**Job Description & Person Specification**

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| Position: | General Practitioner | Division: | Primary Care |
| Location: | Buxton Medical Practice | Reporting to: | Dr Tom Miller / Dr Jeff Hadon (Clinical Lead – GP) |

DHU Healthcare CIC is a non-profit making provider of primary care, urgent care and out-of-hour services within Derby.

Purpose Of Role

Providing high-quality, patient-centred primary care to a diverse population in Derby.

Managing a mixture of pre-booked and on-the-day appointments, with plenty of clinical and admin support

- Participating in clinical meetings and service development

-  Working alongside a fantastic multidisciplinary team, including pharmacists, paramedics, and mental health specialists

-  Using our growing digital systems to minimise admin time and maximise patient care

- utilising any special interests whether its minor surgery, women’s health, clinical governance or health inequalities, to improve our services.

Key Success Measures

* Caring & Compassion - We will actively listen to understand and empathise with others’, with a desire to support both patients and colleagues.
* Always Professional - We will be accountable for consistently delivering high quality healthcare for our patients
* Respect & Dignity - We will actively listen to each other and our patients to answer their concerns or questions. We will maintain and respect patient’s dignity and must ensure it is never compromised.
* Everyone Matters - We will actively encourage feedback from both patients and colleagues to continually improve our service, ensure everyone has an opportunity to have their voice heard, and everyone has an opportunity to further develop their skills and competencies.

Key Areas Of Responsibility

In general, the post holder will be expected to undertake all the normal duties and responsibilities associated with a GP working in Primary / Urgent Care, such as:

Keep contemporaneous, accurate and legible records of all patient contacts and contribute to electronic data recording and audit as directed by the service.

Prescribe, issue prescription and treatments according to agreed protocols and local guidance, within scope of competence.

Contribute to evaluation / audit, significant event reporting and clinical standard setting within the service.

Develop and encourage positive working relationships with local GP Practices, housing, social work, voluntary services, drug and alcohol, mental health, dental, secondary care and other appropriate services.

Pursue continuing professional and personal development. Eight days study leave per year will be provided, pro rata, for CPD following discussion with the Clinical Director during the appraisal process. The post holder’s line manager must approve all study leave.

Significant event analysis will be undertaken with the Clinical Director or nominated deputy. The Clinical / Medical Director or nominated deputy will provide the appropriate clinical support as requested /required.

Participate in operational and strategic planning for the development of DHU Health Care division where appropriate

Participate in development activity and projects within the DHU Health Care division including development / review of protocols, documentation, clinical governance, audit activity, training and research.

Maintains GMC registration and license to practice

Ensure inclusion on a local Performer’s List.

Governance Arrangements

To take part in the medical response to major incidents as required.

To share responsibility for ensuring the most effective use of resources.

Participate in the integrated governance requirements within the work of the organisation.

Participate in quality improvements within the organisation.

Practice within the parameters of company and national policies, protocols and guidelines.

Assess and evaluate outcomes of own practice, service intervention and treatment and identify any short falls in service reporting these to the relevant managers.

Ensure the requirements of health and safety legislation appropriate to EU Directives and COSHH regulations are monitored.

Participate in research and development activities of DHU Health Care.

Contribute to the Care Quality Commission (CQC) registration ensuring that the services meet all CQC standards and that the evidence required is robust and visible. Ensure that joint operational and clinical processes are evaluated and the outcomes for the service are safe and appropriate.

Professional

Ensure full accreditation and requirements of practice to include full registration with GMC licence to practice, membership of an appropriate defence body (if required) and delivery of annual evidence for appraisal or accreditation purposes in keeping with national requirements.

A commitment to lifelong learning and audit to ensure evidence based best practice. Attend training, professional meetings and events organised.

Maintain the highest standard of cleanliness and hygiene at all times; be aware of and compliant with Infection Prevention and Control guidelines.

To work within the boundaries of your relevant professional Code of Conduct

Evolve with the organisation to ensure the operational requirements are met.

Any other reasonable duties as required

Person Specification

Qualifications

MRCGP or equivalent.

Must be currently registered on a performers list.

Valid registration with the GMC.

License to Practice in the UK.

Recent evidence of continued academic and professional development.

Experience

Experience in Primary Care

Skills and Knowledge

Self-motivated, able to work without supervision, using own initiative to complete tasks.

Well-developed influencing skills combined with a facilitative and supportive style of working.

Ability to prioritise work and meet deadlines.

Good interpersonal and communication skills.

Evidence of commitment to continuing professional development (CPD).

A desire and ability to mentor others and support the clinical care provided by the multi-disciplinary team. Personal Qualities

Good team player able to work within a multi-disciplinary team

Desirable Criteria

Experience or interest in a specialist area (e.g., dermatology, palliative care,

Experience with systmone / EMIS

Personal Qualities

Good team player able to work within a multi-disciplinary team.

Ability to work under own initiative.

High level of interpersonal skills.

Adhere to the Confidentiality Code and Data Protection Regulations.

An interest in and enthusiasm for general practice and / or urgent care.

Other

Full valid driving license and use of a vehicle.

Flexibility to meet service/Rota needs including annual leave and sickness cover. Requirement to meet DBS and other checks that must be satisfactory to DHU Health Care recruitment process.

Behavioural Skills

Caring & Compassion – Putting patients interests at the heart of everything we do.

Always Professional – Demonstrate excellence in everything we do.

Respect and Dignity – Everyone has the right to respect and dignity.

Everyone Matters – Placing our colleagues and patients at the heart of the organisation.

Diversity

At DHU Health Care believe our workforce should be as diverse as the range of services we offer, and the communities we serve. We are committed to valuing and encouraging diversity throughout our workforce, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. As part of our mission, we are dedicated to eliminating discrimination.

Safeguarding

DHU Health Care is committed to safeguarding and promoting the welfare of adults, children and young people and expects all staff and volunteers to share this commitment.

Infection Prevention & Control

Infection Prevention & Control is pivotal in ensuring a safe & clean environment for both patients and staff. IP&C is everyone’s responsibility and strict adherence to the IP&C policy is expected of ALL employees of the organisation.

Acknowledgment

I acknowledge receipt and confirm my understanding and acceptance of the responsibilities specified in my Job Description.

***Please Note:*** *If you are unclear of any requirement in this document obtain clarification from your line manager.*

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| Signature of Post Holder: |  | Date: |  |
| Name: |  | | |