

Moatfield Surgery

Job Plan for Salaried GP

The job plan is the document that translates expectations of employee and employer into a working schedule. It ensures that the post delivers its aims and the requirements of the contract of employment are met.

It is essential to the practice that each person has the right skills for the role and has the ability to work as an effective person within our team.

We regard ourselves as a friendly practice in which every member of the team is important and receives due respect regardless of position.

It is our common aim to provide as efficient and professional service to all our patients in a friendly manner in pleasant surroundings.

Duties and Responsibilities

- The duties of the post are to provide a full range of general medical services as contained within the National Health Services (Primary Care) Act 1997 and which will include domiciliary visits as deemed appropriate.
- The post holder is expected to support the partners of Moatfield Surgery in providing all services outlined in the PMS Core Contract and also in the aims and objectives of the Practice.
- The post holder is expected to support and input into the aims of the practice in areas of clinical governance, good practice, quality outcomes framework, enhanced services, practice audit, referral review and any other improvement plans as determined by the practice. Your performance in each area will be monitored and referrals may be re-routed if appropriate.
- The post holder is encouraged to utilise and develop any skills for the improvement of services to patients, such as minor operations, child health surveillance, family planning training etc, if approved by the PCT. This will be subject to presentation of the appropriate certificates and update of relevant courses.
- The post holder is expected to maintain and keep good standards of computerised clinical records at all times. Full involvement in any practice training and ongoing requirements of our status as a paperless practice is expected.

- The post holder is expected to maintain and keep good standards of paperwork.

1. **Review of Plan**

This appointment might be extended beyond 12 months but the period beyond 12 months would be negotiable. The 1 year Job Plan will be reviewed after 3, 6 and 9 months of employment, and will be developed collaboratively between the employer and employee. After this time it will be subject to annual review, or when there are any significant changes to the work pattern suggested by either party.

2. **Scheduling in the Job Plan:**

- (a) ***Clinical duties:*** You are contracted to provide between 5-6 (to be agreed on appointment) notional sessions each week which can be on any day Monday to Friday normally between the hours of 8.30 am and 18.30 hours, but these times may be varied if the practice is required by the PCT at any time to deliver early or late sessions or weekend working.
- (b) Increasingly the practice is called upon to provide telephone consultations and the standard is that two telephone consultations can be put in place of one face to face consultation.
- (c) Appointments are scheduled at 10 minute intervals and you will provide face to face consultations in the morning and in the afternoon, plus you will take your share of extra consultations where demand is excessive.
- (d) You will be required to make home visits within the session time specified.
- (e) You will be expected to deal on a daily basis with telephone queries from patients or other health care professionals in your administrative time.
- (f) You are expected to follow up results, x-rays, correspondence related to your own allocated batch of patients and also those that you have generated yourself (investigations and queries related to your consultations)
- (g) Clinical duties will include seeing people with acute conditions, ongoing chronic conditions which will also include reviews based on the QOF

3. Administration/paperwork:

- (a) The Partners believe that the job plan allows sufficient time in the job plan to complete all administrative duties related to your clinical work, recognising the fact that all practitioners work at different rates.
- (b) Referrals should be completed on a daily basis in line with practice policy.
- (c) Investigations and referrals should be completed and associated documentation dealt with within appropriate timescales.
- (d) Results are normally communicated either electronically or by letter, you will be expected to action these on a daily basis for your own patients. You will also take a share in dealing with the daily post including correspondence addressed to you and to take a share of the workload for absent Partners.
- (e) Reports: You will be expected to complete examinations and reports for the benefits agency and those expected under the PMS contract on patients known to you. Additionally you may be expected to complete reports requested by other parties such as insurance companies, OFSTED and employers.
- (f) Computerised records: You will be expected to use appropriate processes for computerised record keeping including computerised clinical templates and protocols as well as ensuring that significant information as determined by the practice is recorded accurately e.g. all QOF domains. You will take part in reconciling information input periodically.

4. Primary care team meetings: formal or informal, essential to the delivery of team based care are held from time to time at the surgery and you will have a close working relationship with the primary care team on a daily basis.

5. Practice Meeting and Personal Development

The practice is committed to the highest standards of evidence based medicine and supporting colleagues in achieving this. You will be expected to participate using your Personal Development Time, in discussions on clinical practice standards, developing practice protocols, mutual professional support for the individual practitioners, audit, significant event analysis, meetings with colleagues in the locality, Primary Care Trust etc. Where these

occur on an ad hoc basis, adjustments to clinical workload may be required.

- 7.** You will be expected to provide support for any students or trainees in the practice when this has been approved by the Partners.
- 8.** You may be expected to become responsible for particular areas of practice development.
- 9.** You may be expected to be responsible for an area of the Quality and Outcomes Framework (QOF).
- 10.** Your time table is negotiable and will be agreed upon your appointment.
- 11.** Additional sessions: The Practice may agree with a practitioner that he or she should undertake work which is not specified in his or her Job Plan by way of additional nominal sessions or fractions thereof. The extra session(s) shall be remunerated on a pro rata basis to a full-time practitioners' salary. Any such agreement shall be reviewed when required but at least annually and will be terminable at three months' notice on either side.
- 12.** Leave entitlements: as per contract document.