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**GP - ARRS (qualified within 2 years of certificate of completion training)**

Are you a newly qualified GP (within 2 years of certificate of completion of training at the start of employment) who is looking for an exciting opportunity to join a friendly GP practice with a reputation for being forward-thinking and highly supportive with a CQC status of “outstanding”?

We are a practice team recognised for our great team morale and high QOF achievement situated in a semi-rural location in Calverton, Nottingham. Our patient demographic is mixed allowing for the successful candidate to utilise current skills and develop their potential.

This is a ARRS role and therefore a contract is being offered for 4 sessions per week until the end of March 2025.

**Job Summary**

To work as an autonomous practitioner, responsible for the provision of medical services to the practice population, delivering an excellent standard of clinical care whilst complying with the contract.

Furthermore, the post holder will adhere to the GMC standards for good medical practice, contributing to the effective management of the practice, leading by example, maintaining a positive, collaborative working relationship with the multidisciplinary team.

**About Us**

The Calverton Practice is a long-established dispensing GP Practice covering Calverton and the surrounding villages with a list size of approximately 10,000. We have a team of 6 GP partners, 3 salaries GPs and as a training practice host both GP registrars and medical students. Our nursing team currently consists of 4 nurses, a paramedic and 3 HCAs who are supported by staff from across our local PCN including pharmacists, physiotherapists, and mental health OTs. We also have a large, supportive administration/managerial team. As well as working in a great team, a recent extension and refurbishment programme provides an excellent environment in which to work.

**Primary Duties and Areas of Responsibility**

The following are the core responsibilities of the Salaried GP. There may be, on occasion, a requirement to carry out other tasks; this will be dependent upon factors such as workload and staffing levels:

* The delivery of highly effective medical care to the entitled population
* The provision of services commensurate with the primary care contract
* Generic prescribing adhering to local and national guidance
* Effective management of long-term conditions
* Processing of administration in a timely manner, including referrals, repeat prescription requests and other associated administrative tasks
* On a rotational basis, undertake telephone triage and duty doctor roles
* Home Visits
* Maintain accurate clinical records in conjunction with good practice, policy and guidance
* Work collaboratively, accepting an equal share of the practice workload
* Adhere to best practice recommended through clinical guidelines and the audit process
* Contribute to the successful implementation of continuous improvement and quality initiatives within the practice
* Attend and contribute effectively to practice meetings as required
* Contribute effective to the development and maintenance of the practice including clinical governance and training
* Ensure compliance with the appraisal process
* Prepare and complete the revalidation process
* Commit to self-learning and instil an ethos of continuing professional development across the practice team
* Support the training of medical students from all clinical disciplines
* Support the partners in achieving the strategic aims of the practice, making recommendations to enhance income and reduce expenditure
* Review and always adhere to practice protocols and policies
* Encourage collaborative working, liaising with all staff regularly, always promoting a culture of continuous improvement

**Secondary Responsibilities**

In addition to the primary responsibilities, the salaried GP may be requested to:

1. Participate in practice audits as requested by the audit lead
2. Participate in local initiatives to enhance service delivery and patient care
3. Participate in the review of significant and near-miss events applying a structured approach i.e., root cause analysis (RCA)

**Qualifications**

**Essential**

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| Qualified GP |
| MRCGP |
| Vocational Training Certificate or equivalent JCPTGP |
| General Practitioner (Certificate of Completion of Training CCT) |

**Eligibility**

**Essential**

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| Full GMC registration |
| * [National Performers List registration](https://pcse.england.nhs.uk/services/performers-lists) (England), noting that confirmation on this list is adequate for DBS confirmation
* [Primary Medical Services Performers Lists](https://www.scotlanddeanery.nhs.scot/your-development/gp-induction-and-returner-programmes/welcome-home/) (Scotland)
* [All Wales Medical Performers List and All Wales Locum Register](https://nwssp.nhs.wales/ourservices/primary-care-services/our-services/gp-services/all-wales-medical-performers-list-and-all-wales-locum-register/) (Wales)
* [Northern Ireland Primary Medical Performers List (PMPL)](https://bso.hscni.net/directorates/operations/family-practitioner-services/medical-services/contractor-information/northern-ireland-primary-medical-performers-list-pmpl/) (Northern Ireland)
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| Appropriate defence indemnity (MPS/MDU) |
| Evidence of current validation |
| Evidence of last appraisal |
| Eligibility to practice in the UK independently |

**Experience**

**Essential**

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| Experience of working in a primary care environment |
| Experience of continued professional development |
| Experience of QOF and clinical audit |
| Minimum of two years as a salaried GP  |
| General understanding of the primary care contract |

**Desirable**

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| Experience of medicines management |
| Experience of ICB initiatives  |

**Skills**

**Essential**

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| Excellent communication skills (written and oral) |
| Strong IT skills |
| Clear, polite telephone manner |
| Competent in the use of Office and Outlook |
| Systmone user skills |
| Effective time management (planning and organising) |
| Ability to work as a team member and autonomously |
| Excellent interpersonal skills |
| Problem solving and analytical skills |
| Ability to follow clinical policy and procedure |
| Experience with clinical risk management |

**Personal Qualities**

**Essential**

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| Polite and confident |
| Flexible and cooperative |
| Motivated, forward thinker |
| Problem solver with the ability to process information accurately and effectively, interpreting data as required |
| High levels of integrity and loyalty |
| Sensitive and empathetic in distressing situations |
| Ability to work under pressure/in stressful situations |
| Effectively able to communicate and understand the needs of the patient |
| Commitment to ongoing professional development |
| Effectively utilise resources |
| Punctual and committed to supporting the team effort |

**Job Description Agreement**

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. This description will be open to regular review and may be amended to consider development within the Practice. All members of staff should be prepared to take on additional duties or relinquish existing duties to maintain the efficient running of the Practice.

**This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive.**