



## **RICHMOND SURGERY PARTNERSHIP**

### **JOB DESCRIPTION**

<b>Location:</b>	Fleet, Hants
<b>Post Title:</b>	Salaried or Locum GP
<b>Working Hrs:</b>	F/T or P/T
<b>Salary:</b>	10000-13500 per session dependent on experience
<b>Other Benefits:</b>	Generous annual leave and study leave. Private Health negotiable
<b>List Size:</b>	14600
<b>Reports to:</b>	Managing Partner & GP Partners

### **JOB SUMMARY**

Due to the upcoming retirement of our Senior Partner, we are looking to recruit the right person to join our remaining team of four full-time partners on the 4 January 2022. We are open to applications from all types of candidates, be it salaried or locum, full-time or part time, but we particularly welcome anyone who is interested in the delivery of personal list-based care. We are a relaxed, hard-working team and the role would ideally suit a candidate with experience who is looking to progress in their career.

You would join a team that also comprises of a paramedic home-visiting service, in-house first contact musculoskeletal and mental health practitioners, physicians associate and clinical care co-ordinator, practice nurses, HCAs, and phlebotomists. Patients and their GPs value the relationships that develop through personal lists, enabling us to provide a meaningful and efficient service for our population. This can be seen in the results of our recent patient survey and high QoF achievements. It also means we don't do duty days.

We are a one-site practice, and together with the other three practices in the Fleet area, we form the Fleet Primary Care Network. We have an active role in the workings of the PCN on a local and ICS footprint, and we benefit from having Frimley Park Hospital as our closest secondary care facility. Fleet is in Hart and Rushmoor, an area that consistently rates among the highest in terms of quality of life in the country. Fleet has good road and rail links with London and surrounding towns and countryside.

We operate with EMIS Web, are high QoF achievers and CQC rated good.

### **JOB RESPONSIBILITIES**

The following areas of responsibility are an indication of the role, but could be subject to change as the impact of primary care network commissioning evolves:

#### **Clinical responsibilities:**

In general, the post-holder will be expected to undertake all the normal duties and responsibilities associated with a GP working within primary care, including but not solely the following:

- 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

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patients at home when required, checking, and signing repeat prescriptions and dealing with queries, paperwork and correspondence in a timely fashion

- 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
- 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
- Other responsibilities within the organisation:
  - 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 read-coding patient data
  - Attending training and events organised by the practice or other agencies, where appropriate.

Duties will vary from time to time under the direction of the GP Partners and Managing Partner dependent on current and evolving practice workload and staffing levels.

### **Job Description:**

This job description is intended to provide an outline of the key tasks and responsibilities. There may be other duties required of the post-holder commensurate with the position. This description will be open to regular review and may be amended to take into account developments within the practice.

### **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 practice as a business organisation. All such information from any source is to be regarded as strictly confidential
- 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 the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data

### **Health & Safety**

- Comply at all times with the practice health and safety policies by following agreed safe working procedures and reporting incidents
- Comply with the Data Protection Act (1984) and the Access to Health Records Act (1990).

### **Equality & Diversity**

The post-holder will support the equality, diversity and rights of patients, carers, and colleagues, to include:

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- Acting in a way that recognizes 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.

### **Quality**

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

- 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

### **Communication**

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

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognize people's needs for alternative methods of communication and respond accordingly

### **Contribution to the 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
- Participate in any audits where appropriate

### **Security**

The security of the practice is the responsibility of all personnel. Staff must ensure they remain vigilant at all times and report any suspicious activity immediately to their line manager. Under no circumstances are staff to share codes for the door locks with anyone and they are to ensure that restricted areas remain secured.

### **Personal Development**

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, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work
- Induction training: On joining the practice all staff are to complete a practice induction programme. This is managed by the Managing Partner and where appropriate, GP Partner.

### **Professional Conduct**

Professional attire must be worn with identification in accordance with their role.

## Person Specification

Qualifications	Essential	Desirable
Educated to	MRCGP with CCT	
Experience	Essential	Desirable
Experience of working in a primary care environment	Yes	
Experience of working as xx	Yes	
Clinical knowledge and skills	Essential	Desirable
Understand the importance of patient confidentiality and information governance	Yes	
Ability to record accurate clinical notes	Yes	
Knowledge of public health issues in the local area		Yes
Awareness of issues within the wider health arena		Yes
Knowledge of health promotion strategies		Yes
Skills	Essential	Desirable
Excellent communication skills (written and oral)	Yes	
Good and confident IT skills	Yes	
Clear, polite telephone manner	Yes	
Competent in the use of Office and Outlook		Yes
EMIS Web, Docman, Publisher		Yes
Effective time management (planning and organising)	Yes	
Ability to work as a team member and autonomously	Yes	
Good interpersonal skills	Yes	
Problem solving and analytical skills		Yes
Ability to follow clinical governance	Yes	
Personal qualities	Essential	Desirable
Polite and confident	Yes	
Flexible and cooperative	Yes	
Motivated, forward thinker		Yes
Problem solver with the ability to process information accurately and effectively, interpreting data as required		Yes
High levels of integrity and loyalty	Yes	
Sensitive and empathetic in distressing situations	Yes	
Ability to work under pressure/in stressful situations	Yes	
Effectively able to communicate and understand the needs of the patient	Yes	
Desire to learn and develop	Yes	
Effectively utilise resources		Yes
Punctual and committed to supporting the team effort	Yes	

This document may be amended following consultation with the post holder to facilitate the development of the role, the practice and the individual. All staff should be prepared to accept additional or surrender existing duties to enable the efficient running of the practice