



**Solihull
Healthcare
Partnership**

Document ID:

HR03-04

Issue Date:

April 2021

Revision:

2

Job Description & Person Specification

Approved by:

HR

Job Title:

Salaried General Practitioner

Reporting To:

Clinical Lead

Direct Reports:

N/a

1. Job Role / Purpose:

A key member of the team, the Salaried GP will manage a caseload, dealing with a wide range of presenting health care needs in a primary care setting ensuring the highest standards of care for the differing needs of our patient population.

The salaried GP will work closely with the practice's multi-disciplinary team of other GPs, nurses and non-clinical staff to provide a high quality and accessible service to all registered patients.

2. Key Duties & Responsibilities:

Clinical responsibilities:

- 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 queries, visiting patients at home, checking and signing repeat prescriptions and dealing with queries, paperwork, referrals and correspondence in a timely manner.
- 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.
- In consultation with patients and in line with current practice disease management protocols, developing care plans for health.
- Providing counselling and health education.
- 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.
- Collecting data for audit purposes.
- Compiling and issuing computer-generated acute and repeat prescriptions (avoiding hand-written prescriptions whenever possible.)
- Prescribing in accordance with the practice prescribing formulary (or generically) whenever this is clinically appropriate.
- In general, the post-holder will be expected to undertake all the normal duties and responsibilities associated with a GP working within primary care.
- Complete care plans required for local enhanced services.
- Participate in Enhanced Services work required within the practice.
- Maintains GMC registration.
- Ensures continuous Medical Defence cover.
- Ensures inclusion on a local Performer's list.

Training & Education

- Prepare for and complete the annual external appraisal process.
- Prepare for and complete the revalidation process.



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- Undertake training that meets personal, mandatory and practice learning needs including recording of learning, reflection, complaints, information governance etc.
- Participate in and contribute to learning activities such as significant event reviews, clinical audit, protected learning time, video analysis of consultations.
- Contribute to delivering teaching for doctors in training in the practice and other health professionals in training.

Other responsibilities with the Practice:

- A commitment to life-long learning and audit to ensure evidence-based best practice.
- Contributing to evaluation/audit and clinical standard setting within the organisation.
- Contributing to the development of computer-based patient records.
- Contributing to the summarising of patient records and accurate Read-Coding of patient data.
- Attending training and events organised by the practice or other agencies, where appropriate.
- Ensuring full accreditation which will include full and unrestricted registration with the GMC, membership of an appropriate defence body and delivery of annual evidence for appraisal or accreditation purposes in keeping with National requirements at any time.

3. Other Responsibilities

Health and Safety

- To comply with the Health and Safety at Work etc. Act 1974.
- To take responsibility for their own health and safety and that of other persons who may be affected by their own acts or omissions.

Equality and Diversity

- To carry out at all times their responsibilities in line with Equal Opportunities Policy and Procedure.

Risk Management and Clinical Governance

- To work within the Clinical Governance Framework of the practice, incorporating Risk Management and all other quality initiatives and all aspects of CQC implementation.

Confidentiality

- To maintain confidentiality of information relating to patients, clients, staff and other users of the services in accordance with the General Data Protection Regulations 2018 including outside of the work environment. Any breach of confidentiality may render an individual liable for dismissal and/or prosecution.

Safeguarding

- Whilst in post, staff are expected to acquire and update their knowledge on safeguarding as per the intercollegiate document requirements and SHP policies.

Professional development

- The post holder will participate in any training programme implemented by the practice as part of this employment



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- To participate in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development

General

- To undertake any other duties commensurate with the role, within the bounds of his/her own competence as guided by the attached management framework.
- To work across the various SHP sites as required.
- In light of national policy and due to the needs of the business it may be necessary for the Partnership to alter the opening hours of the surgeries. This could incorporate different opening hours and weekend working which may affect when you are required to work. The post holder is expected to be flexible and accommodating, following consultation, in terms of any changes to operating times in the future.

SHP Vision Statement: To provide person-centred care at the **heart** of the community.

Mission Statement:

Solihull Healthcare Partnership aims to be the provider of choice in delivering holistic care to our neighbourhood.

Honest - We practice and encourage open and honest communication, acting with integrity in all that we do.

Excellence - We strive to achieve the highest standards in the care we deliver and enable our team to create an environment that encourages excellence.

Accountable - We take personal and collective responsibility for our actions and the way we deliver care.

Respectful - We engage with our team, our patients and our community with respect, providing kind and compassionate person-centred care.

Transformational - We are committed to continually improving our standards, working with the community, being responsive and adapting to the changing needs of the neighbourhood.



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PERSON SPECIFICATION

	Essential /Desirable	Shortlisting
Qualifications		
Qualified General Practitioner (completed certificate of Completion of Training – CCT)	E	A
Currently on a PCT performers list and not suspended from that list or from the medical register	E	A
MRCGP	D	A
DRCOG	D	A
Minor surgery skills	D	A
Experience		
Experience of working in general practice in the UK	E	A/I
Experience of working as part of a multi-disciplinary and skill mixed team	E	A/I
Experience of working to achieve standards within the Quality and Outcome Framework (QOF)	E	A/I
Evidence of independent working in General Practice	D	A/I
Evidence of participation in Audit	D	A/I
Skills/Knowledge		
Understanding of the health and social needs of a local practice patient population	E	A/I
Understanding of the current issues and challenges facing primary care	E	A/I
Excellent verbal and written communication skills	E	A/I
Excellent record keeping skills	E	A
IT literate	E	A
Excellent time management	E	A/I
Commitment to personal and professional development	E	A/I
Commitment to education and training	E	A/I
Other		
Flexibility to meet the needs of the business	E	I
Able to travel to all SHP sites	E	I
DBS required	E	-