JOB DESCRIPTION

Job Title: **General Practitioner (Salaried, Employed or Consultant level)**

Accountable to: **Practice Clinical Lead**

Symphony Healthcare Services was established in 2016 as part of the award-winning Symphony Programme Vanguard, developing new models of care. We now support 20 practices across Somerset (including one in Devon) providing care for 120,000 patients.

Symphony has developed a model where each practice is encouraged to operate autonomously, but as a subsidiary of Yeovil Hospital and with the backing and economies of scale from a central support team (particularly for HR and strategic management matters).

Providing NHS services is at the heart of what we do. Our vision is to ensure that primary care is sustainable for patients and practices in Somerset, and we aim to be a national exemplar for primary care provision. We work closely with our practice teams to support, develop and transform patient care and working practices with innovation and technology at the heart of what we do. We also work hard to make sure primary care has a loud voice in Somerset.

Principle Duties and Responsibilities:

Salaried GP Role

- The post-holder will provide general medical services managing 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. This may, with prior agreement, include being the “named GP” for a specified group of patients.
- In accordance with the Practice timetable, as agreed, the post holder will make themselves available to undertake a variety of duties including surgery consultations, telephone and other remote consultations and queries (including, for example, online and text consultations), visiting patients at home, etc. They may also undertake the role of duty GP as required.
- Additionally, the post holder will, during designated times within the daily workload template, participate in clinical administration including, but not confined to, laboratory results, tasks, radiology results, and hospital communications, issuing and signing acute and repeat prescriptions, and dealing with administration queries, paperwork and correspondence in a timely fashion.

- Make professionally autonomous decisions in relation to presenting problems, whether self-referred or referred internally within the Practice.
- Record clinical information in the GP practice computerised clinical software systems.
- Receive patients with undifferentiated and undiagnosed problems and makes assessment of their health care needs.
- Manage patients with chronic disease or complex problems, and palliative/terminal care needs.
- Screen patients for disease risk factors and early signs of illness.
- Develop care plans for health in consultation with patients and in line with current Practice disease management protocols.
- Provide counselling and health education.
- Prescribe in accordance with the NHS Somerset prescribing formulary whenever this is clinically appropriate.
- Admit or discharge patients to and from caseload and refers them to other care providers internally or externally as appropriate.
- Support the trainers in teaching in the Practice and gives clinical supervision to training doctors and students.
- Comply with relevant Practice policy/guidelines, e.g. Child Protection, confidentially issues etc.
- Be committed to lifelong learning, audit and evidence based best practice, supported by designated CPD internal and external sessions.
- Attend important Practice Meetings. (NB: where meetings are held outside of working hours, time to attend meetings with either be paid as additional hours or may be taken as time in lieu)

NB: Salaried GPs will have a clearly defined job plan setting out the hours of work and responsibilities and tasks associated with the role.

Employed GP Role

Additional responsibilities over and above that of the Salaried GP role:

- Proactively manage the health of the patient list with the support of the Enhanced Primary Care team (including health coaches, care co-ordinators, advance nurse practitioners, ECPs, MSK practitioners, social workers, mental health workers etc.) with the emphasis placed on patients where there are clinical concerns.
- Regularly undertake the role of duty GP.

- Support clinical administration as defined above, and ensure that all such administration is completed in a timely manner (there is the expectation that Employed GPs and GP consultants will undertake some of this activity outside of core working hours in order to achieve this responsibility).
- Ensure and support continuity of care for patients requiring a named GP.
- Be available to support any members of the practice team and practice support teams (e.g. district nurses) as required whilst at work.
- Manage own time and be accountable for own professional actions and deliver on objectives agreed by the practice leadership team and the Symphony Healthcare Services Board.
- Support the practice in achieving its contractual requirements both in relation to the Core Contract and Enhanced Services.
- Contribute to the management of QOF and carry out QOF reviews
- Support QI initiatives outside of QOF, whether related to the practice, PCN, or SHS.
- Participate in the significant events and complaints processes for cases relating to practice patients.
- Support the practice in achieving the requirements of the PCN Directed Enhanced Service.
- Support SHS with its ambition to innovate and to offer best patient care, and be flexible and adaptable in order to be able to respond to change, learning, development, and improvement.

NB: Employed GPs work flexibly according to the needs of the service and therefore do not work to a defined job plan at this level. This will include covering (within their contractual hours all the sessions that SHS is commissioned to provide including those that might fall outside of the core contracted hours.

GP Consultant Role
Additional responsibilities over and above that of the Employed GP role:

- Undertake one or more Clinical Leadership roles in the Practice, e.g. QOF, Safeguarding, Cancer, Prescribing, QI.
- Lead on key clinical areas of QOF.
- Act as a consultant and supervisor to, and monitor consultations carried out by, other members of the MDT, i.e. ANPs, ECPs, Pharmacists; check notes and discuss with staff any areas of concern, and be available at all times (when at work) to support the MDT workforce.

- Carry out training, education and supervision sessions for other staff and students.

- Take a lead role in SHS research programmes.

NB: GP Consultants work flexibly according to the needs of the service and therefore do not work to a defined job plan at this level. This will include covering (within their contractual hours all the sessions that SHS is commissioned to provide including those that might fall outside of the core contracted hours.

EDUCATIONAL AND PRACTICE DEVELOPMENT

- The Clinical Lead for the Practice will set a number of objectives in consultation with the post holder which should be achieved over the following 12 months, with a review at the end of this period. These will be set within the context of the annual appraisal process. Appraisals are a professional process of constructive dialogue, in which the doctor being appraised has a formal structured opportunity to reflect on his/her work and to consider how his/her effectiveness might be improved.

- The GP is expected to maintain their own education at the level required

- The GP is expected to plan and utilise their Continuing Professional Development time in an appropriate manner, and to ensure that their usage of Continuing Professional Development time is planned jointly with the Clinical Lead.

- The GP is expected to stay up to date in mandatory aspects of training.

- The GP is expected to make themselves aware of relevant professional guidelines, and follow those guidelines in practice and ensure that they are aware of updates to professional guidelines

- The GP will be expected to maintain appropriate professional indemnity cover at all times.

- The GP will participate in a programme of clinical audit. This programme will be co-ordinated by the Clinical Lead GP.

TERMS AND CONDITIONS OF SERVICE

The salary range is depending on the type of role undertaken and the skills, knowledge and experience of the post holder.

There is also an attractive and comprehensive benefits package, including support for professional development, relocation expenses, full NHS Pension, and a range of other benefits.

Roles can either be based full time in Primary Care, or can be developed as extended roles across one or more areas such as in the Complex Care team or within Acute Specialties, i.e. paediatrics, emergency medicine, acute medicine or care of the elderly, or in research and development, education and training, etc. Posts can also be developed either on a full time, part-time, substantive or temporary basis depending on the requirements of the post holder.

Working hours are flexible with manageable workloads to provide a good work-life balance.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	• A medical practitioner whose name is included in the General Practitioner Register under article 10 of the General and Specialist Medical Practice Order 2003 • Not subject to suspension under section 41A of the Medical Act 1983 • Qualified General Practitioner (completed certificate of Completion of Training CCT) • Currently on a performers list and not suspended from that list or from the medical register • Accredited as a member of the Royal College Of General Practitioners (MRCGP) MBBS or equivalent medical degree	
Experience	• In practice as a General Practitioner / locum practitioner • Commitment to and experience of working as part of a multi-disciplinary and skill mixed team environment • Experience of working to achieve standards within the Quality and Outcome Framework (QOF) • Experience of working in primary care in an area with significant health problems • Development of areas of clinical expertise • Experience of audit and improving care for patients	• Experience of supporting service change
Personal skills and Qualities	• Commitment to ongoing personal and professional development • Commitment to education and training	• Competent user of EMIS Web

	• Ability to support and mentor GP Registrars, Medical Students and other allied Health Professionals • Ability to communicate clearly and effectively in English, both written and verbally. • Strong interpersonal skills • Good organisational skills • Strong leadership skills • Excellent record keeping skills • Imaginative approach to problem solving and provision of services • Provision of enhanced services, e.g. minor surgery • Time management skills • Able to work under pressure • Working on own initiative • Good IT skills as relevant to General Practice • Committed to quality and patient satisfaction • Committed to equal opportunities • Team player • Committed to working as part of a multi-disciplinary, multi-agency team • Openness to explore alternative working practices	
Knowledge and Understanding	• Understanding the role of medical services in a wider public health agenda • Knowledge of the demographic characteristics that affect health and health care in the area • Understanding current NHS policies • Understanding of the health and social needs of a local practice patient population • Understanding of the current issues and challenges facing primary care	