

Salaried GP

JOB TITLE: Salaried GP

REPORTS TO: The Partners

HOURS: Up to 6 sessions per week

Falldon Way Medical Centre is looking for a salaried GP to join the practice on a 12-month fixed term basis for up to 6 sessions per week. There is the potential for this to become permanent during this time.

Falldon Way Medical Centre is an active member of the Affinity PCN group.

What we can offer you?

- Up to 6 sessions per a week (negotiable) with a competitive salary of £10380.99 per session per annum.
- 6 weeks annual leave and 1 week study leave.
- Innovative use of appointments including remote sessions, 15 minute routine appointments and express clinics.
- Medical indemnity top-up fees paid by the practice

See Falldon Way Medical Centre (fwmc.org.uk) for further information. Informal visits to the practice are welcome. To arrange this or to apply by submitting your CV, please contact Wendy Bigwood, Practice Manager on 0117 962 5818 or wendy.bigwood@nhs.net.

Main duties of the job

The post-holder will manage a caseload and deal with a wide range of health needs in a primary care setting, ensuring the highest standards of care for all registered and temporary patients. The post-holder will also lead the practice in an agreed clinical area.

About us

We are a friendly, family focussed, successful training and research practice of over 11,500 patients, located in Henleaze, which is a leafy inner suburb of Bristol, with good schools and amenities. We have a relatively high elderly population but also a good mix, especially families with young children.

The practice combines the best of traditional and innovative working, currently with 5 partners and 4 associate GPs, but moving to 4 partners later this year. The practice is proactive about managing workload in General Practice and wellbeing and offers a supportive environment and good work-life balance.

The GPs are supported by Advanced Nurse Practitioners, a Pharmacy team including a Practice Pharmacist, an Award-winning Care Coordination team, first contact physiotherapist, mental health practitioner and a social prescriber. There is a team of workflow administrators assisting the GPs in managing inbound correspondence and results.

Job description

Job responsibilities

The role and responsibilities are quite typical of general practitioner, including:

- Surgery consultations - face to face and remote as necessary
- Home visits
- Prescriptions
- Own case workload as well as a share of the admin workload including documents, and other queries
- Participation in practice meetings
- Involvement in progressing clinical areas in line with QoF requirements.

Clinical Responsibilities:

- In accordance with the Practice timetable, as agreed, the post-holder will make him/her-self 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 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
- In consultation with patients and in line with current Practice disease management protocols, developing care plans for health
- Providing counselling and health education
- Admitting or discharging patients to and from the caseload and referring to other care providers, and dealing with results, as appropriate
- Provision of extended hours / improved access appointments, as required by the practice. (It is envisaged that these appointments will form only a small proportion of the doctors clinical provision and times are generally mutually agreed)
- 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
- 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 a share of cross-cover for absent colleagues.

Other Responsibilities within the Organisation:

- Awareness of and compliance with all relevant Practice policies/guidelines, e.g. prescribing, confidentiality, data protection, health and safety, QoF
- 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.

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:

The post-holder will assist in promoting and maintaining their own and others health, safety and security as defined in the Practice 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 recognises the importance of peoples 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:

In addition to maintaining continued education through attendance at any courses and/or study days necessary to ensure that professional development requirements for revalidation are met, 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.

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 teams performance
- Work effectively with individuals in other agencies to meet patients needs
- Effectively manage own time, workload and resources.

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.

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 audit where appropriate

Person Specification

Qualifications

Essential

- Qualified GP MRCGP General Practitioner (Certificate of Completion of Training CCT)
- Current GMC Certificate
- Inclusion on performers list
- Demonstrable commitment to professional development

Desirable

- Current mandatory training (safeguarding, BLS, DOLS)

Knowledge and Skills, Qualities and Attributes

Essential

- Primary care consulting / home visiting
- Able to consult with patients over the telephone
- Care of complex older patients
- Care of paediatrics
- Excellent communication skills
- Full understanding of QoF
- Confident IT user
- Ability to lead colleagues in agreed clinical area
- Ability to keep oneself up to date
- Ability to work without direct supervision and determine own workload priorities
- Ability to work as part of an integrated multi-skilled team
- Pleasant and articulate

- Flexible, caring, empathetic
- Able to work under pressure
- Able to manage multiple, changing priorities
- Able to use own initiative / self-directed
- Professional references required
- Appropriate DBS status
- Driving licence
- Hep B immunity

Desirable

- Knowledge of BNSSG protocols
- Experience of well-informed patients
- Ability to triage
- Wish to develop skills to meet practice needs
- Understanding of NHS changing environment
- Able to mentor / coach other team members
- At home in a fast-changing environment

Disclosure and Barring Service Check

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

UK Registration

Applicants must have current UK professional registration. For further information please see [NHS Careers website \(Opens in a new tab\)](#).

Employer Details

Employer name

Falldon Way Medical Centre

Location

13 Falldon Way

Bristol

BS9 4HT

Employer's website

<https://www.fwmc.org.uk> (Opens in a new tab)