

## Jubilee Surgery

Jubilee Surgery, Whitton has a fixed year maternity position becoming available 22nd May and is for 4 sessions per week, all day Wednesdays and Fridays. This would be at £11,400 per session with a two month probation period. Sessions begin at 8.30am and the last patient of the day is 6.30pm (the start time may be negotiated within reason). One day a week you will be on call as duty doctor and it is hoped the other day we can facilitate a 3.30pm surgery start to enable your last patient to be 5.30pm.

Six weeks of annual leave, one week study leave and Bank Holiday Leave are offered on a pro rata basis.

Please contact [Justine.wakeford@nhs.net](mailto:Justine.wakeford@nhs.net) with your CV and covering letter.

### Salaried GP Job Description

**JOB TITLE:** Salaried GP

**REPORTS:** Partners/Practice Manager

**ACCOUNTABLE TO:** Partners

**HOURS/SESSIONS:** 4 sessions per week

#### Job Summary:

The salaried GP will be responsible for delivering the full range of primary care services as part of the practice ensuring the highest standards of care for the differing needs of our patient population. The salaried GP will work closely with the practice's multi-disciplinary team of other GPs, nurses and non-clinical staff to provide a high quality and accessible service to patients

#### 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.
- 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. EPS is now implemented at the Practice)
- Prescribing in accordance with the South West London prescribing formulary (or generically) whenever this is clinically appropriate.

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- 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 and 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 if required.

### 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.

## PRACTICE REGULATIONS

Working in a busy Practice puts you in a special position of trust and responsibility. These regulations are for your own and the patient's protection. You are the first person with whom the patients may have contact with at the surgery and it is your attitude to them and the impression you make which is of prime importance to the tone of the Practice as a whole.

### 1. Confidentiality

All information concerning patients and staff is strictly confidential and must not be divulged to any unauthorised person.

- 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.

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- 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.

**Failure to observe confidentiality constitutes gross misconduct and may lead to instant dismissal.**

### 2. Health & Safety at Work

It is the Practice policy on Health and Safety at work to provide working conditions that are as safe and healthy as possible and to enlist the support of all employees towards achieving these aims. Whilst the overall responsibility rest with the Practice, all staff have a legal duty to take reasonable care to avoid injury to themselves or others by their work activities and not to interfere with or misuse any clothing or equipment to protect health and safety.

The post-holder will implement and lead on a full range of promotion and management of their own and others' health and safety and infection control as defined in the practice health & safety policy, the practice health & safety manual, and the practice infection control policy and published procedures. This will include (but will not be limited to):

- Using personal security systems within the workplace according to practice guidelines
- Awareness of national standards of infection control and cleanliness and regulatory / contractual / professional requirements, and good practice guidelines
- Providing advice on the correct and safe management of the specimens process, including collection, labelling, handling, use of correct and clean containers, storage and transport arrangements
- Correct personal use of Personal Protective Equipment (PPE) and ensuring correct use of PPE by others, advising on appropriate circumstances for use by clinicians, staff and patients.
- Management of the full range of infection control procedures in both routine and extraordinary circumstances (e.g. pandemic or individual infectious circumstances)
- Hand hygiene standards for self and others
- Managing directly all incidents of accidental exposure
- Management and advice relating to infection control and clinically based patient care protocols, and implementation of those protocols across the practice
- Active observation of current working practices across the practice in relation to infection control, cleanliness and related activities, ensuring that procedures are followed and weaknesses/training needs are identified, escalating issues as appropriate to the responsible person
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks across clinical and patient process
- Making effective use of training to update knowledge and skills, and initiate and manage the training of others across the full range of infection control and patient processes
- Monitoring practice facilities and equipment in relation to infection control, ensuring that proper use is made of hand-cleansing facilities, wipes etc., and that these are sufficient to ensure a good clinical working environment. Lack of facilities to be escalated as appropriate to the practice manager

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- Safe management of sharps use, storage and disposal
- Maintenance of own clean working environment
- Using appropriate infection control procedures, maintaining work areas in a tidy, clean and sterile and safe way, free from hazards. Initiation of remedial / corrective action where needed or escalation to practice manager
- Actively identifying, reporting, and correcting health and safety hazards and infection hazards immediately when recognised
- Keeping own work areas and general/patient areas generally clean, sterile, identifying issues and hazards/risks in relation to other work areas within the business, and assuming responsibility in the maintenance of general standards of cleanliness across the business in consultation (where appropriate) with practice manager
- Undertaking periodic infection control training
- Correct waste and instrument management, including handling, segregation, and container use
- Maintenance of sterile environments
- Demonstrate due regard for safeguarding and promoting the welfare of children.

### **4. 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
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights

### **5. Our Part of the Building**

A member of the Practice staff must always be present in the building from 08.00am until 6.30pm, (plus our current extended hours when the door is closed and the telephones are over to the answering machine) except on those days and times when the surgery is closed at the lunchtime period to patients, when the telephone calls are transferred to the answering machine or mobile phone.

No members of the public are allowed into the surgery premises unless a member of staff is present. Any damage to the Practice premises by staff or patients should be reported immediately to the Practice Manager and recorded as appropriate.

### **6. Complaints**

Any complaint by a patient regarding conduct or service should be referred to the Practice Manager or the patient's doctor in the Practice Manager's absence. Written notes on the problem should be made at the time of the complaint. We operate an in-house complaints procedure, which you must be acquainted with.

### **7. Personal Property**

The Practice cannot accept responsibility for articles of personal property lost or damaged on their premises whether by burglary, fire, theft or otherwise, and you are

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advised to cover yourself against all risks. Locked drawers are provided for your personal use.

## **8. Accidents or Injury at Work**

Any accident to a member of staff or a member of the public must be reported to the Practice Manager or duty doctor or Building Manager immediately. A factual statement covering the fullest possible extent of all the circumstances of the accident are required to ascertain the cause and prevent its recurrence. All reports of accidents to staff and members of the public whilst on/in the surgery premises must be recorded in the Accident/Incident book held by the Practice Manager.

## **9. Public Liability**

The Practice is covered under the Employers Liability Act 1969 to take out public liability insurance. The insurance policy is displayed on the notice board in the Practice Manager's office. You should acquaint yourself with the details.

## **10. Medical / Hospital Appointments**

The Practice requests part-time members of staff to attend pre-arranged medical or dental appointments outside their normal working hours. When this is not possible you may be asked to exchange duties to ensure adequate cover.

## **11. Changes in Terms of Employment**

Any future changes in the terms and conditions of your employment will be notified in writing.

## **12. Appearance**

It is important to arrive for work appropriately attired. It is preferable to be of smart appearance, as casual clothing is not deemed suitable for the position. If you are unsure what is deemed as suitable or appropriate please discuss the matter further with the Practice Manager.

## **13. Personal/Professional 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

## **14. 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

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### **15. 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

### **16. 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