PERSON SPECIFICATION & JOB DESCRIPTION

SALARIED GENERAL PRACTITIONER

Issued by

AT Medics
PERSON SPECIFICATION – Salaried GP

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<th>Assessment Criteria</th>
<th>Essential</th>
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| Qualifications/T | • 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 PCT performers list and not suspended from that list or from the medical register  
  • CRB clearance  
  • Have had an annual NHS appraisal                                                                                                                | • Evidence of further postgraduate educational activities in relevant fields  
  • MRCGP  
  • DCH  
  • DRCOG  
  • RCGP Substance Misuse Certificate Level 1 or 2  
  • F2 supervisor training/teaching diploma (this is essential for HDS)  
  • DFSRFH & Competence in Coil insertion  
  • Evidence of CPD activities  
  • Minor surgery skills                                                                                                                           | CV/AF/IN      |
| raining             |                                                                                                                                                                                                            |                                                                                                                                                                                                         |--------------|
| Experience           | Recent experience of working in general practice in the UK Commitment to and experience of working as part of a multi-disciplinary and skill mixed team environment  
  Experience of working to achieve standards within the Quality and Outcome Framework (QOF)                                                                 | • Evidence of independent working in General Practice  
  • Experience of supporting service change  
  • Teaching of GP Reg/F2/Medical students/Nursing students  
  • Accredited GP Registrar trainer or F2 Supervisor  
  • Evidence of participation in QOF  
  • Evidence of participation in Audit                                                                                                                | CV/AF/IN      |

Key for How Assessed:  AF = Application form  In = Interview  P = Presentation  REF= References  CV = Curriculum Vitae
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| Knowledge           | Knowledge of NHS  
Have an understanding of the needs of the vulnerable groups of patients that are registered | Understanding/knowledge of:  
- Quality & Outcomes Framework (QOF)  
- Choose & Book  
- Practice Based Commissioning  
- Access  
- Demand management  
- Read codes  
- Audit  
- Experience working with the homeless, looked after children, asylum seekers, refugees and other vulnerable groups | IN |
| Skills and Abilities | • Understand the health and social needs of a local practice patient population  
• Commitment to personal and professional development  
• Commitment to education and training  
• Excellent verbal and written communication skills  
• Excellent record keeping skills  
• Understanding of the current issues and challenges facing primary care  
• Confident in using Word/excel  
• Confident in using Email  
• Excellent time management | - fully conversant with clinical IT systems e.g. vision/emis/pcs  
- Able to conduct Minor Operations/Joint injection/aspirations  
- Strong leadership skills | AF/IN |
- Good analytical skills
- Ability to take full and independent responsibility for clinical care of patients
- Excellent patient manner
- Imaginative approach to problem solving and provision of services

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JOB DESCRIPTION

SALARIED GENERAL PRACTITIONER

Reporting to: GP Directors and the Practice Manager on organisational and administrative issues

Accountable to: GP Directors

Hours of work: to be confirmed

Contract type: salaried GP position

Role summary: The post-holder will provide general medical services managing a caseload and deal with a wide range of health needs in a primary care setting, ensuring the highest standards of care for all registered and temporary patients

Location: to be confirmed

Annual leave: Six weeks annual leave plus public/ bank holidays (FTE or pro rata for any future P/T positions).

Study leave: Up to one week per annum

Salary: Negotiable depending on qualifications and experience

Main purpose of the role:

To manage a busy and interesting clinical caseload.

The appointee will also have the opportunity to take part in leading on key disease areas (monitoring trends in the Quality and Outcomes Framework, treatment, staff training and prescribing) and assist in developing appropriate healthcare services for a diverse, patient list (practice based commissioning, patient participation and health promotion).

Closely supported by the AT Medics clinical and management teams the post holder will act as one of the main GP’s within the practice working alongside the practice team but will also be part of a larger clinical team across an AT Medics network of practices. The role will be at the forefront of delivering an innovative model of
primary care service provision operating in partnership with other local AT Medics practices offering integrated primary care services.

**Key Working Relationships**

- Primary Health Care Teams at each practice including Community Nursing Teams, Community Mental Health Care Teams, Social Services, statutory and voluntary services.

- Local GP colleagues and the Primary Care Trust

- AT Medics’ team of Directors, other AT Medics Salaried GP’s and managers.
Clinical responsibilities:

In accordance with the practice timetable, as agreed, the post-holder will make him/herself available to undertake clinical sessions. A clinical session is normally composed of 18 face to face appointments with a minimum of 3 telephone appointments, followed by a variety of duties including queries, visiting patients at home, checking and signing repeat prescriptions, actioning test results, medical reports and examinations (e.g. Insurance Companies) on behalf of the Practice. The above duties should be performed in a timely manner using AT Medics protocols. Appointments will be 10 minutes duration and telephone appointments will be of 5 minutes duration. A student or learner maybe attached to you for this session.

You will be required to:

- Act upon most alerts (e.g. QOF) and reminders during a routine consultation i.e. (10 minutes).
- Provide all GP services required as part of the APMS contract held between AT Medics and the commissioning PCT, including all core services such as Child Health Surveillance
- Undertake surgeries during extended hours in accordance with the access needs of the practice population and the contractual obligation of the practice
- Provide cross cover, where necessary, to other AT Medics practices
- Respond to medical problems presented by patients, including history taking, examination, investigation, diagnosis, treatment and referral where appropriate.
- Provide appropriate preventative health care and advice.
- Provide medical support as required to patients referred by nursing staff
- Adhere to the practice prescribing formulary, local and national guidelines.
- Make professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the organisation;
- Record clear and contemporaneous I.T. based consultation notes to agreed standards;
- Collect data for audit purposes;
- Compile and issue computer-generated acute and repeat prescriptions (avoiding hand-written prescriptions whenever possible);

In general the post-holder will be expected to undertake all the normal duties and responsibilities associated with a GP working within primary care.
**Other responsibilities with the Practice:**

- Engaging in appropriate lifelong educational and audit activity in order to maintain clinical competence and performance, including the completion of objectives agreed by yourself and the practice, in an annual Personal Development Plan. Your Personal Development Plan must be in line with the Practice Development Plan.
- Actively participating in the training and development of nurses, medical students and GP trainees in the practice.
- Supporting the practice staff and responding to requests for advice and assistance from the practice reception, secretarial and nursing staff.
- Attend prescribing, palliative care, clinical and practice meetings.
- You will be expected to take part in clinical meetings on a weekly basis, to chair these and present clinical topics as required for the maintenance of educational standards and high quality care. You will receive feedback from clinical directors via peer review and to act upon recommendations and demonstrate change.
- Where possible attend evening monthly AT Medics GP educational Forums.
- Provide additional enhanced services to the practices that meet the needs of the practices' patient population and maximise the income streams to the practice.
- Undertake additional training where necessary to provide these enhanced services.
- You are required to actively participate in Practice Based Commissioning - this will include reducing first outpatient attendances, demand management, monitoring of activity including peer review and data validation.
- Awareness of and compliance with all relevant practice policies/guidelines, e.g. prescribing, confidentiality, data protection, health and safety, annual QOF Assessment of the Practice.
- Meet all tight timescales/deadlines for audits and written returns to ensure that the Practice meets quality standards and receives the designated funding (e.g. Quarterly Enhanced Services returns, annual QOF audit etc.)

**General Duties**

The above responsibilities will be undertaken upholding the following:

- To be available to take over the responsibility of patient care from the Out of Hours service at 0800 on a working day or where applicable maintain responsibility till the appropriate time when the Out of Hours service takes over care in the evening. This will involve working a shift pattern.
- To continue to work until all clinical tasks have been completed. To make arrangements with others to cover when planning to leave before the end of the session.
- To maintain the financial security of the organisation by ensuring accurate and efficient responses to income generation such as reports, dispensed prescriptions, private forms etc.
• At all times to behave in a professional way that encourages quality care and the development of a team spirit. 360 degree feedback is used to assess clinicians and you will be required to participate in this.

Confidentiality:

• In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately;
• 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 Company as a business organisation. All such information from any source is to be regarded as strictly confidential.

Data Protection

AT Medics is registered under the Data Protection Act 1998. You must not at any time use the personal data held by the organisation for a purpose not described in the Register entry or disclose such data to a third party. If you are in any doubt regarding what you should or should not do in connection with the Data Protection Act then you must contact your line manager or appropriate senior lead at the time.

Flexibility

This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude towards the duties outlined which may be subject to amendment at any time in consultation with the post-holder and in line with the needs of the organisation.

The post holder may be required to fulfil other duties, as agreed with the practice manager to meet the needs of the organisation. This may involve travel to other sites within the organisation.

Health & Safety

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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;

Personal/Professional Development

In addition to maintaining continued education through attendance at any courses and/or study days necessary to ensure that professional development requirements are met, the post-holder will participate in any training programme implemented by the practice as part of this employment, such training to include:

- Participation in an annual individual performance review at practice level and an external annual NHS GP Appraisal including taking responsibility for maintaining a record of their own personal and/or professional development. Where the payment for the NHS GP appraisal is reimbursed directly to the practice by the PCT over and beyond the standard contract, this will be paid over to the post holder. Where there is no separate and distinct payment by the PCT, AT Medics is under no obligation to make a separate payment. Any time preparing for the appraisal or conducting the appraisal maybe taken from the employees annual study leave entitlement, with prior agreement.
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.
- Undertake the Introduction to Teaching in Primary Care, London Deanery F2 Educational Workshop and where applicable the Teaching the Teachers course.
and work with the practice and management teams to enable practice training status to be achieved as soon as practicable

**Quality**

The post-holder will strive to maintain quality within the practice, and will:

- Participating in clinical governance activity and contribute to the improvement in quality of health outcomes through audit and the Quality and Outcomes Framework
- Alert other team members to issues of Clinical Governance issues, quality and risk; participate in Significant Event Analysis reviews
- 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. He/she will also contribute to the overall team-working of the Practice putting the needs of the Practice first.
- Participate and contribute to the practice achieving other quality standards such as ISO 9001, Investors in People, RCGP Quality Practice award.

**Communication**

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

- Communicate effectively with other team members;
- Communicate effectively with patients and carers;
- Recognise people’s 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;

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• Work with the Directors and Management to achieve standards of quality, performance standards, budgets and targets without compromising levels of patient healthcare.

• Contribute towards the development and implementation of new standards, policies and procedures that are/will be required of GP Practices now and in the future (as directed by NHS/DoH/SHA/PCT, new legislation etc.)