



Farnham Road Medical Group

Job Title:	GENERAL PRACTITIONER
Responsible to:	Partners

CORE DUTIES AND AREAS OF RESPONSIBILITIES

Clinical responsibilities

- To provide the full range of NHS General/Primary Medical Services to the patients registered to the Farnham Road Medical Group (FRMG), temporary residents and patients presenting for immediately necessary treatment including clinical examination, diagnosis, treatment and referral as appropriate.
- In accordance with the practice timetable, as agreed, the post-holder will make themselves available to undertake a variety of duties, including:
 - surgery consultations, telephone consultations and triage, video & electronic message consultations and queries, visiting patients at home, on-call/duty work
 - checking and signing prescriptions
 - dealing with queries, paperwork and correspondence as required in a timely fashion including but not limited to:
 - Electronic Prescription Services (EPS)
 - Checking and signing of repeat prescriptions (where EPS does not apply)
 - Safeguarding reports
 - Dealing with EMIS queries/tasks
 - Patient test/blood results
 - Patient medical reports and examinations (e.g. for insurance companies)
- Making professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the organisation
- Assessing the health care needs of patients with undifferentiated and undiagnosed problems
- Screening patients for disease risk factors and early signs of illness
- Developing care plans for health in consultation with patients and in line with current practice disease management protocols
- To promote and maintain optimum health of the registered patient population of FRMG by identifying, planning and undertaking specific health promotional activities with identified individuals and target groups in order to improve their health and facilitate further service development.
- Admitting or discharging patients to and from the caseload and referring to other care providers as appropriate
- Recording clear and contemporaneous consultation notes to agreed standards including following the practice policies for coding and recording information

Putting Patients First

- Collecting data for audit purposes
- Compiling and issuing computer-generated acute and repeat prescriptions
- Prescribing in accordance with the practice or local prescribing formulary (or generically) whenever this is clinically appropriate

Other responsibilities

- Awareness of and compliance with all relevant practice policies and guidelines
- A commitment to audit to ensure evidence-based best practice
- Reporting on Significant Events
- Contributing to evaluation/audit and clinical standard setting within the organisation
- Contributing to the development of computer-based patient records on EMIS Web.
- Contributing to the summarising of patient records and SNOMED-coding patient data
- Attending practice meetings and contributing as appropriate e.g. with Audit, NICE Guidance and Journal updates at least annually as scheduled
- Attending any Protected Learning Time sessions provided by either the CCG for the Practice or by the Practice itself
- Attending training where appropriate.

Quality

- Strive to maintain quality within the organisation
- 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.
- Be an ambassador for FRMG, displaying commitment and loyalty to the Group at all times and treating internal practice discussions as confidential

Please note: 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.

Putting Patients First

**PERSON SPECIFICATION
GENERAL PRACTITIONER ROLE**

The post holder needs to be able to demonstrate the following core competencies to a high level and use these to the full in their work. We will look for evidence of all the essential competencies during the selection process.

Person Specification	Essential
Education and Qualification	<ul style="list-style-type: none"> • Qualified General Practitioner • Registered and Licence to practice with GMC • Cited on Medical Performers List • Appropriate post-graduate qualification
Knowledge and Experience	<ul style="list-style-type: none"> • Excellent clinical knowledge • Understanding of GP clinical IT systems desirable
Skills and Abilities	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills. • Excellent consultation skills • Ability to work alone and under pressure. • Highly motivated • Ability to work as part of a team • Excellent timekeeping.
Attributes	<ul style="list-style-type: none"> • Presentable in personal appearance. • Approachability to staff and patients. • Good level of self-motivation. • Outwardly enthusiastic and confident. • Show a flexible approach to work

Putting Patients First

Disclosure and Barring Service Check

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

Confidentiality requirements

Given the work environment where patient data is accessible by staff, the post-holder must observe strict confidentiality when accessing patient data. 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 practice policies on confidentiality and the protection of personal and sensitive data.

Health and Safety

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the practice 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 recognises 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

This job description is intended to be part of an agreement for employment, however, it will be reviewed periodically, and the post holders will be invited to contribute to the review.

Last reviewed in June 2020.

Putting Patients First