultant Contract, according to experience and additional responsibilities undertaken within the service

Hours of work: Part-time and full-time posts are available to best suit the individual

Contract type: Permanent and fixed term positions available

Location: The post holder will be placed within one of our Health Board run GP Practices in Conwy county. Reasonable flexibility to help cross-cover colleagues in exceptional circumstances will be required.

Annual leave: Six weeks pro rata annual leave.

Study leave: Additional leave for study, subject to it being agreed as a priority within job development and planning reviews, will be provided.

Indemnity: The post-holder will be indemnified (without additional personal cost) for clinical negligence under the All-Wales Risk Pool arrangements.

Relocation costs: Relocation expenses for moving due to employment is available. This will include the reimbursement of removal expenses, legal costs and other services up to a maximum of £8,000.

Accountable to:

Managerially accountable to Practice Manager.

For the purpose of this contract in relation to clinical governance, you will be professionally accountable to the Assistant Medical Director Primary Care responsible for the performance of your day-to-day clinical services for individual patients.

In relation to your overall professional performance, you will be accountable to the Area Medical Director Primary Care.

ROLE SUMMARY:

The post-holder will:

- Manage a patient caseload and deal with a wide range of health needs in a primary care setting
- Work as part of a multi-disciplinary team, supporting other team members by sharing clinical knowledge and experience
- Demonstrating through day-to-day action a contemporary approach to Primary Care which is patient-centred, prudent and team-enabling

DUTIES AND RESPONSIBILITIES:

- In general, the post-holder will be expected to undertake all the normal duties and responsibilities associated with a GP working within primary care.
- In accordance with an agreed practice timetable, the post-holder will make him/her-self available to undertake a variety of duties including surgery consultations, telephone, video, and email consultations and queries, visiting patients at home, providing advice to other colleagues, and dealing with queries, paperwork, referrals and correspondence in a timely manner.
- Make professional, autonomous decisions in relation to presenting problems, including undifferentiated and undiagnosed problems, whether self-referred or referred from other health care workers within the organisation, with due reference to best practice and evidence based guidelines
- Screen patients for disease risk factors, early signs of illness and promote public health interventions.
- Admit or discharging patients to and from the active caseload and referring to other care providers as appropriate
- Record clear and contemporaneous consultation notes to agreed standards.
- Collect data for audit purposes.
- Prescribe in accordance with the practice prescribing formulary (or generically) whenever this is clinically appropriate.
- Ensure that all work carried out which carries a private fee is properly reported to the Practice Manager in keeping with Practice processes.
- To attend and contribute to regular practice administration and clinical meetings whether formal and informal. This may involve adjustments to workload to allow attendance.
- To contribute to the clinical governance agenda of BCU Local Health Board and to fully participate in the reporting of incidents to the Clinical Governance Manager and the National Patient Safety Agency.
- Undertake additional professional roles and responsibilities as agreed at appointment, and periodic job planning/reviews.
- Ensure awareness of and compliance with all relevant practice policies/guidelines, e.g. prescribing, confidentiality, data protection, health and safety.
- To undertake one administrative session per week on CPD / training or other personal development activities.
- Report to the Assistant Area Medical Director any difficulties which mean that clinical services may be compromised.

- Promote a dynamic and progressive narrative for Primary Care within North Wales, by contributing and 'Leading by Example'.
- Support current GP registrars, and other Health Care Professionals in their acquisition of skills and professional development.

Confidentiality:

- 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 organisation. All such information from any source is to be regarded as strictly confidential.
- Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.

Health & Safety: The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the Local Health Board Health & Safety Policy, to include:

- Using personal security systems within the workplace according to practice guidelines.
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks.
- Making effective use of training to update knowledge and skills.
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards.
- Reporting potential risks identified.

Equality and Diversity: The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognizes the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and 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-judgmental and respects their circumstances, feelings priorities and rights.

Personal/Professional Development:

- Participate in annual GP appraisal using the Wales MARS system.
- Participate in periodic job planning reviews.
- Approach personal and professional development in a proactive way as an adult-learner.

Quality: The post-holder will strive to maintain quality within all working environments, and will:

- 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 enhance the team's performance.
- Work effectively with individuals in other agencies to meet patients' needs.
- Effectively manage own time, workload and resources.

Communication: The post-holder should recognise the importance of effective communication and will strive to:

- Communicate effectively with other team members.
- Communicate effectively with patients and carers.
- Recognise peoples' needs for alternative methods of communication and respond accordingly.

Contribution to the planning and implementation of services: The post-holder will:

- Apply practice policies, standards and guidance.
- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in clinical audits when requested or where appropriate