

**DOWNEND HEALTH GROUP**  
**North Street, Downend, Bristol, BS16 5SG**

**JOB TITLE:** Salaried General Practitioner

**MAIN PURPOSE OF THE POST:** To be responsible, in conjunction with other members of the multi-disciplinary team, for ensuring that medical service requirements as outlined in the PMS contract are fulfilled, and the best service is given to patients by working in partnership with the Primary Healthcare Team, other GPs, the Nursing Team as well as all administrative teams.

**RESPONSIBLE TO:** Partners/Executive Managers

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**SPECIAL REQUIREMENTS OF THE POST**

Good organisational skills and excellent communication skills.

An understanding, acceptance and adherence to the need for strict confidentiality and clinical governance.

The flexibility to change times of working and increase hours when the demand arises, such as holiday and sickness cover. This includes attendance at practice/staff meetings as required.

To participate as a team members by:

- Participating in shaping and developing the primary care service within the practice
- Participating in enhancing and developing service provision in the locality by promoting integrated multi-disciplinary primary health care. The teams skill mix will be developed in response to local health needs and priorities so that the patient can access the most skilled professional in relevant clinical and non-clinical areas

To improve clinical effectiveness and quality:

- Through the application of audit and research evidence to practice
- By complying with requirements for clinical governance in primary care and to contribute to work led by BNSSSG

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## MAIN DUTIES AND RESPONSIBILITIES OF THE POST

The post holders main responsibility will be to provide all necessary and appropriate medical services including:

- To work with the Partnership in the delivery of PMS to the practice population by being responsible for the delivery of considerate and competent standards of medical assessments or advice to patients in order to deliver effective, safe and beneficial care according to the practice protocols, local guidelines and any other national service frameworks or guidance;
- Offer opportunistic health advice patients on general health and in particular on the significance of diet, exercise, smoking, consumption of alcohol and misuse of drugs or solvents; and develop innovative approaches to delivery of health promotion;
- To undertake a variety of duties including surgery and telephone consultations, answer queries, visit patients at home, check and sign repeat prescriptions and deal with related paperwork and correspondence in a timely fashion;
- To perform agreed medical services as the Practice determines to assist in achieving national, local and practice targets for example the Quality and Outcomes Framework, Directed, National and Local Enhanced Services as the Practice shall, from time to time, be contracted to participate in, and other contractual objectives including taking responsibility for a set of specific disease groups;
- Offer consultations and where appropriate physical examination to identify and reduce risk to patient health and to motivate behavioural or circumstantial change to promote health;
- To provide a wide range of medical care for the practice population. Including maternity care, child health, reproductive medicine, sexual health and substance misuse.
- Provide minor surgery in line with professional guidance issued by the Royal college of General Practitioners; where qualified to do so.
- To prescribe in accordance with the BNSSG prescribing formulary whenever clinically appropriate;
- To undertake private medical work including provision of reports to agencies for insurance, solicitors and other miscellaneous paperwork.
- Undertake to effectively use all IT systems, and make every effort to adequately record, clearly and contemporaneously, all patient records on the clinical system (EMIS Web) using appropriate codes and templates;
- Where appropriate to refer patients for specialist advice and treatment to other team members, to other providers of health services, partner

organisations and secondary medical services, and facilitate access to these services;

Other responsibilities within the organisation:

- To develop a continuing professional development plan, ensuring that you maintain a satisfactory level of training, in line with both the post holder's personal needs and the needs of the Practice including participation in any clinical audit that may be required;
- To work to support the development of the Practice initiating change and supporting others to work in new ways;
- Awareness of, and compliance with all relevant practice policies/guidelines e.g. prescribing, confidentiality, data protection, health and safety etc.;
- Providing cover for other GPs holidays and other absences;
- Active participation and attendance in all relevant practice meetings as required;
- Contributing to evaluation / audit and clinical standard setting within the organisation;
- Attending training and events organised by the Practice or other agencies, where appropriate.

This job description sets out the duties which this role normally entails. The job holder should understand that the job title and job description may be amended by the employer, and that he/she may be called upon to carry out additional or other duties as may reasonably be required by the Practice. The nature of our business means that the job holder must be flexible in his/her approach to the work in order to provide service to patients.