

BRECON MEDICAL GROUP PRACTICE

JOB DESCRIPTION

- JOB TITLE:** Salaried General Practitioner
- REPORTS TO:** The Partners
- SESSIONS:** Six to Eight (working pattern to be agreed)

Job Summary:

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

- We operate a system of total triage. A telephone list of calls to triage with the facility for face-to-face appointments provide the flexibility for you to manage your working day as you consider necessary.
- Undertake House Visits which includes the community resource team ward round (virtual ward patients) and cover for the Minor Injuries Unit, Brecon Hospital and unwell patients on the ward in Brecon Hospital until 14:00.
- There is the option to also participate in the clinical care of patients in the local community hospital and Emergency Duty Doctor rota.
- 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 formulary (or generically) whenever this is clinically appropriate.
- Perform as required, a variety of research and analysis tasks associated with improvement of clinical care, medical diagnosis and treatment through Audit and research.
- Assist in clinical instruction and supervision of students as well as other learners that are periodically attached to the practice.

- Confer regularly with members of primary care team and wider healthcare providers to plan and co-ordinate activities, exchange information, investigate and resolve problems in relation to the care of individual patients.
- Encourage and ensure good working relationships with all members of the Primary Care team.
- In general, the post-holder will be expected to undertake all the normal duties and responsibilities associated with a GP working within primary care.

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.

This Job Description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post-holder may be asked to undertake any other relevant duties appropriate to the post. The Job Description may be amended over time, in consultation with the post-holder to meet the needs of the organisation.

Quality:

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

Deliver a quality service

- Recognise limitations and work within own competence and professional code of conduct as regulated by the GMC.
- Produce accurate, timely and complete records of patient consultation, consistent with legislation, policies and procedures.
- Prioritise, organise and manage own workload in a manner that maintains and promotes quality.
- Demonstrate and promote effective time management strategies. Deliver care according to NSF, NICE guidelines and evidence-based care.
- Assess effectiveness of care delivery through self and peer review, benchmarking and formal evaluation.
- Participate in the maintenance of quality governance systems and processes across the practice.
- Collaborate on improving the quality of health care in partnership with other clinical teams, responding to local and national policies and initiatives as appropriate.
- Evaluate the patients' response to health care provision and the effectiveness of care.
- Support and participate in shared learning across the practice and wider organisation.
- Participate in the performance monitoring review of the team, providing feedback as appropriate.

- Understand and apply legal policy that supports the identification of vulnerable and abused children and adults, being aware of statutory child/vulnerable adult health procedure and local guidance.
- Work within policies regarding family violence, vulnerable adults, substance abuse and addictive behaviour, and refer as appropriate

Communication

- Demonstrate effective communication styles to ensure patients are fully informed and consent to treatment.
- Communicate with and support patients receiving 'bad news'.
- Communicate effectively with patients and carers, recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communicating.
- Anticipate barriers to communication and take action to improve communication.
- Estimate and maintain effective communication with individuals and groups within the practice environment and with external stakeholders.
- Act as an advocate when representing patients and colleagues.

Leadership – personal and people development

- Take responsibility for own development learning and performance including participating in clinical supervision, practice educational meetings, and act as a positive role model, in line with the FPA and revalidation.
- Support the development of others in order to maximise potential.
- Actively promote the workplace as a learning environment, encouraging everyone to learn from each other and from external good practice.
- Encourage others to make realistic self-assessment of their application of knowledge and skills, challenging any complacency and actions that are not in the interest of the public and/or users of services.
- Participate in planning and implementing changes within the area of care and responsibility.
- Contribute and participate in the development of local guidelines, protocols and standards.

Team working

- Understand own role and scope and identify how this may develop over time.
- Work as an effective and responsible strong team member, being a team player, supporting others and exploring the mechanisms to develop new ways of working.
- Delegate clearly and appropriately, adopting the principles of safe practice and assessing competence.
- Ensure clear referral mechanisms are in place to meet patient needs.
- Prioritise own workload and ensure effective time-management strategies are embedded within the culture of the team.

- Work effectively with others to clearly define values, direction and policies which impact upon care delivery.
- Participate in team activities that create opportunities to improve patient care.

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.

Management of risk

- Using personal security systems within the workplace according to practice guidelines.
- Making effective use of training to update knowledge and skills.
- Manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients.
- 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.
- Ensure safe storage, rotation and disposal of vaccines and drugs.
- Oversee the monitoring, stock control and documentation of controlled drug usage according to legal requirements.
- Support members of the practice team to undertake mandatory and statutory training requirements.
- Apply infection-control measures within the practice according to local and national guidelines e.g the correct disposal of sharps.
- Apply policies that reduce environmental health risks, are culturally sensitive and increase access to health care for all.
- Participate in the local implementation strategies aligned to the values and culture of general practice.
- Provide evidence of current vaccination status and undertake booster programme as necessary.

Utilising information

- Use technology as an aid to management in planning, implementation and monitoring, presenting and communicating information.
- Review and process data using accurate Read codes to ensure easy and accurate retrieval for monitoring and audit processes.
- Manage information searches using the internet and local library databases, for example, the retrieval of relevant information for patients on their condition e.g. Patient.co.uk
- Understand the responsibility of self and others regarding the Freedom of Information Act and Data Protection legislation.

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 their 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 legislation.

Learning and development

- Assess own learning needs and undertake learning as appropriate.
- Keep up to date on relevant medical research and evidence based medical practice, technology and related issues by attending continuing education courses in the practice and externally, professional meetings, journals etc.
- Commit to undertake continuing professional development each year and undertake revalidation as required.
- Act as mentor to students, assessing competence against set standards as requested (if appropriately qualified).
- Disseminate learning and information gained to other team members in order to share good practice and inform others about current and future developments.
- Make effective use of learning opportunities within and outside the workplace, evaluating their effectiveness and feeding back relevant information.
- Provide an educational role to patients, carers, families and colleagues in an environment that facilitates learning.
- Participate in any training programme implemented by the practice as part of this employment, such training to include:
 - Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development.
 - Be willing to learn new skills. Taking responsibility for own development learning and performance and demonstrating skills and activities to others who are undertaking similar work.

Equality and diversity

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Identify patterns of discrimination, take action to overcome this, and promote diversity and equality of opportunity.
- Enable others to promote equality and diversity in a non-discriminatory culture.
- Support people who need assistance in exercising their rights.

- Monitor and evaluate adherence to local chaperoning policies.
- Act as a role model in the observance of equality and diversity good practice.
- Accept the rights of individuals to choose their care providers; participate in care and refuse care.
- Assist patients from marginalised groups to access quality care.

Safeguarding Vulnerable People

The post-holder will take personal responsibility for safeguarding, acting in accordance to Practice Policy and local arrangements in respect of Adult and Child Protection and in accordance with their role.

Disclosure & Barring Service Check

This post is subject to the Rehabilitation of Offenders (Exceptions) Order 1975 which makes certain regulated activity (for example work with children, young people and/or vulnerable adults) exempt from the Act, therefore requires individuals seeking to work with those groups to be subject to disclosure. The post-holder will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check for any previous criminal convictions.

Pension

The post-holder will be eligible to join the NHS Superannuation Scheme: There are several rates of member contribution, which are set against nationally agreed full time pay rates. (Employers contribution 20.6%).

Reviewed: October 2025