

Post Title: Salaried GP Urgent Primary Care

JOB REF:

Salary: £88,710per annum/pro rata. Earning potential of £119,620 per annum/pro rata through Out of hours enhancements

Hours: Flexible

Professionally accountable to: Medical Director via Clinical Director in Urgent Primary Care

Managerially accountable to: Chief Executive via Clinical Director in Urgent Primary Care

Base: Urgent Primary Care Centre

Job Summary

The post-holder will manage a caseload and deal with a wide range of health needs in a primary care setting in out of hours, ensuring the highest standards of care for all registered and temporary patients.

The post-holder will have the opportunity to work with the Multidisciplinary team within Urgent Primary Care and 111. They will use their knowledge and experience of different health care settings to help ease the pressures on emergency admissions.

Key responsibilities

- In accordance with the agreed job plan, the post-holder will make themselves available to undertake a variety of duties including treatment centre consultations, telephone

consultations, video consultations and visiting patients at home.

- Taking a lead responsibility within the Urgent Primary Care Services for their area of special interest
- 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
- 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 prescriptions (avoiding hand-written prescriptions whenever possible)
- Prescribing in accordance with the Practice or Integrated Urgent Care Service 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 within out of hours

Other Responsibilities across Integrated Urgent Primary Care Service:

- Working collaboratively with other agencies including health and social care to ensure a holistic approach to the care of patients
- Adhering to Clinical Governance processes and ensuring any learning is embedded into the practice to foster a culture of continuous improvement
- Being aware of and complying with all relevant Urgent Primary Care policies/guidelines e.g. prescribing, confidentiality, data protection, health and safety
- 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

- Attending training and events organised by Urgent Primary Care or other agencies, where appropriate

Additional information

Personal Development

- An experienced GP trainer will be provided as mentor where required
- Regular supervision will be available for clinical and professional matters through named clinical supervisors.
- The post-holder will be expected to construct a personal development plan with the support of their mentor and to maintain a record of their own personal and/or professional development
- Protected learning and development time will be provided
- Annual appraisal will take place with a trained medical appraiser and this will include elements of performance review with performance data available. The annual appraisal process will provide all the information necessary for the General Medical Council revalidation process.

Quality and Governance

The post-holder will ensure that high quality standards are maintained at all times and will:

- Alert other team members and their line manager 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.

The post holder will be expected to play an active part in the employers' clinical governance arrangements and contribute to the audit and Clinical Governance Programme.

Health and Safety

The post-holder will be expected to:

- Adhere to and promote Aneurin Bevan UHB's policies and procedures, including health and safety
- Identify any risks and undertake relevant assessments, in line with employer's policies
- Be responsible for reporting any defects, in accordance with the Health & Safety at Work Act
- Have knowledge of employers' fire procedures, location of fire exits, alarms & equipment
- Understand how to complete incident forms and Datix in accordance with employers' guidelines.

The post holder has a general duty of care for their own health, safety and wellbeing and that of work colleagues, visitors and patients within the hospital. This statutory duty is in addition to any specific risk management or clinical governance accountabilities associated with the post.

The post holder is expected to:

- Observe the rules, policies, procedures and standards of Aneurin Bevan University Health Board together with all relevant statutory and professional obligations
- Observe and maintain strict confidentiality of personal information relating to patients and staff
- Be responsible, with management support, for their own personal development and to actively contribute to the development of colleagues

Infection Control

Where relevant, the post-holder will work to minimise any risk to clients, the public and other staff from Healthcare Associated Infection including MRSA and C Difficile by ensuring that they are compliant with the Health Act 2006 – Code of Practice For The Prevention and Control of Healthcare Associated Infections (the Hygiene Code), as well as the employers' Infection Control Policies. All employees must comply with the relevant Infection Control Policies and attend infection control training as required within their practice, service or department, or as directed by their line manager.

Confidentiality

- The post-holder will have a responsibility to maintain the confidentiality of any confidential information which comes into their possession regarding patients, employees or any other business relating to their employer
- The post-holder must comply with all policies and relevant legislation, with particular reference to Health & Safety,

Equality and Diversity and the Data Protection Act; Caldicott Guidelines

- In accordance with the Public Interest Disclosure Act 1998, protected disclosures are exempt from this express duty of confidentiality.

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 the employers' Equal Opportunities Policy 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.

OTHER

Location

The post holder will be expected to undertake their programmed activities at the principal place of work or other locations agreed in the Job Plan. Exceptions will include travelling between work sites and attending official meetings away from the workplace. A planned and cost effective approach is expected, and is included in the job plan. The post holder may be required to work at any site within the Health Board, including new sites. The post holder will be flexible to service needs. While every effort will be made to maintain a regular job plan, service needs may require job plans to alter at times of crisis.

Review

This job description will be regularly reviewed. It is intended as a guide to the general scope of duties and is not intended to be definitive or restrictive. It is expected that some of the duties will change over time and this description will be subject to review in consultation with the post holder.

The Job Plan

In line with the terms and conditions, the final job plan is subject to the agreement of the Health Board through the Deputy Medical Director, Service Manager and the appointee.

Other

The Clinical Strategy of the Health Board is under constant development and the job holder may be required to undertake different duties agreed at the time of appointment. It is important to be aware that work patterns may change and the place(s) of duties modified.

PERSON SPECIFICATION

Attribute	Essential	Desirable	Measureable by
Education & Training	<ul style="list-style-type: none"> - Full GMC Registration with Licence to Practice - On the GMC GP Register* - On the Welsh GP Performers List* (WPL) <p><i>*must be approved for both within 3 months of the interview date</i></p>	<ul style="list-style-type: none"> - Relevant Higher Degree e.g. MRCP 	Application Confirmation of Evidence.
Clinical Experience	<ul style="list-style-type: none"> - Broad based experience in Primary Care - Knowledge of UK hospital systems (or equivalent) - Knowledge and participation in CPD - Competence in General Medical Services 	<ul style="list-style-type: none"> - Experience of NHS General Practice, including Out of Hours - Experience with local NHS Services - Evidence of above average performance 	Applications / Interview

	<ul style="list-style-type: none"> - Able to apply knowledge - Safe and effective written and verbal communication skills, including the use of telephone consultation - Meet the requirement of the GMC's "Good Medical Practice" 		
Clinical Governance	<ul style="list-style-type: none"> - Evidence of participation in clinical audit and understanding role of audit in improving medical practice - Comprehension of core philosophy and building blocks of Clinical Governance 	<ul style="list-style-type: none"> - Knowledge of risk management 	Application/ Interview
Research	<ul style="list-style-type: none"> - Experience and knowledge of critical appraisal of evidence 	<ul style="list-style-type: none"> - Evidence of initiating, progressing and concluding research projects with publication - Research degree 	Application/ Interview

Management	<ul style="list-style-type: none"> - Knowledge of the management and structure of the NHS - Evidence of Leadership and People management 	<ul style="list-style-type: none"> - Evidence of management training 	Application/ Interview
IT Skills	<ul style="list-style-type: none"> - Good IT skills - Able to access and use email effectively 	<ul style="list-style-type: none"> - ECDL Basic Modules 	Interview
Personal Qualities	<ul style="list-style-type: none"> - Ability to cope with stressful situations and undertake responsibility - Excellent interpersonal skills and team-working skills - Ability to work as part of a multidisciplinary and multi-agency team - Ability to work flexibly in response to the changing needs of unscheduled primary care - Flexibility - Good listening skills 	<ul style="list-style-type: none"> - Evidence of leadership attributes - Motivational skills 	Interview

<p>Other Requirements</p>	<ul style="list-style-type: none"> - Satisfactory pre-employment checks compliant with National Standards - Ability to fulfil all duties of post, including on-call commitments and travel to meet requirements of the post 	<ul style="list-style-type: none"> - Ability to speak Welsh or willingness to learn - Ability to speak other languages 	<p>Application/ Interview</p>
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Job Plan- Subject to change on appointment

Day	Time	Location	Work	DCC/SPA	Hours
Monday	Evening				
	Overnight				
	Total				
Tuesday	Day	Home/VPH	SPA	SPA	2.5
	Evening				
	Overnight				
	Total				2.5
Wednesday	Evening				
	Overnight	YYF	Base/Mobile/Triage	DCC	8
	Total				8
Thursday	Evening				
	Overnight				
	Total				
Friday	Evening	RGH	Base	DCC	6
	Overnight				
	Total				6
Saturday	AM				
	PM	NHH	Mobile	DCC	6
	Evening				
	Overnight				
	Total				6
Sunday	AM	Home/VPH	Triage	DCC	4
	PM				
	Evening				
	Overnight				
	Total				4
	Complete Total				26.5