

 **Cambridge City 4 Primary Care Network Ltd.**

**JOB DESCRIPTION**

**POST TITLE: Salaried GP (Newly Qualified) ARRS**

**LOCATION: Cambridge City 4 PCN Ltd.**

**RESPONSIBLE TO: Dr Anne Au-Yeung and Dr Nishrin Spencer**

**Clinical Directors**

**HOURS PER WEEK: To be agreed (full time and part time appointments will be considered)**

**SALARY: Dependant on experience**

**DURATION: 12 months**

**Introduction:**

Cambridge City 4 Primary Care Network Limited offers an exciting opportunity to join our established multidisciplinary team supporting our six Partner Practices in the wonderful city of Cambridge.

Our PCN and Practice teams have a positive and supportive working relationship and this role is an opportunity to enhance our PCN services further. Due to the changes in the ARRS scheme to introduce General Practitioners we are looking to expand our team by seeking to employ a newly qualified GP to work alongside our PCN and Practice teams. All of our practices are rated ‘Good’ by the Care Quality Commission and 5 of our Practices are training practices.

Our PCN team currently consists of 4 Clinical Pharmacists, 6 Pharmacy Technicians, 4 Social Prescribers, 2 Health and Wellbeing Coaches, 7 Care Coordinators, 3 First Contact Physiotherapists and a Paramedic.

Our Partner Practices are;

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| **Practice** | **Location** |
| Woodlands SurgeryCB2 1LR | www.woodlandssurgery.co.uk |
| Cornford House SurgeryCB1 8BA | www.cornfordhouse.org |
| Cherry Hinton Medical CentreCB1 9RH | www.cherryhintonmedical.co.uk |
| Queen Edith Medical CentreCB1 8PJ | www.queenedithmedicalpractice.co.uk |
| Petersfield Medical PracticeCB1 2AB | www.petersfieldmedicalpractice.co.uk |
| Mill Road SurgeryCB1 3DG | www.millroadsurgery.co.uk |

**Job Summary:**

As a newly qualified GP within 2 years of qualification, you will undertake a variety of duties governed by the GMS contract to include:

* In person consultations
* Telephone consultations
* Visiting patients at home and in nursing homes
* Checking and signing repeat prescriptions
* Dealing with queries, paperwork and correspondence as required
* All aspects of clinical administration

**Key Responsibilities and Duties:**

Take accountability for the highest standards and professional decision making in relation to presenting problems, whether self-referred or referred from other health care workers across the PCN and Practices.

Screen patients for disease risk factors and early signs of illness.

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.

Develop care and treatment plans in consultation with patients and in line with current Practice disease management protocols as well wider guidance such as that from NICE.

Ensure appropriate follow up of patients.

Record clear and immediate consultation notes to agreed standards within clinical systems.

Actively participate in clinical audits, learning events and practice meetings, within a culture of continuous improvement.

Compile and issue computer-generated acute and repeat prescriptions avoiding hand-written prescriptions.

Prescribe generically whenever appropriately and in accordance with the Practice prescribing formulary, NICE guidance and Good Prescribing Practice (as defined by British National Formulary guidance).

Work with and provide support for other members of the primary health care teams & PCN.

**Disclosure and Barring Service Check**

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

**UK Registration**

Applicants must have current UK professional registration. For further information please see [NHS Careers website (opens in a new window).](https://www.healthcareers.nhs.uk/working-health/overseas-health-professionals)

**Additional Governance requirements:**

* To ensure compliance with both the PCN & Practice policies, procedures and guidelines for self and others, by taking action/alerting senior management team if practice appears to contravene policy, or if concerned about any aspect of patient care.

**Behaviours**

The post-holder is expected to:

* Support the visions and values of the PCN & Practices.
* Always act with honesty and integrity.
* Be a positive ambassador for the PCN and Practices.
* Demonstrate high standards of personal conduct.
* Value and respect colleagues, other members of staff, stakeholders and patients.
* Work with others to develop and improve our services.
* Uphold the PCN and Practice’s commitment to equality and diversity.
* Take personal responsibility for their words, deeds and actions and the quality of the service they deliver.

**Equality and Diversity**

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

* Acting in a way that recognises the importance of people’s rights; interpreting them in a way that is consistent with procedures, 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.

**Information Governance**

The post-holder must:

* Be fully aware of and committed to all policies, procedures and initiatives relating to Information Governance. This will include, but not be limited to, data quality improvements, confidentiality, and information security.
* Take personal responsibility for safeguarding and ensure quality of information.

**Personal/Professional Development:**

The post-holder will participate in any statutory training programme implemented as part of this employment. This includes:

* Participation in an annual individual performance review, taking responsibility for maintaining a record of own personal and/or professional development.
* Taking responsibility for own development, learning and performance and demonstrating skills and activities to others undertaking similar work.

Training may need to be undertaken outside of normal hours, and off site.

**Other**

This post involves the use of display screen equipment (DSE) as a significant part of normal work and the job holder will be a user as defined in the Health & Safety Policy on work with DSE.

The post holder will be required to work from each of the Partner practices, rotation and work plan to be confirmed.

**Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Education, Qualifications and Training** | **Education & Qualifications*** CCT in General Practice
* The applicant must be a qualified GP with full GMC registration licence to practice
* The applicant must be active on a performers list and have a UK drivers’ licence
 | • Experience of working within a GP practice using SystmOne and EMIS |
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| **Experience & Knowledge** | * Newly qualified GP within 2 years of qualification
* Experience in the following:
	+ In person consultations
	+ Telephone consultations
	+ Visiting patients at home and in nursing homes
	+ Checking and signing repeat prescriptions
	+ Dealing with queries, paperwork and correspondence as required
	+ All aspects of clinical administration
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| **Skills** | * Proven ability to observe strict confidentiality
* Excellent interpersonal and communication skills
* Ability to actively listen and empathise
* Ability to work as part of a multidisciplinary team
* Competent time management and self-organisational skills
* Adaptable and forward looking with a 'solutions focused' approach to problem solving
* A proven commitment to professional development
* Computer literate
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