



Bath Independents PCN
Batheaston Medical Centre, Fairfield Park Health Centre & Widcombe Surgery

JOB DESCRIPTION (To be read in line with person specification)

Job Title:	Salaried PCN GP
Annual Salary	Will be discussed at Interview
Term:	Maternity cover 1-year Fixed Term - 2 sessions per week on a Friday
Accountable To:	PCN Clinical Director
Location:	Bath Independents Primary Care Network

Bath Independents PCN

Bath Independents Primary Care Network (PCN) is a group of 3 practices which incorporate, Batheaston, Fairfield Park and Widcombe Surgeries. We deliver strong patient care to our 30,000-patient population working collaboratively as a team.

The PCN is committed to developing, supporting, and sustaining a diverse workforce, representative of the community it serves. By working together with our different Network teams, we use our combined skills to provide a service that is joined-up, holistic, proactive, and personal for the patient.

We are lucky that all our practices are located close to the beautiful city centre of Bath, with excellent transport links, schools, places of interest for the whole family and an abundance of restaurants and bars.

Our Network teams include:

- Enhanced Care Visiting paramedic for frail housebound patients.
- Nursing associates for in-clinic work and visiting housebound patients with Long Term Conditions.
- First Contact Physiotherapy Practitioner service.
- Pharmacy team comprising of Clinical Pharmacists, Pharmacy Technicians and Care Coordinators.
- Mental Health practitioner.
- Social Prescriber.

Job Summary

we are looking for an enthusiastic, forward-thinking GP to join Bath Independents Primary Care Network on a 1-year Fixed Term Contract to cover a maternity position.

This post will be based at Batheaston Medical Practice. Our practices are training practices. We are a highly supportive PCN, and the practices work closely together, understanding the importance of a good work/life balance with an open-door ethos.

To undertake duties governed by the contract and Objectives of Direct and Local Enhanced Services including:

- Face to face and telephone consultations
- Patient Home visits and Nursing Home visits

- Checking and signing repeat prescriptions
- Administration - dealing with queries, patient test results, referral letters NHS/private, task, emails and other paperwork and correspondence in a timely manner
- Cover all the clinical management of the patients in surgery as appropriate including initiating investigations, reviewing results, making referrals to secondary care or to other providers as appropriate

Qualifications

- GMC registered.
- MBBS or equivalent medical degree
- MRCP

Main Duties and Responsibilities

The following is not an exhaustive list and the post holder may at times need to undertake duties as per the needs of the PCN.

MAIN TASKS:
CLINICAL
Recording clear and contemporaneous I.T. based consultation notes to agreed standards
Provide safe, evidence-based, cost-effective, individualised patient care within the surgery, patient's own home or other environment where patient care is carried out
Clinically examine and assess patient needs from a physiological and psychological perspective and plan clinical care accordingly referring patients to other services/agencies in a timely manner, utilising Practice, PCN and local guidelines.
To recognise the need for and be able to perform and interpret investigatory procedures, including laboratory and radiology.
Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care.
Ensure appropriate follow up of patients
Support patients to adopt health promotion strategies that promote healthy lifestyles and apply principles of self-care
Support the delivery of anticipatory care plans
Recognise and work within your own competence and in accordance with professional codes of conduct, maintaining accurate and contemporaneous health records
Independently prescribe for patients within your scope of practice. Prescribing in accordance with locally agreed or national guidelines.
Compiling and issuing computer-generated acute and repeat prescriptions
Review medications following the appropriate policies, NICE/local clinical guidelines and local care pathways.
To maintain an awareness of developments in clinical practice
Awareness of and compliance with all relevant practice policies/guidelines e.g. prescribing, confidentiality, data protection, health and safety and QOF standards.
Be aware of your duties and responsibilities regarding current legislation and adhere to our policies and procedures on Safeguarding Children and Safeguarding Adults.
CONFIDENTIALITY
You will have access to confidential information relating to patients and their Carers, practice staff and other healthcare workers. 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

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 AND SAFETY - The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in our Health & Safety Policy, to include:
Using personal security systems within the workplace according to PCN guidelines
Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
Making effective use of training to update knowledge and skills
Using appropriate infection control procedures, including maintaining a tidy and safe way work area free from hazards. Effective hand hygiene.
Provide advice on the correct and safe management of the specimen's process, including collection, labelling, handling, use of correct containers, storage and transport arrangements
Correct use of personal protective equipment (PPE) in both routine and extraordinary circumstances
Managing directly all incidents of accidental exposure
Safe use of sharps, storage and disposal
Reporting potential risks identified
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.
TRAINING, PERSONAL/PROFESSIONAL DEVELOPMENT - Training requirements will be monitored in accordance with PCN requirements. Relevant personal development will be encouraged and supported by the PCN. You will be expected to take responsibility for maintaining a record of own personal and/or professional development
Undertake mandatory and statutory training as required and attend courses/ study days as deemed appropriate/necessary
Continually review clinical practice, responding to National policies and initiatives where appropriate
Participation in an annual individual performance review / internal appraisal and annual external GP appraisal including taking responsibility for maintaining a record of own personal and/or professional development
Provide leadership and education for members of the multi-disciplinary team, providing guidance and support when necessary.
Assess own performance and take accountability for own actions, either directly or under supervision.
QUALITY - The post-holder will strive to maintain quality within the practice, and will:
Contribute to the achievement of the highest possible quality standards such as those detailed by their regulatory body and the CQC.
Monitor the safety and effectiveness of own clinical practice through quality assurance strategies such as the use of audit, mentor feedback, case review and peer review. Implement improvements where necessary
Understanding of the audit process and of clinical risk management
Alert other team members to issues of Clinical Governance, quality and risk. Participate in Significant Event and/or near miss analysis reviews.
Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance

Effectively manage own time, workload and resources
Work in partnership with other clinical teams, collaborate on improving the quality of health care responding to local and national policies and initiatives as appropriate.
To accept delegated responsibility for a specific area (or areas) of QOF
Collecting data for audit purposes
COMMUNICATION
Excellent communication skills (written and oral), when dealing with patients and other team members. The ability to make clear decisions with confidence and communicate these effectively.
Demonstrate sensitive communication styles to ensure patients and carers are fully informed and consent to treatment
Recognise people's needs for alternative methods of communication and respond accordingly. Use developed communication, negotiation and conflict management skills recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background etc.
MANAGING RISK
Manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients. This includes the escalation of clinical concerns or appropriate referrals where the management of a clinical situation requires it, or it falls outside of clinical competence.
Monitor work areas and practices to ensure they are safe and free from hazards, and conform to health, safety and security legislation, policies, procedures and guidelines
Apply infection control measures within the practice according to local and national guidelines and in accordance with the practice policy

This job description is not exhaustive and is subject to review considering changing service needs.