



## The Manor Surgery

### Salaried GP

#### **The Manor Surgery, Osler Road, Headington, Oxford**

*Sessions: A minimum of 5 sessions per week, plus flexibility to provide cover when necessary.*

We are a large GP Practice in Headington, with approximately 19,000 patients, looking to recruit an enthusiastic and dedicated GP to join our team.

We are a modern, friendly practice, with a strong sense of community and patient care. We have a strong supporting clinical team of Pharmacists, Paramedics, Physios, Specialist LTC Nurses and Treatment Room Nurses and HCA's.

As a salaried GP, you will manage a busy, interesting clinical caseload ensuring the highest standard of care for all patients. You will have the opportunity to lead on a key disease area and assist in developing services for our patient list.

We are a training practice with a strong focus on education and development. We invest in our team and want to create opportunities for career progression through routes such as portfolio working and giving autonomy to take the lead and use initiative.

We are a high achieving practice year on year for QOF and achieved Good across the board in our last CQC inspection.

Informal chats or visits are welcome and can be arranged by contacting Tracy Meeson on [manorsurgery.hr@nhs.net](mailto:manorsurgery.hr@nhs.net)

**How to apply: Please submit a CV and covering letter to NHS jobs or by email to Tracy Meeson at [manorsurgery.hr@nhs.net](mailto:manorsurgery.hr@nhs.net) This job advert will close as soon as sufficient applications have been received. Please apply for this job as soon as you can, if interested.**

For further information and/or to arrange an informal discussion about the role, please contact Tracy Meeson on 01865 762535 or by email at [manorsurgery.hr@nhs.net](mailto:manorsurgery.hr@nhs.net)

## Job Description

**Job Title:** Salaried GP

**Reports to:** Partners (Clinically)  
Practice Manager (Administratively)

### Job Summary:

The post holder will support the partners to manage a busy, interesting clinical caseload, ensuring the highest standard of care for all patients. The post holder will carry out all the duties reasonably expected of an NHS general practitioner using the standards expected by the GMC and RCGP in line with appropriate national and/or local guidelines.

### Clinical:

- In accordance with the practice timetable, as agreed, the post-holder will make themselves 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
- Developing care plans for health in consultation with patients and in line with current practice disease management protocols
- 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 (avoiding hand-written prescriptions whenever possible)
- Prescribing in accordance with the practice prescribing formulary (or generically) whenever this is clinically appropriate
- In general, the post-holder will be expected to undertake all the normal duties and responsibilities associated with a GP working within primary care.

### Workload requirements:

- Surgeries – the post holder will work a minimum of 5 sessions per week on a flexible basis. Each session will last 4 hours and 10 minutes. Morning surgeries usually start

at 8.30am, afternoons at 2pm and evenings at 3.30pm. We are currently operating a triage system with any booked calls or f2f appointments 15 minutes.

- Home Visits – the post holder will be required to carry out home visits occasionally. Home visits are normally carried out after morning surgery.
- Administration – the post holder will be required to ensure that all relevant administration is completed during normal working hours. This includes completion of medical/insurance examinations in a timely and appropriate manner to meet the needs of the practices registered patients.

### **Professional:**

- Maintain registration with the GMC and adhere to the code of professional conduct
- Ensure awareness of and compliance with all relevant practice policies/guidelines, e.g. prescribing, confidentiality, data protection, health and safety
- Maintain accurate patient records in line with professional standards of record keeping, using READ codes to ensure accurate retrieval of information for monitoring and audit purposes
- Maintain effective communication with other agencies and staff concerned with patient care and with all other disciplines within the practice, with appropriate regard to confidentiality
- Organise and prioritise own workload and manage effectively, being adaptable to deal with emergency situations when needed
- Demonstrate knowledge and apply principles of Information Governance
- Work effectively as a member of a team, maintaining a caring environment through the support of colleagues
- Co-operate and participate as required in any research projects within the practice
- Maintain professional appearance –professional conduct with colleagues, patients and relatives

### **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 are met, the post-holder will participate in any training programme implemented by the practice as part of this employment, with 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
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.
- Complete mandatory training requirements

### **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, 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.

### **Health & safety:**

The post-holder will implement and lead on a full range of promotion and management of their own and others' health and safety and infection control as defined in the practice health & safety policy, the practice health & safety manual, and the practice infection control policy and published procedures. This will include (but will not be limited to):

- Using personal security systems within the workplace according to practice guidelines
- Awareness of national standards of infection control and cleanliness and regulatory / contractual / professional requirements, and good practice guidelines
- Providing advice on the correct and safe management of the specimens process, including collection, labelling, handling, use of correct and clean containers, storage and transport arrangements
- Correct personal use of Personal Protective Equipment (PPE) and ensuring correct use of PPE by others, advising on appropriate circumstances for use by clinicians, staff and patients.
- Management of the full range of infection control procedures in both routine and extraordinary circumstances (e.g. pandemic or individual infectious circumstances)
- Hand hygiene standards for self and others
- Managing directly all incidents of accidental exposure
- Management and advice relating to infection control and clinically based patient care protocols, and implementation of those protocols across the practice
- Active observation of current working practices across the practice in relation to infection control, cleanliness and related activities, ensuring that procedures are followed and weaknesses/training needs are identified, escalating issues as appropriate to the responsible person
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks across clinical and patient process
- Making effective use of training to update knowledge and skills, and initiate and manage the training of others across the full range of infection control and patient processes
- Monitoring practice facilities and equipment in relation to infection control, ensuring that proper use is made of hand-cleansing facilities, wipes etc., and that these are sufficient to ensure a good clinical working environment. Lack of facilities to be escalated as appropriate to the responsible manager

- Safe management of sharps use, storage and disposal
- Maintenance of own clean working environment
- Using appropriate infection control procedures, maintaining work areas in a tidy, clean and sterile and safe way, free from hazards. Initiation of remedial / corrective action where needed or escalation to responsible management
- Actively identifying, reporting, and correcting health and safety hazards and infection hazards immediately when recognised
- Keeping own work areas and general/patient areas generally clean, sterile, identifying issues and hazards/risks in relation to other work areas within the business, and assuming responsibility in the maintenance of general standards of cleanliness across the business in consultation (where appropriate) with responsible managers
- Undertaking periodic infection control training (minimum twice annually)
- Correct waste and instrument management, including handling, segregation, and container use
- Maintenance of sterile environments
- Demonstrate due regard for safeguarding and promoting the welfare of children.

#### **Quality:**

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

#### **Equality and Diversity:**

- Support the equality, diversity and rights of patients, carers and colleagues, respecting their privacy and dignity needs
- Behave in a manner which is welcoming to everyone, is non-judgmental and respects their circumstances, feelings, priorities and rights

*This job description is not exhaustive and is intended to be an outline only. Changes may be made by agreement at any time.*