

JOB DESCRIPTION

SALARIED GENERAL PRACTITIONER (GP)

Job Title:	Salaried General Practitioner
Tenure:	On Sessional Basis
Salary:	£9.7K per Session ¹ pro rata

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Organisation Summary

Barnet Federated GPs CIC is a not-for-profit organisation, putting GPs and healthcare professionals at the forefront of Primary Healthcare provision in Barnet. The Federation is building a team that will work as one in developing Primary Care Services across Barnet and will support Primary Care Networks.

The Federation was formed in 2015 and aims to improve the quality of health in Barnet through sustainable primary care. Its current membership consists of all 52 primary care practices within the borough.

On 1st July 2019, seven Primary Care Networks (PCNs) were launched in Barnet. Primary Care Networks are groups of GP practices working closely together with other primary and community care staff and healthcare organisations to provide integrated services to their local populations. We are working collectively to drive improvement in quality of care, care outside of hospital and deliver GP at scale through the PCNs.

Purpose of the role

The post holder will work as part of a team providing Barnet Federated GPs services, predominately in the Extended Access Service.

The post holder will provide clinical assessment and treatment for the delivery of a safe, efficient, and reliable clinical service. They will work closely with the Medical Director, and Chief Operating Officer. They will form links and develop relationships with secondary care and GP Service colleagues and those working in the wider healthcare community. The post holder will ensure patients receive optimal care in the correct setting within the healthcare system. Health policies and standard operating procedures will be adhered to and, if relevant, refined.

In the Extended Access Service (EAS) the patient will undergo clinical assessment and review, examination, appropriate investigations requested e.g. x-rays, scans, blood tests; and a diagnosis and management plan will be agreed. On occasions onward referrals may be needed to specialities and an expectation of a credible referral should be made.

This role will involve working with clinicians in other Barnet Federated GPs services, such as the Extended Hours Service (EHS), Smoking Cessation service, and Anticoagulation Service, with the expectation of contributing to other services when directed by the Medical Director. The role may also involve working in and supporting the development of new services. The post holder may be required to support staff in other clinical roles, as directed, and this will involve the opportunity to develop clinical leadership skills.

The service is staffed by a team of GP's, Nurses, and non-clinical workforce.

¹ A full session equates to 4hours 10mins

Main Responsibilities

Clinical Duties

The GP will work to ensure appropriate care is delivered in the right place, at the right time. The post holder will be expected to:

- Maintain the highest clinical standards for all patients accessing the service.
- Assess, investigate, diagnose, and treat patients presenting with clinical needs which can be met by primary care ensure appropriate coding planned and opportunistically to support the delivery of QOF, LCS, DES and CQUINs.
- Conduct telephone, video, and face-to-face consultations, as required, in line with the pathways for patients accessing the service.
- Refer to secondary care where appropriate using the appropriate referral forms and mechanisms.
- Ensure requesting of appropriate investigations and reporting on these when required.
- Provide emergency care while waiting for emergency transfer of patient when appropriate.
- Provide advice and support to colleagues and the multi-disciplinary team.

Communication and Working Relationships

- GP Team including Clinical Team of Nurses, Services Team Leader, and non-clinical staff.
- GPs within Primary Care.
- Secondary Care e.g. radiology and pathology.
- Wider healthcare services.
- Patient Participation Groups.

The post holder will be expected to contribute to the development of the service. It is expected that the post holder will:

- Support to improve non-elective care pathways within the healthcare community.
- Communicate with the Governance Lead and support the delivery of a high quality service and raise any governance issues that may arise.
- Support the teaching and development of doctors, nurses and professionals from other disciplines such as Emergency Care Practitioners, GP registrars in Primary Care Skills. This may involve practitioners sitting in and seeing patients where appropriate.
- Work with the Medical Director to ensure training, significant events, complaints, audits, surveys, and other professional service development activities are achieved to ensure the smooth running of the service.
- Maintain continued education through attendance at courses and/or study days as necessary to ensure professional development requirements for on-going professional registration and licensing are met.
- Participate in, encourage and support professional development within the service.
- Ensure that high clinical standards are maintained throughout the service.
- Participate in annual appraisal and complete an annual personal development plan.
- Comply with standard operational procedures and departmental and organisational policy.
- Undertake necessary mandatory training.

Strategic Development, Planning and Organising

- Actively participate in both departmental and organisational matters concerning clinical governance, care pathways, team meetings and audit when required

Skills and Experience

- An experienced doctor with GP accreditation.
- Current and valid registration with GMC and NHS performers list (with no conditions preventing working or restrictions on practice).
- Experience of working in Barnet primary care.
- Record of on-going CPD and learning.
- MRCGP examination or equivalent experience.
- Sound knowledge of QOF, LCS, DES, CQUINs and use of appropriate coding.
- Will understand the political agenda and drivers influencing primary care provision.
- Good leadership skills with the ability to influence and negotiate.
- Good organisational and IT skills desirable.
- Excellent communication and interpersonal skills – written, verbal (Particularly listening skills).
- Clear understanding of professional responsibility and accountability.
- Good organisational skills and ability to manage and prioritise own workload.
- Good clinical skills in assessment, diagnosis, and management of acute Primary care presentations.
- Be able to clear an enhanced DBS check.
- Must be authorised to work in the UK.
- Excellent communication and interpersonal skills – written, verbal (particularly listening skills).
- Clear understanding of professional responsibility and accountability.
- Good organisational skills and ability to manage and prioritise own workload.
- Good clinical skills in assessment, diagnosis, and management of acute Primary care presentations.
- Be able to clear an enhanced DBS check.
- Must have good working knowledge of EMIS Clinical IT system.

Health, Safety and Compliance

- Adhere to BFG policies and procedures at all times.
- Take all reasonable steps to manage and promote a safe and healthy working environment which is free from discrimination.
- Comply with the BFG policy on confidentiality and in line with GDPR, relating to information held manually or on computerised system.
- Respect the confidentiality and privacy of Patients and staff at all times.
- Maintain a constant awareness of health, welfare and safety issues affecting colleagues, patients, visitors, and themselves, reporting any accidents or fault in line with BFG policy taking into account conditions associated with unsocial working hours.
- Fully participate in health and safety training.
- This job description seeks to outline the key duties safety issues affecting colleagues, patients, visitors, and themselves, reporting any accidents or fault in line with BFG policy taking into account conditions associated with unsocial working hours.
- This job description seeks to outline the key duties and responsibilities of the post; it is not a definitive document and does not form part of the main statement of Terms and Conditions. The job description will naturally change with time as the business matures and may be reviewed from time to time.
- Staff are responsible for protecting themselves and others against infection risks. All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any actual or potential infection prevention and control risks to their managers immediately.

SAFEGUARDING CHILDREN & VULNERABLE ADULTS

Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults. Familiarisation with, and adherence to, the appropriate organisational Safeguarding Policies and any associated guidance is an essential requirement of all employees as is participation in related mandatory/statutory training. All employees must ensure that they understand and act in accordance with this clause. If you do not understand exactly how this clause relates to you personally then you must ensure that you seek clarification from your immediate manager as a matter of urgency. Equally, all managers have a responsibility to ensure that their team members understand their individual responsibilities with regard to Safeguarding Children and Vulnerable Adults.