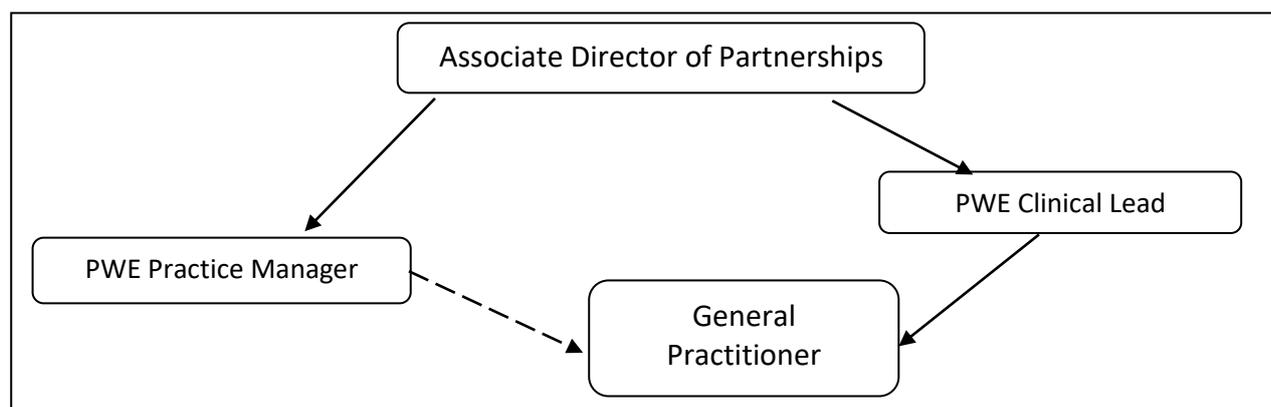


### JOB DESCRIPTION

<b>POST TITLE</b>	<b>Salaried General Practitioner</b>
<b>Pay</b>	<b>Up to £99,000 pa (9 sessions pw) Up to £11,000 per session pa</b>
<b>DIVISION</b>	<b>PWE Healthcare</b>
<b>BASE</b>	<b>Across PWE Practices</b>
<b>REPORTS TO</b>	<b>PWE Clinical Lead/PWE Practice Manager</b>
<b>RESPONSIBLE FOR</b>	<b>N/A</b>

### ORGANISATION CHART



### JOB SUMMARY

PWE Healthcare is a group of five GP Practices based across the East Lancashire footprint, who recently became part of ELHT in a ground-breaking collaboration to positively affect the relationship between Primary and Secondary care, with the Patient at the forefront of all we do. We are an innovative group of Practices and benefit from being part of East Lancashire Health Trust to continuously seek improvements in delivering high quality, patient centred care.

Along with excellent clinical support, a well organised service, supportive and skilled Clinical Leads, we have a fantastic multi-disciplinary team made up of friendly and experienced colleagues to work with. We benefit from a mix of Advanced Nursing Practitioners, Physician Associates, skilled Nursing Staff including Nursing Associates and Health Care Assistants and have a Clinical Pharmacist to further support our GPs in the day to day running of our Practices. We also benefit from a dedicated Administration Hub to support the smooth flow of work through our five practices.

As a Salaried GP with us, you will undertake a variety of work including routine and more complex consultations with Patients, rotational on call duty, home visits and workflow admin and tasks. We operate a patient choice policy so Patients can be seen either face to face or via a telephone consultation. We are also keen to support and develop any special interests you may have to further enhance the primary care services we offer and you will be supported to pursue this.

As an experienced GP, you will know the role isn't without its challenges, but we can promise you that you will find a rewarding career awaiting you at PWE with excellent benefits and an opportunity to make a real difference to the care of the local community.

## **MAIN DUTIES**

### **Describe main duties of the job**

- Undertake practice based patient consultations, face to face or over the telephone according to their choice, providing the highest standards of care for all patients.
- Make professional, autonomous decisions in relation to presenting undifferentiated and undiagnosed medical problems, making a full assessment of their health needs.
- Screen patients for disease risk factors and early signs of illness and develop ongoing health care plans for management.
- Manage patients with chronic disease or complex problems and palliative care needs.
- Develop care plans for health in consultation with patients and in line with current practice disease management protocols.
- Carry out home visits to patients, as necessary.
- Undertake duties as on call GP on a rotational basis.
- Checking and signing repeat prescriptions and dealing with workflow queries and tasks, paperwork and related correspondence in a timely manner.
- Record full, clear, contemporaneous consultation notes to agreed standards using EMIS.
- Participating and contributing towards QOF work.
- Support PWE Healthcare in achieving its contractual requirements for both core contract and enhanced services.
- Respond rapidly to emergency situations in practice as needed.
- Work within a clearly defined job plan setting out hours of work and responsibilities and tasks associated with the role.

## **COMMUNICATION**

- Use excellent and highly developed communication skills both verbally and in writing to establish and analyse highly complex, medical information that is sensitive, personal and sometimes contentious.
- Will be required to provide clear and accurate written information on a variety of medical issues in the form of referrals and contemporaneous notes.
- Will be required to attend meetings both internal and external and contribute verbal and written information as required.
- Use their expert knowledge and experience to provide medical advice and support to other clinical and nonclinical members of staff in Practice.
- Effectively challenge practice standards and influence constructive and positive change.

## **TRAINING AND DEVELOPMENT**

- To maintain up to date mandatory training requirements.
- Support Clinical Lead with clinical supervision of other clinical staff as appropriate.
- Be available to support members of the practice team and practice support teams as required.
- Be committed to lifelong learning, audit and evidence based best practice supported by designated CPD, internal and external sessions.

## **ORGANISATIONAL RESPONSIBILITIES**

- Undertake and contribute to clinical audits in Practice as appropriate.
- Record full, clear, contemporaneous consultation notes to agreed standards using EMIS.
- Participate in and support Quality Improvement initiatives relating to the practice, PCN or CCG.

## **PROFESSIONAL RESPONSIBILITIES**

- Must be a medical practitioner whose name is included in the General Practitioner Register under article 10 of the General and Specialist Medical Practice Order 2003.
- Not subject to suspension under section 41A of the Medical Act 1983
- Qualified General Practitioner (completed certificate of Completion of Training CCT)
- Currently on a performers list and not suspended from that list or from the medical register
- Accredited as a member of the Royal College Of General Practitioners (MRCGP) MBBS or equivalent medical degree
- Attend and contribute to regular Clinical Practice meetings.
- Ensure awareness of relevant professional guidelines and follow them in practice at all times, ensuring they are up to date with changes.
- Fully utilise CPD time each week in an appropriate manner and is planned with Clinical Lead.

## **EMPLOYMENT ACTS AND CODES OF PRACTICE**

All employees are required to comply with employment legislation and codes of good practice.

### **Equality and Diversity**

We are an Equal Opportunities employer and will do all we can to make sure that job applicants and employees do not receive less favourable treatment because of their age, sex, marital status, faith, race, disability or sexual orientation, or for any other reason that is not justified.

### **Health and Safety**

In accordance with the Health and Safety at Work Act 1974, and other supplementary legislation, all employees are required to follow Trust Health and Safety policies and safe working procedures, take reasonable care to avoid injury during the course of their work, and co-operate with the Trust and others in meeting statutory requirements.

### **Infection Control**

All employees must comply with Prevention and Control of Infection policies and attend any related mandatory training.

### **Sustainability and Corporate Social Responsibility**

The Trust attaches great importance to Sustainability and Corporate Social Responsibility. It is the responsibility of all members of staff to ensure that the Trust's resources are used efficiently with minimum wastage throughout their daily activities

### **Risk Management**

Employees are required to report every incident where the health and safety of self or others has been jeopardised (including near misses) and to carry out or participate in investigations into such incidents as required.

### **Safeguarding**

All employees have a responsibility for safeguarding and promoting the welfare of children and adults. Further guidance can be sought from your Line Manager.

### **Data Protection Act**

All members of staff are bound by the requirements of the Data Protection Act 1998.

### **Rules, Regulations, Policies, Standing Orders and Financial Instructions**

All employees are required to comply with the rules, regulations, policies, standing orders and financial instructions of the Trust.

### **Research and Development Projects**

Whenever you decide to undertake a piece of research, either as a Principal Investigator or Local Researcher, or Assistant Researcher, you must comply with the principles of Clinical Governance and the Research Governance Framework.

### **Development Review**

Key performance objectives, development needs and compilation of a Personal Development Plan will be discussed and agreed at Annual Development Review meetings.

### **Training**

Post holders are required to attend any relevant and mandatory training for the post.

### **Outside Employment / Outside Interests**

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of East Lancashire Hospitals Trust. In accordance with legislation on working time, it is a condition of employment that all staff must inform their line manager before taking up any private practice, work for outside agencies or other employers, other work for this Trust

(including bank work) and / or voluntary work. This is to ensure there is no conflict of interest with your NHS duties.

### **Review of Job Description**

This is not intended to be a comprehensive description of the duties of the post. Due to the Trusts commitment to continuous improvement it is likely that the post will develop over time. These duties will be subject to regular review and any amendments to this job description will be made in consultation and agreement with the post holder

### **STANDARDS OF CONDUCT**

Conduct duties with regard to values underpinning the Trust's Vision *"to be widely recognised for providing safe, personal and effective care"*:-

Values:-

- Respecting the individual
- Putting patients and customers first
- Promoting positive change
- Acting with integrity
- Serving the community

Underpinning the Trust's vision and values are the following key operating principles that influence the way in which the Trust does business:-

- Understand the world we live in and deal with it
- We are clinically led and management supported
- Support departments support the front line
- Everything is delivered by and through Divisions
- Compliance with standards and targets are a given. They are the things we do to help secure our independence and influence
- Quality is our organising principle – driving quality up and cost down is not mutually exclusive
- We deliver what we say we need to

Post holders are expected to work flexibly within their pay band. They should only be expected to carry out our activities for which they are competent. Alternatively they may carry out the additional duties if they are receiving support or training in order to obtain the recognised level of competence.

The Trust operates a Tobacco Control Policy.

### **ACCEPTANCE OF JOB DESCRIPTION**

I confirm I accept the duties contained in the above job description.

**NAME:** .....  
(PRINT)

**SIGNED:** .....

**DATE:** .....

## PERSON SPECIFICATION

### JOB TITLE

Knowledge, Experience and Training required for the Post	Essential at Recruitment	Desirable/Developed within the Role	Measured By A – Application I – Interview P – Presentation T - Test
<p><b>Qualifications</b></p> <p>A medical practitioner whose name is included in the General Practitioner Register under article 10 of the General and Specialist Medical Practice Order 2003</p> <p>Not subject to suspension under section 41A of the Medical Act 1983</p> <p>Qualified General Practitioner (completed certificate of Completion of Training CCT)</p> <p>Currently on a performers list and not suspended from that list or from the medical register</p> <p>Accredited as a member of the Royal College Of General Practitioners (MRCGP) MBBS or equivalent medical degree</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>		
<p><b>Experience</b></p> <p>In practice as a General Practitioner / locum practitioner</p> <p>Commitment to and experience of working as part of a multi-disciplinary and skill mixed team environment</p> <p>Experience of working to achieve standards within the Quality and Outcome Framework (QOF)</p>	<p>√</p> <p>√</p> <p>√</p>		

<p>Experience of working in primary care in an area with significant health problems</p> <p>Development of areas of clinical expertise</p> <p>Experience of audit and improving care for patients</p>	<p>√</p> <p>√</p> <p>√</p>		
<p><b>Knowledge and Skills</b></p> <p>Understanding the role of medical services in a wider public health agenda</p> <p>Knowledge of the demographic characteristics that affect health and health care in the area</p> <p>Understanding current NHS policies</p> <p>Understanding of the health and social needs of a local practice patient population</p> <p>Understanding of the current issues and challenges facing primary care</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>		
<p><b>Personal Attributes</b></p> <p>Commitment to ongoing personal and professional development</p> <p>Commitment to education and training</p> <p>Ability to communicate clearly and effectively in English, both written and verbally.</p> <p>Strong interpersonal skills</p> <p>Good organisational skills</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>		

Strong leadership skills	√		
Excellent record keeping skills	√		
Imaginative approach to problem solving and provision of services	√		
Provision of enhanced services, e.g. minor surgery		√	
Time management skills	√		
Able to work under pressure	√		
Working on own initiative	√		
Good IT skills as relevant to General Practice	√		
Committed to quality and patient satisfaction	√		
Committed to equal opportunities	√		
Team player	√		
Committed to working as part of a multi-disciplinary, multi-agency team	√		
Openness to explore alternative working practices	√		
Ability to support and mentor GP Registrars, Medical Students and other allied Health Professionals	√		
Competent user of EMIS		√	