

# **Salaried General Practitioner**

## **Beechwood Medical Practice**

**Closing date is 26 February 2021**

### **Job overview**

We are looking for a GP to join Beechwood Medical Practice for a fixed term period of 1 year, ideally starting April/May 21. Initially we are looking for 4 sessions per week but the opportunity may arise to increase sessions in the second half of the contract period. We provide a high level of care to our 11,500 patients from our purpose built Primary Care Centre in east Bristol. We are a friendly and supportive team of GPs and staff who are innovative in their management of patients and change within the NHS.

We will provide BMA contract terms and conditions, NHS pension, 6 weeks annual leave plus 10 bank holidays and one week study leave (pro rata).

### **Main duties of the job**

We value enthusiasm as well as experience and would welcome applications from both newly qualified and experienced GPs. We are happy to consider flexible working arrangements to suit both the requirements and aspirations of the individual.

### **About us**

You would be joining a team of 7 Partners, and 1 retainer doctor supported by a comprehensive team of allied health professionals. We are a training, teaching and research practice in Bristol, rated "Good" by CQC. We have good links with other practices within our locality and our community nursing colleagues, many of whom are co-located in the Primary Care Centre. We are a member of the FABB Primary Care Network. We use EMIS, Docman and Accurx and can support any necessary IT training.

## **Job description**

### **Job responsibilities**

The post-holder will manage 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.

## **Clinical responsibilities:**

In accordance with the practice timetable, as agreed, the post-holder will make him/her-self available to undertake a variety of duties including surgery consultations, telephone consultations and queries, visiting patients at home, checking and signing repeat prescriptions and dealing with queries, paperwork and correspondence in a timely fashion

Making professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the organisation

Assessing the health care needs of patients with undifferentiated and undiagnosed problems

Screening patients for disease risk factors and early signs of illness

In consultation with patients and in line with current practice disease management protocols, developing care plans for health

Providing counselling and health education

Admitting or discharging patients to and from the caseload and referring to other care providers as appropriate

Recording clear and contemporaneous consultation notes to agreed standards

Collecting data for audit purposes

Compiling and issuing computer-generated acute and repeat prescriptions  
Prescribing in accordance with the practice prescribing formulary whenever this is clinically appropriate

In general the post-holder will be expected to undertake all the normal duties and responsibilities associated with a GP working within primary care.

Will be included in the rota for Extended hours

Other responsibilities within the organisation:

Awareness of and compliance with all relevant practice policies/guidelines, e.g. prescribing, confidentiality, data protection, health and safety

A commitment to life-long learning and audit to ensure evidence-based best practice

Contributing to evaluation/audit and clinical standard setting within the organisation

Contributing to read-coding patient data

Attending training and events organised by the practice or other agencies, where appropriate.

**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

In the performance of the duties outlined in this job description, the post-holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as strictly confidential

Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice 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 & Safety:**

The post holder will adhere to the practice Health and Safety policies and procedures, and the practice infection control policy. They will also complete all mandatory training as required.

Using personal security systems within the workplace according to Practice guidelines

Awareness of national standards of infection control and cleanliness and regulatory/contractual/professional requirements and good practice guidelines

Correct personal use of Personal Protective Equipment (PPE) & hand hygiene standards

Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks across clinical and patient process

Safe management of sharps use, storage and disposal

Maintenance of own clean working environment. Correct waste and instrument management including handling, segregation and container use

Actively identifying, reporting and correction of health and safety hazards and infection hazards immediately when recognised

### **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:**

In addition to maintaining continued education through attendance at any courses and/or study days necessary to ensure that professional development requirements are met, the post-holder will participate in any training programme implemented by the practice as part of this employment, such training to include:

Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.

### **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 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 teams performance

Work effectively with individuals in other agencies to meet patients needs

Effectively manage own time, workload and resources.

## **Communication:**

The post-holder should 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

Recognise people's needs for alternative methods of communication and respond accordingly.

Contribution to the implementation of services:

The post-holder will:

Apply practice policies, standards and guidance

Discuss with other members of the team how the policies, standards and guidelines will affect own work

Participate in audit where appropriate.

## **Person Specification**

### **Qualifications**

#### **Essential**

- Current GMC Registration
- Inclusion on the GP Performer List
- Experience of working in a Primary Care environment

### **Disclosure and Barring Service Check**

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

### **UK Registration**

Applicants must have current UK professional registration. For further information please see [NHS Careers website \(opens in a new window\)](#).

## **Employer details**

### **Employer name**

Beechwood Medical Practice

### **Address**

Fishponds Primary Care Centre, Beechwood Road, Fishponds, Bristol, BS16 3TD

### **Employer's website**

<https://www.beechwoodmedicalpractice.co.uk>

Interviews planned for early March 2021