**SALARIED GP – Job Description**

**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.

**Training & Education**

* Prepare for and complete the annual external appraisal process.
* Prepare for and complete the revalidation process.
* 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**:

* Awareness of and compliance with all relevant practice policies/guidelines, e.g. prescribing, confidentiality, data protection, health and safety.
* 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.