



JOB DESCRIPTION

The post holder could manage a patient based caseload and will be expected to 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. There will be the opportunity to assist in education and training of registrars and medical students and to play a full role in target achievement and service development.

Clinical Responsibilities

- The post holder will make him/her-self available to undertake a variety of duties including surgery consultations, telephone consultations, visiting patients at home and in nursing homes, checking and signing repeat prescriptions and dealing with queries, paperwork and correspondence as required.
- Make professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the organisation.
- Screen patients for disease risk factors and early signs of illness.
- Cover all the clinical management of the patients in surgery as appropriate including initiating investigations, reviewing results, making referrals to secondary care or to other providers as appropriate.
- Develop care and treatment plans in consultation with patients and in line with current Practice disease management protocols as well as wider guidance such as that from NICE.
- Ensure appropriate follow up of patients.
- Record clear and contemporaneous computerised consultation notes to agreed standards.
- Collect data for audit purposes.
- Compile and issue computer-generated acute and repeat prescriptions avoiding hand-written prescriptions.
- Prescribe generically whenever appropriately and in accordance with the Practice prescribing formulary, NICE guidance and Good Prescribing Practice (as defined by British National Formulary guidance)
- Work with and support other members of the primary health care team in delivering high quality primary care.
- Promote the application of standards and codes of Practice set by the Royal College of General Practice, General Medical Council, Department of Health, and local NHS Trusts and CCG.
- Play a role in the practice achieving agreed QOF and other key performance indicator targets.
- Take responsibility for targets and services allocated, eg a QOF area or an Enhanced Service.
- To be aware of the requirements of CQC and to actively participate in ensuring compliance.

Other Responsibilities within the Practice

- Awareness of and compliance with all relevant Practice policies/guidelines, eg prescribing, confidentiality, data protection, health and safety.
- Commitment and contribution to achievement of the highest possible quality standards such as the QOF and other targets.
- A commitment to life-long learning and audit to ensure evidence-based best practice.
- Contribute to evaluation/audit and clinical standard setting within the organisation.
- Attendance at regular in-house governance and educational meetings and training as well as events at other agencies as appropriate.
- Assist with the training of other staff members and also with the education of doctors and nurses in training as appropriate.
- To take an active interest in the wider Political and Health economy and the impact on General Practice, being prepared to volunteer skills and ideas and be committed to assist in producing reports and bids to further develop the Practice

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.
- Information relating to patients and carers 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 and 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:

- Identify 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
- Use appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards.
- Report 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 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

The post holder will maintain continued education through attendance at any courses and/or study days necessary to ensure that professional development requirements for appraisal and revalidation are met. This may include training needed for areas of Practice Development.

Weekly mentoring will be provided to the post holder which could then, and only with full agreement from post holder and Mentor, be reduced to monthly.

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 their 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.

Communication

The post holder will 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.