

# Hucclecote Surgery

<b>JOB TITLE:</b>	<b>MENTORING GENERAL PRACTITIONER ARR</b> <b>Fixed Term Appointment 2 years</b>	
<b>REPORTS TO:</b>	<b>The Partners</b>	
<b>HOURS:</b>	<b>4 Sessions per week</b>	<b>(Tuesday &amp; Friday)</b>

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## **Job Summary:**

Mentorship GP ARR role to develop a newly qualified GP who has obtained the CCT within the last 2 years of date of commencing the role. Mentorship will be provided to develop clinical skills, clinical knowledge and working as part of a busy GP practice.

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 non-registered patients.

## **Clinical Responsibilities:**

- The post-holder will make him/her-self available to undertake a variety of duties including surgery consultations, telephone consultations and queries, visiting patients at home, checking and signing repeat prescriptions and dealing with queries, paperwork and correspondence in a timely fashion
- 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 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 and in keeping with guidelines.
- Recording clear and contemporaneous consultation notes to agreed standards
- Collecting data for audit purposes
- Compiling and issuing computer-generated acute and repeat prescriptions (avoiding hand-written prescriptions whenever possible)
- Prescribing in accordance with the prescribing formulary and guidelines and with NHS Gloucestershire guidelines whenever this is clinically appropriate.
- Participate in the training and supervision of other clinicians (within the post-holder's areas of competency)
- 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 policies/guidelines, e.g. prescribing, confidentiality, data protection, health and safety

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- 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
- Contributing to the development of computer-based patient records
- Contributing to the summarising of patient records and Read-Coding patient data
- Attending training and events organised by the surgery or other agencies, where appropriate.

## **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 the duties outlined in this Job Description, the post-holder may have access to confidential information relating to patients and their carers, Hucclecote staff and other healthcare workers. They may also have access to information relating to the business organisation. All such information from any source is to be regarded as strictly confidential both for the duration of the post and in perpetuity after leaving the post (other than in the circumstances in which the General Medical Council permits disclosure).
- Information relating to patients, carers, colleagues, other healthcare workers or the business of the surgery may only be divulged to authorised persons in accordance with policies and procedures relating to confidentiality and the protection of personal and sensitive data.

## **Health & Safety:**

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the Health & Safety Policy, to include:

- Using personal security systems within the workplace according to 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 and free from hazards
- 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 recognizes the importance of people's rights, interpreting them in a way that is consistent with 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.

## **Personal/Professional Development:**

In addition to maintaining continued education through attendance at any courses and/or study days necessary to ensure that professional development requirements for PREP are met, the post-holder will participate in any training programme implemented by the surgery as part of this employment, such training to include:

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- Participation in an annual individual performance review, including 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 who are undertaking similar work.

## **Quality:**

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

- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own actions, either directly or under supervision
- 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
- Work effectively with individuals in other agencies to meet patients needs
- Effectively manage own time, workload and resources.

## **Communication:**

The post-holder should recognize the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers

## **Contribution to the Implementation of Services:**

The post-holder will:

- Apply policies, standards and guidance
- Work within budgets
- Where asked to do so by the Partners or Practice Manager, assist in the production or updating of policies. All new or updated policies must be approved by the Senior Partner before implementation.
- Where asked to do so by the Partners or Practice Manager, assist in the implementation of policies including the training and supervision of other employees.
- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audit where appropriate.