

CANONBIE SURGERY



PERSON SPECIFICATION

JOB DESCRIPTION

Job Title: Salaried GP / Partner

Location: Canonbie Surgery

Job Purpose

- To provide General Medical Services as required to the patient population in line with the local and national priorities.
- Support and participation in clinical and team activities, including practice team meetings.

Practice Profile

Canonbie Surgery is looking for a doctor to join the practice. We have a list size of 2,200 patients, covering a large rural area.. Based in a purpose built practice we work alongside our district nursing, social work, and midwifery colleagues.

Canonbie is very close to the English border and in an advantageous location within an attractive rural setting, yet close to major transport routes and urban centres. It is an attractive location for young families, commuters and retirees, and has supported traditional rural pursuits such as fishing , shooting and walking. Local people are committed to protecting their environment, and supporting the growth of local businesses and services

We hold to a traditional view of general practice partnership and value continuity of care. At the same time we are exploring innovative ways of working with other Allied Healthcare Professionals. The Practice uses Emis and Docman Software. In addition to the partners we employ two Practice Managers and a full range of administrative staff. We are supported by a Nurse Practitioner, Practice Nurse and Health Care Assistant.

The Practice meets for monthly clinical and staff team meetings, and is part of NHS Locality Protected Learning Time. The new Scottish contract recently published is focused on innovative change to working smarter over the next several years. The GP is being rebranded as an "Expert Medical Generalist" who will provide clinical leadership for an extended primary care team.

Duties of the Post

- The post-holder will undertake day to day duties as an integral team member, including clinical work within the Canonbie Surgery, and any other clinical environment as may be relevant to the work of the Practice.
- In accordance with the Practice job plan, as agreed, the post-holder will make him/herself available to undertake a variety of duties including surgery consultations and emergencies, telephone consultations and queries, visiting patients at home, checking and signing repeat prescriptions and dealing with queries, patient test results, patient medical reports and examinations (eg Insurance Companies) on behalf of the Practice, referral letters NHS/private paperwork and correspondence in timely manner.
- The post holder may be asked to carry out evening extended hours surgeries by mutual agreement with the Practice
- Making professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the organisation.
- Recording clear and contemporaneous IT based consultation notes to agreed standards.
- Collecting data for audit purposes.
- Compiling and issuing computer generated acute and repeat prescriptions.
- Prescribing in accordance with locally agreed or national guidelines.
- The post-holder shall maintain an appropriate level of continuing professional development to ensure that the requirements of appraisal and revalidation are met.
- Performance shall be reviewed regularly and the range of duties may be revised in consultation with the post-holder to reflect ability and provide opportunity for personal development.
- In general the post-holder will be expected to undertake all the normal duties and responsibilities associated with a GP working within Primary Care.

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.

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.

Health and Safety, Risk Management and Data Protection

The post-holder will be required to adhere to and comply with all health and safety, risk management, data protection, confidentiality and IT security procedures as outlined in the Practice Handbook.

Terms and Conditions of Service

Terms and conditions of employment are as outlined in the job contract.

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FACTOR	ESSENTIAL	DESIRABLE
EXPERIENCE	General Practice care of patients.	Minor surgery experience, knowledge and understanding of healthcare issues common to rural communities. Family planning experience. Experience of medical education and training.
QUALIFICATIONS	Fully qualified General Practitioner able to join NHS Dumfries & Galloway, Cumbria, and Borders Performers list. Full GMC Registration.	
KNOWLEDGE AND SKILLS	Computer literate/familiarity with Primary Care clinical systems. Excellent interpersonal skills. Evidence of multi-disciplinary team working. Satisfactory record of appraisal and revalidation. Good communication skills.	Knowledge of Emis and Docman. Competent time management and organisational skills. Ability to work in teams and individually in challenging circumstances. Practice development skills. Audit QI or research skills. Teaching skills.
DISPOSITION	Self motivated and enthusiastic. Dependable. Ability to work on own initiative. Focused and proactive. Ability to work effectively under pressure. Respond in flexible way to fluctuations in workload.	
OTHER	Driving Licence	