



## Salaried GP Advert and Job Description

### Rochdale Health Alliance

We are seeking to recruit GPs to cover a number of sessions across our practices.

Salary dependent upon experience.

RHA is seeking to employ GPs to support us to deliver high quality primary medical services to the registered populations of the Ghafoor Family Practice, Dr Bhimas practice (both located in Nye Bevan House, Rochdale) and the Bolton Family Practice (located in Great Lever Health Centre, Bolton).

### About us

Rochdale Health Alliance (RHA) was established in 2016, by GP practices from across the Rochdale Borough, to streamline the way in which services are delivered and to contribute to the development of the wider health and social care provision across the Borough.

Our Vision:

- *To work collaboratively with members, partners, and stakeholders to improve care and health outcomes for patients*
- *To sustain the future of local Primary Care Practices*
- *To be representative and supportive of all practices and lead the design and delivery of new ways of working by ensuring local GP services are at the heart of neighbourhoods with the aim of outcomes for the patients of the borough, improving services, access to services.*

We represent practices across Heywood, Middleton and Rochdale and have a dedicated team on hand to support practices needs.

RHA supports 6 Primary Care Networks with back-office support such as finance, recruitment, contracts, employments of ARRS staff, training and development. We deliver the enhanced access service for 5 PCNs as well as being commissioned by the ICB to deliver the winter pressures hubs, extended primary care hubs and a Sunday and bank holiday service for GP appointments. We have a Primary Care Academy which focusses on training, education, workforce development and research across the entire primary care workforce in HMR

For further information or an informal chat please send an email and contact number to the following email address, and we will come back to you.

[nwch.communications.rha@nhs.net](mailto:nwch.communications.rha@nhs.net)

## Job Summary

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 temporary patients.

## Main duties of the job

Responsibilities will reflect requirements of the NHS GP Contracts, and as such may be subject to change as services adapt.

## Job Description

### Clinical responsibilities:

- In accordance with the practice timetable, as agreed, the post-holder will make him/her-self available to undertake a variety of duties including surgery face to face, telephone and online 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 practice 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
- 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.
- Completion of medical reports (including NHS and private services as required)

### Other responsibilities within the organisation:

- Awareness of and compliance with all relevant practice policies/guidelines, e.g. prescribing, confidentiality, data protection, health and safety
- 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 practice or other agencies, where appropriate.

**Confidentiality:**

While 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 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
- Directly managing 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 correction of 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

**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 practice 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 practice as part of this employment, 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.

**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.

**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.
- Recognize peoples needs for alternative methods of communication and respond accordingly.

**Contribution to the implementation of services:**

The post-holder will:

- Apply practice policies, standards and guidance.
- Discuss with other members of the team how the policies, standards and guidelines will affect own work.
- Participate in audit where appropriate.

## Person Specification

### Qualifications

#### Essential

- GMC Registered, not subject to suspension.
- Qualified General Practitioner.
- Currently on a ICB performers list.

#### Desirable

- Evidence of CPD
- DFSRFH & competence in coil insertion.
- Work as a GPWSI
- Minor surgery skills.

### Experience

#### Essential

- 6 Months minimum experience of working in UK General Practice.
- Experience of working with vulnerable groups.
- Team player.
- Calm under pressure.
- Friendly and inclusive.
- Commitment to development.
- Excellent communication skills.
- Strong Microsoft office skills.
- Excellent record keeping
- Excellent time management.
- Able to work autonomously.
- Able to bring fresh ideas.

#### Desirable

- Delivery of clinical audit.
- QOF management.
- Experience using EMIS Web and Docman

**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 \(opens in a new window\)](#).

**Employer details****Employer name**

Rochdale Health Alliance

**Employer's website**

<https://rochdalehealthalliance.co.uk/> (Opens in a new tab)