



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Betsi Cadwaladr
University Health Board

JOB DESCRIPTION

JOB DETAILS

Job Title:	Salaried GP (Practice Support)
Grade:	Salaried Doctor Scale
Salary Scale:	DDRB Scale
Contract:	Permanent
Hours of Work:	Full-time 37.5 hours per week or Part Time
Department:	Primary Care

The post-holder will be indemnified (without additional personal cost) for clinical negligence under the All-Wales Risk Pool arrangements.

ORGANISATIONAL ARRANGEMENTS

Accountable to: Managerially accountable to Head of Service for Managed Practices

For the purpose of this Contract in relation to clinical governance, you will be professionally accountable to the Assistant Medical Director Primary Care responsible for the performance of your day-to-day clinical services for individual patients.

In relation to your overall professional performance, you will be accountable to the Assistant Medical Director Primary Care.

Responsible for: N/A

JOB PURPOSE

The post holder will provide general medical services in a variety of practice settings within the primary care environment throughout Betsi Cadwaladr University LHB, including GP surgeries, managed practices and primary care resource centres. The purpose of the post is to provide general medical support to practices in Gwynedd and Anglesey who are experiencing short term and medium term difficulties in covering their medical rotas, to enable practice populations access general medical services in a timely and safe manner.

ROLE SUMMARY:

The post-holder will

- a. Provide short and medium term medical support for practices.
- b. manage a patient caseload and deal with a wide range of health needs in a primary care setting
- c. work as part of a multi-disciplinary team, supporting other team members by sharing clinical knowledge and experience
- d. to demonstrate through day-to-day action a contemporary approach to Primary Care which is patient-centred, prudent and team-enabling

DUTIES AND 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.
- In accordance with an agreed practice timetable, the post-holder will make him/her-self available to undertake a variety of duties including surgery consultations, telephone, video, and email consultations and queries, visiting patients at home, providing advice to other colleagues, and dealing with queries, paperwork, referrals and correspondence in a timely manner.
- Make professional, autonomous decisions in relation to presenting problems, including undifferentiated and undiagnosed problems, whether self-referred or referred from other health care workers within the organisation, with due reference to best practice and evidence based guidelines.
- Screen patients for disease risk factors, early signs of illness and promote public health interventions.
- Admit or discharging patients to and from the active caseload and referring to other care providers as appropriate.
- Record clear and contemporaneous consultation notes to agreed standards.
- Collect data for audit purposes.
- Prescribe in accordance with the practice prescribing formulary (or generically) whenever this is clinically appropriate.
- To attend and contribute to regular Primary Health Care Team administration and clinical meetings whether formal and informal. This may involve adjustments to workload to allow attendance.

- To contribute to the clinical governance agenda of BCU Local Health Board and to fully participate in the reporting of incidents to the Clinical Governance Manager and the National Patient Safety Agency.
- Ensure that all work carried out which carries a private fee is properly reported to the Practice Manager in keeping with Practice processes.
- Undertake additional professional roles and responsibilities as agreed at appointment, and periodic job planning/reviews.
- Ensure awareness of and compliance with all relevant practice policies/guidelines, e.g. prescribing, confidentiality, data protection, health and safety.
- To undertake one administrative session per week on CPD / training or other personal development activities.

Confidentiality:

- 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:

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the Local Health Board 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 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.

Personal/Professional Development:

- Participate in annual GP appraisal using the Wales MARS system.
- Participate in periodic job planning reviews.
- Approach personal and professional development in a proactive way as an adult-learner.

Quality:

The post-holder will strive to maintain quality within all working environments, 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 patient's needs.
- Effectively manage own time, workload and resources.

Communication:

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

- Communicate effectively with other team members.
- Communicate effectively with patients and carers.
- Recognise peoples' 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.
 - Participate in clinical audits when requested or where appropriate.
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Date Prepared:

Prepared By:

Date Reviewed:

Reviewed By:

Agreed By:
Employee's Name and Signature:

Date:

Agreed By:
Manager's Name and Signature:

Date:

BCU Local Health Board is a non-smoking environment.

PERSON SPECIFICATION - GUIDANCE

The person specification should set out the qualifications, experience, skills, knowledge, personal attributes, interests, and other requirements which a post holder requires to perform the job to a satisfactory level.

Job Title:

Salaried GP

Grade:

DDRB

	ESSENTIAL The qualities without which a post holder could not be appointed	DESIRABLE Extra qualities which can be used to choose between candidates who meet all the essential criteria	METHOD OF ASSESSMENT
QUALIFICATIONS	Full GMC Registration with a licence to practise and entry on the GP Register Certificate of Completion of Training (CCT) in General Practice / Certificate Confirming Eligibility for General Practice Registration (CEGPR), or equivalent Included on a Medical Performers List or eligible. Evidence of continuous professional development	Holder of MRCGP Evidence of other specialist interest /development / training	Certificates
EXPERIENCE	Experience in general practice and working in multi-disciplinary team	Experience of using electronic clinical patient records Eligibility for minor surgery, obstetrics, family planning accreditation Experience of undertaking audit in general practice	Application Form Interview References
SKILLS	Able to present logical well thought through arguments Able to provide evidence based solutions to problems and issues Genuine commitment to improve quality in primary care Excellent oral and written communication skills Understanding of the nGMS contract	Facilitation skills Ability to speak Welsh	Application Form Interview References
KNOWLEDGE	Aware of local issues and their impact on the health needs of the locality Aware of the need for continuous professional development	Knowledge of current and forthcoming NSFs and their impact on primary care services	Application Form Interview References
PERSONAL ATTRIBUTES (Demonstrable)	Adaptable Enthusiastic and motivated Diligent Team player Ability to travel and work flexibly	Innovative	Application Form Interview References

Date Prepared:

Prepared By:

Date Reviewed:

Reviewed By:

Agreed by: Employee

Agreed By: Manager

Date Agreed:

Date Agreed: