###### JOB DESCRIPTION

**Job Title** Salaried General Practitioner

Practice Plus Group UTC

**Responsible to** Lead GP/Lead Practitioner

**Accountable to** Hospital Director **/** Medical Director

## **JOB SUMMARY:**

The Practice Plus Group Urgent Treatment Centre is operational seven days a week offering clinical consultations to the patients who attend the UTC when GP intervention is required to manage the patients’ medical condition in the short / immediate term until the Patient is able to obtain an appointment with their own GP.

The GP walk in service is well supported by the highly experienced Nurse/Paramedic Practitioners who are able to see a vast majority of the patient’s medical conditions autonomously. To support the Practitioners and the GPs there are a number of Health Care Assistants and Assistant Practitioners who are also highly qualified and experienced and undertake various clinical tasks.

**Principal Duties and Responsibilities**

* GP intervention is required when patients present with illness, injuries, or the management of long term conditions in the short term until they can see their own GP.
* Providing clinical advice and support to Practitioners or other members of the team.
* Prescribing medication that is appropriate to manage the patients’ medical condition in the short term.
* Support the service in the delivery of the contract as agreed between Practice Plus Group and NHS England and the relevant CCG.
* Ensure that appropriate records are maintained at all times regarding patient care.
* Maintain the confidentiality of the service and patients at all times.
* Actively participate in local clinical governance processes and demonstrate a commitment to personal development and education.
* Fulfil any monitoring requirements attached to the post as required.
* Work in accordance with Practice Plus Group and practice policies and procedures and assist in their development.
* Participate in the training of the Practitioners & HCA’s.
* Participate in generating and introducing new ideas and innovation into the practice.

**Person Specification**

**Essential**

* Full Registration with the General Medical Council with a licence to practice
* Be on the GMC GP Register
* Registration on the performers’ List
* Membership of a Medical Defence Organisation
* Ability to work as an integrated team member
* Excellent communication skills
* Leadership and team building skills
* Participation in CPD, appraisal and clinical governance
* Self-motivated

**Desirable**

* Awareness of current and forthcoming national policy and its effects on clinical practice
* Sexual & Reproductive Health experience and training
* Drugs and alcohol misuse experience and training
* ALS certificate
* Diploma in Urgent Medical Care from the Royal College of Surgeons of Edinburgh Faculty of Pre-Hospital Care

**Additional Information:**

**Clinical Governance**

To have responsibility for a commitment to maintaining a high quality service to patients by continual development of practice in the light of research evidence and by audit against clinical relevant standards.

**Code of Conduct for Professional Group**

All members of staff are required to work in accordance with their professional group’s code of conduct (e.g. NMC, GMC, HPC). This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

**Confidentiality**

The post holder is required not to disclose such information, particularly that relating to patients and staff.  All employees are subject to the Data Protection Act 1998 and must not only maintain strict confidentiality in respect of patient and staff records, but the accuracy and integrity of the information contained within.  The post holder must not at any time use personal data held by Practice Plus Group for any unauthorised purpose or disclosure such as data to a third party.  You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of Practice Plus Group, unless expressly authorised to do so by Practice Plus Group.  Further guidance on confidentiality is contained within Practice Plus Group Information Security Management System (ISMS).

**Data Protection**

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act and the company’s ISO27001 accreditation.  This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorized persons or organizations as instructed.

**Conflict of Interests**

In accordance with the Practice Plus Group Conflict of Interest Policy you must declare to your manager all private interests, which could potentially result in personal gain as a consequence of your employment position in Practice Plus Group. Interests that might appear to be in conflict should also be declared.

**Criminal Records Bureau**

It is a requirement of this position that a Criminal Records Bureau disclosure at the enhanced level is undertaken.

**Education and Training**

Personal continuing professional development is encouraged and an annual appraisal system is in place to discuss CPD and ongoing objectives. Annual GP appraisal should continue with NHS England through your local area office as your designated body.

**Equal Opportunities**

The post holder is required at all times to carry out responsibilities with due regard to Practice Plus Group Equal Opportunities Policy and to ensure that staff receive equal treatment throughout their employment with Practice Plus Group.

**Health and Safety**

As an employee of Practice Plus Group, the post holder has a duty under the Health and Safety at Work Act 1974, to:-

Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work. In addition, to co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the treatment centre, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

**Philosophy of Care**

We aim to provide a safe and clinically sound environment, where the immediate and urgent need of individuals using the centre is recognised and suitably skilled staff are available to see and treat the users of this service. To ensure that we meet the needs and expectations of the patient we provide a culture of continuing learning and development.

**Risk Management**

All members of staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to, co-operate with any investigation undertaken.

This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

**This job description is subject to regular review and appropriate modification.**

**I confirm I have read and understand this Job Description**

**Name of Postholder: ……………………………………**

**Signature: …………………………………...**

**Date: …………………………………...**