

Salaried GP (Fixed Term)

Job Description

Job Title:	Salaried General Practitioner
Based:	The Middlewood Partnership – Bollington, Disley, Poynton
Accountable to:	The Middlewood Partners
Hours:	5 sessions
Salary / Hourly Rate:	Dependent on experience
Type of position:	Fixed Term (12 months)

The Middlewood Partnership

The Middlewood Partnership is a group of four practices across a Primary Care Network footprint which was established following a merger in 2019. We have created a modern GP organisation that retains the benefits of family medicine, including continuity, teamwork and support, but with the benefits of working at scale. This includes the ability for GPs to work a "one session, one job" rota, opportunities to work sessions in "at scale" services such as prescribing, urgent care, triage, care homes and specialist clinics, and leadership roles where appropriate.

Middlewood operates a "personalised list" model of care, providing continuity with a named GP when available and appropriate. However, with a service model that includes a robust triage and urgent care system, LTC clinics, specialist clinics, prescribing and recall services, and the skills of a wider MDT including PAs, ANPS, pharmacists, MH practitioners and physios, we focus on the wellbeing on our clinicians as much as that of our patients.

With a total list size of 34,000 patients, and care and support collectively provided by 150 members of staff from four locations in three towns in Eastern Cheshire, we are now looking to increase our GP capacity. This is a unique opportunity to be part of, and contribute to, the development of new ways of working within a forward-thinking and transformed primary care organisation. We are looking for GPs who share our vision and who will want to contribute to shaping how we deliver care.

At Middlewood we are committed to:

- Providing high quality, sustainable, General Practice care from premises in Bollington, Disley and Poynton
- Providing services that are joined up with other health, social care and voluntary providers.
- Retaining developing and supporting our staff.
- Continuing to be at the forefront by offering excellence in education and training for inter-professional staff
- Developing specialist services and care that are provided for patients registered with the practice across the geographical area of Bollington, Disley and Poynton.
- Participating in research that is relevant and beneficial to our patients.
- Becoming a recognised local employer offering a supportive and developmental working environment to grow new talent

We have a well-established team of clinicians including

- Partner and Salaried GPs
- Advanced Nurse Practitioners
- Diabetes Specialist Nurses
- Clinical Pharmacists and Pharmacy Technicians
- Physician Associates
- Paramedic
- Social Prescribers
- MSK Practitioners
- Mental Health Practitioners

We work very closely with our community team and have established a shared visiting service with our district nurses. In addition, we have in place a single point of access (for telephone requests) and digital triage process where all clinical requests are allocated by a clinically-supported team based in our Clinical Hub.

We are keen to embrace the opportunities that the modern NHS provides, whilst meeting the challenges together through a more sustainable and evolving organisation and model of care.

This opportunity would suit GPs looking

- *to gain experience of working in a different way, focussing on continuity, proactivity and teamwork*
- *to gain experience of working within a PCN multi-disciplinary team*
- *to develop skills in both core general practice and other specialist and leadership roles over time.*

Job summary

The post-holder will be an important member of our clinical team and will provide high quality General Medical Services including dealing 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:

- Undertake a variety of duties including face to face consultations, telephone and online consultations and queries, visiting patients at home, checking and signing repeat prescriptions and dealing with queries, paperwork and correspondence in a timely fashion.
- If required, support the Middlewood Prescribing Team with medication queries
- When required support the Middlewood Immediate and Necessary Team (urgent care) and being part of our rota to support our clinical reception triage function.
- Making professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the organisation
- Assess the health care needs of patients with undifferentiated and undiagnosed problems
- Screen patients for disease risk factors and early signs of illness
- In consultation with patients and in line with current practice disease management protocols, develop care plans for health and social well-being
- Record clear and contemporaneous consultation notes to agreed standards
- Collect data for audit purposes
- Compile and issue computer-generated acute and repeat prescriptions (avoiding hand-written prescriptions whenever possible)
- Provide support, informal training and advice to other members of the team, as well as students and training on an ad-hoc basis.
- In general the post-holder will be expected to undertake all the normal duties and responsibilities associated with a GP working within primary care.

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
- Maintain patients' clinical records in line with the practice patient record system.
- Attending training and events organised by the practice or other agencies, where appropriate.
- Attend team meetings and other meetings as may be necessary
- To work within a team setting, with flexibility and due care for all members of staff.

Safeguarding

- All employees have a duty and a responsibility to protect adults at risk and to safeguard children. The post holder should have an understanding of the important role all staff have in fulfilling their responsibilities in relation to safeguarding.

Quality

The post-holder will strive to maintain quality within the Partnership, and will:

- Actively participate in meetings with your line manager as appropriate, to review and take responsibility for personal/team performance, learning and development.
- Contribute to the effectiveness of the team by reflecting on own and team activities, making suggestions on ways to improve and enhance team performance, and demonstrating skills and activities to others who are undertaking similar work.
- Actively participate in the Partnership's appraisal scheme, including taking responsibility for maintaining a record of own personal and/or professional development.
- Undertake training as required including mandatory and statutory training, core skills training and on-going developmental training.
- Alert other team members to issues of quality and risk.
- Work effectively with external agencies to meet patients' needs.
- Effectively manage own time, workload, and resources.
- Provide a high standard of professional conduct.
- Behave with integrity at all times, showing respect to others and to the organisation.
- 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

Health & safety

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the practice health & safety policy, the practice health & safety manual, and the Partnership infection control policy and published procedures. This will include:

- Using personal security systems within the workplace according to Partnership 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, maintaining work areas in a tidy and safe way, free from hazards.
- Actively reporting health, safety and infection hazards immediately when recognised.
- Keeping own work areas and general/patient areas generally clean, assisting in the maintenance of general standards of cleanliness consistent with the scope of the job holder's role.
- Undertaking periodic infection control training (minimum annually).
- Reporting potential risks identified.
- Demonstrate due regard for safeguarding and promoting the welfare of children.

Confidentiality

While 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 Partnership 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.

Information Governance

The Partnership is registered under the Data Protection Act 2018. The post holder will comply with the Data Protection Act and the Access to Health Records Act and with the Partnership policies regarding information governance at all times. You must not at any time use the personal data held by the practice for a purpose not described in the Register entry or disclose such data to a third party. If you are in any doubt regarding what you should and should not do in connection with the Data Protection Act, then you must contact the Caldicott Guardian.

Communication

The post-holder will 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.

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 Partnership procedures and policies, and current legislation.
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues.
- Behaving in a manner that is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

This job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post holder commensurate with the position. The responsibilities may be amended, after discussion with the post holder, to take into account the development of both the post and the practice. All members of staff should be prepared to take on additional duties or relinquish existing duties in order to maintain the effective running of the practice.