



Mendip Vale
Medical Group

JOB TITLE: General Practitioner Associate Partner

REPORTS TO: GP Partner Lead (Clinically)
Head of Operations (Administratively)

HOURS: 6 – 8 Sessions per week (With 1 non-clinical session)

Job Summary:

The post-holder will be responsible for managing a caseload of patients presenting with a wide range of health care needs within a primary care setting. Working with clinical and operational colleagues in delivering a safe, high performing, effective, sustainable, innovative person centred medical service. In addition the post-holder will need to contribute to the Partnership, attending meetings as required and with the development and implementation of agreed business plans. Playing a key role in their site to ensure the business is able to deliver safe and effective care within the financial envelope provided.

The post-holder will develop good working relationships with:

- The other Practice Partners
- Patients
- APs, clinical pharmacists, physiotherapists nurses and other Surgery staff
- GP colleagues
- Community healthcare staff
- Hospital staff

Clinical Responsibilities:

- Undertake a lead role within a specified clinical area to ensure the delivery of safe, effective care and continuous development of efficiencies.
- To provide a comprehensive range of clinical duties at the agreed Surgeries within the group.
- To undertake surgery consultations, home visits where necessary, and telephone queries from patients and health care professionals.
- Making professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the organisation
- To undertake on-call duties as part of the Surgery on-call rota, where agreed. This may include requesting that patients present at the surgery, telephone consultations, home visits and triage.
- Admitting or discharging patients to and from the caseload and referring to other care providers as appropriate
- Work with patients in order to support compliance with and adherence to prescribed treatments. Provide information and advice on prescribed or over-the-counter medication on medication regimens, side-effects and interactions
- Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care
- Support patients to adopt health promotion strategies that promote healthy lifestyles, and apply principles of self-care. Support and manage health needs of patients presenting for family planning or sexual health consultations
- Assess, identify and refer patients presenting with mental health needs in accordance with national and local guidelines.
- Assessing the health care needs of patients with undifferentiated and undiagnosed problems
- Screening patients for disease risk factors and early signs of illness



Mendip Vale
Medical Group

- In consultation with patients and in line with current practice disease management protocols, developing care plans for health
- 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).

Other Responsibilities:

- To ensure the agreed areas of responsibility are delivered, where special interest areas are developed this will be in alignment of the business plan.
- Proactively support and develop other team members in their site
- Undertake business development activity as agreed, supporting work that maintains financial viability.
- Awareness of and compliance with all relevant Surgery policies/guidelines, e.g. prescribing, confidentiality, data protection, health and safety.
- Support the Partnership to ensure that practice services remain sustainable by proactively contributing and embedding practice initiatives and service improvements.
- To undertake any other duties commensurate with the post holder's grade as agreed with the Partnership/Management team.
- To attend and contribute to regular administration and clinical meetings whether formal or informal. This may involve adjustments to workload to allow attendance.
- To keep up to date with current and forthcoming National Service Frameworks and NICE guidance and their impact on primary care services
- To contribute to the clinical governance agenda of the Surgery and to fully participate in the reporting of incidents to the DATIX / Clinical Governance Lead and the National Patient Safety Agency.
- 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, contributing to the maximum Surgery performance under QOF.
- Attending training and events organised by the Surgery or other agencies, where appropriate.

Communication

- Able to confidentially utilise a full range of communication methods to disseminate information to large numbers of people
- Able to confidently adapt communication style and content to reflect different type of people when making contact.
- Ability to receive highly complex, sensitive or contentious information and process appropriately; and where needed translate this information into a delivery message or plan for the wider team.
- Lead in positivity and effective working relationships with commissioners, other health care providers and other key health care providers and other key partners to support an integrated approach to high quality patient care.

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



Mendip Vale
Medical Group

- Whilst performing the duties outlined in this Job Description, the post-holder may have access to confidential information relating to patients and their carers, surgery staff and other healthcare workers. They may also have access to information relating to the Surgery as a business organisation. All such information from any source is to be regarded as strictly confidential.
- Information relating to patients, careers, colleagues, other healthcare workers or the business of the Surgery may only be divulged to authorised persons in accordance with the Surgery policies and procedures relating to confidentiality and the protection of personal and sensitive data.

Health & Safety

- Implement and maintain the standards required for the health, safety and security knowledge & understanding as defined in the MVMG Health & Safety Policy
- Use personal security systems within the workplace according to Surgery guidelines
- Identify and mitigate the risks involved in work activities and undertaking such activities in a way that manages those risks
- Make effective use of training to update knowledge and skills of the team and for your own personal development.
- Use appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Report potential & actual risks identified, prepare mitigation and action plans to minimise risk to MVMG, its patients and staff.

Equality and Diversity

- Be a lead in supporting the equality, diversity and rights of patients, carers and colleagues, and challenge behaviours that fall below the standards required
- Lead in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with Surgery procedures and policies, and current legislation
- Respect the privacy, dignity, needs and beliefs of patients, careers and colleagues
- Behave in a manner which is welcoming to an individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

Personal/Professional Development

- Participate in any training program implemented by MVMG as part of this employment
- Identify personal development and training needs
- Participate in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Take responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.
- Lead and support others with their training and development needs
- Participate in continuing education to maintain a contemporary level of professional knowledge and skill

Quality

- Strive to improve quality within the Surgery
- Assess own performance, ensuring competence, and being accountable for own actions, either directly or under supervision
- Manage team members around issues of quality and risk



Mendip Vale
Medical Group

- Develop, manage and contribute to the quality assurance process and 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 ensure the best care for the patient, referring to the Executive Manager or Partner as needed.
- Effectively manage own time, workload and resources.
- Recognise people's needs for alternative methods of communication and respond accordingly

Contribution to the Implementation of Services

- Maintain and update relevant MVMG policies, standards and guidance to ensure compliance with national and local guidelines.
- Lead discussions with members of the team on how the policies, standards and guidelines will affect their work
- Participate in audits & meetings where appropriate

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to can be found on the Intradoc system, or alternatively copies can be obtained from the General Manager.

Signed Employee _____ Print _____

Signed Line Manager _____ Print _____

Date: _____

Last updated: May 2021



Mendip Vale
Medical Group

Person Specification

| | Essential | Desirable |
|------------------------------------|---|--|
| Qualifications and Training | <p>Full GMC Registration with a licence to practise and entry on the GP Register</p> <p>Certificate of Completion of Training (CCT) in General Practice / Certificate Confirming Eligibility for General Practice Registration (CEGPR), or equivalent</p> <p>Included on a Medical Performers List or eligible.</p> <p>Evidence of ongoing professional development</p> | <p>MRCGP</p> <p>Evidence of other specialist interest /development / training</p> |
| Knowledge and Experience | <p>Experience of NHS general practice</p> <p>Experience of using electronic clinical patient records</p> <p>Evidence of working autonomously and as part of a team</p> <p>Experience of undertaking audit in general practice</p> <p>Knowledge of current and forthcoming NSFs and their impact on primary care services</p> <p>Understanding of clinical risk management and clinical governance</p> | <p>Understanding of policy developments related to the delivery of primary care services including General Practice, the GMS contract, Clinical Governance, Quality & Outcomes Framework</p> <p>Knowledge of the health needs of the surgery population</p> <p>Eligibility for minor surgery, CHS, obstetrics, family planning accreditation</p> |
| Skills and ability | <p>Ability to take independent clinical decisions when necessary and to seek advice from senior doctors as appropriate</p> <p>Proven ability to handle a busy and varied primary care caseload and respond flexibly to workload fluctuations</p> <p>Able to provide evidence based solutions to problems and issues</p> | <p>Experience of presenting information to wider audience</p> <p>Experience of effective use of networking and influencing skills</p> |



Mendip Vale
Medical Group

| | | |
|---------------------------|---|---------------------------------------|
| | <p>Ability to assess and manage patient risk effectively and safely</p> <p>Able to establish and maintain effective relationships within the organisation, the local CCG and with key external stakeholders</p> <p>Able to analyse highly complex data and information, drawing out implications for the individual patient/impact on care plan</p> <p>Excellent communication skills, able to communicate effectively across different levels</p> <p>Effective counselling skills</p> <p>Proficient in Microsoft Word, Excel, Power Point and MS Outlook to intermediate level</p> | |
| Other requirements | <p>Patient focused and compassionate about delivery of safe and effect care.</p> <p>Ability to demonstrate commitment to Mendip Vales ethos and values</p> <p>Commitment to participating in and understanding of the management process</p> <p>Resilient and flexible to meet service needs</p> | <p>Ability to think strategically</p> |