Job Description

PCN ARRS General Medical Practitioner

Responsible to: **Clinical Director**

Terms: **Permanent**

Contracted hours: **Full Time/Part time**

Job Summary

The post-holder will perform as an autonomous general practitioner working independently and with other health care professionals to assess, diagnose and treat the conditions of patients attending within a primary care setting. This will include the provision of expert professional advice to patients, carers and colleagues thereby ensuring the maintenance of clinical excellence as well as involvement in the provision of education and training to GP Registrars and other staff. The post holder will need to be capable of independent travel across the PCN footprint and able to work flexibly to meet the needs of the Business.

Duties and Responsibilities

Core responsibilities

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
- 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
- Accept delegated responsibility for a specific area (or areas) of the QOF
- 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

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- 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

a. Encourage collaborative working, liaising with all staff regularly, always promoting a culture of continuous improvement

Additional Responsibilities

In addition to this, the GP will deliver the following wider responsibilities:

- Facilitate and support the development and delivery of innovative training and education to staff, to improve competence and confidence, in line with best practice and guidance related to area of expertise.
- Participate in and/or lead formal training events promoting best practice in area of expertise.
- Provide professional and clinical leadership and mentorship, acting as a clinical role model on the delivery of evidence-based practice.
- Advise and support on the development and delivery of work streams relating to area of expertise as part of the PCN's strategy, where appropriate.
- Work proactively with key local and national stakeholders to develop more integrated care pathways and holistic models of care, through dissemination of specialist skills and knowledge.
- Contribute to the delivery of local policy, procedures and protocols for the PCN to improve identification, assessment, ongoing support for patients and their family carers**.**
- Any other duties as may be requested by the Clinical Lead or Operations Director of the PCN.

This job description is not exhaustive and may be subject to amendment in response to changes in the Directed Enhanced Services (DES) contract or other relevant commissioning arrangements. This job description may be reviewed in the light of changing organisational and service needs. Any changes will be discussed with the post holder. The post holder may also be required to carry out other work commensurate with the post and remuneration.

Additional responsibilities

To have the responsibility to maintain the confidentiality of any confidential information which comes into your possession regarding patients, employees or any other business relating to the organisation. In accordance with the Public Interest Disclosure Act 1998 protected disclosures are exempt from the express duty. To undertake any additional duties commensurate with the post and grade, as may be required from time to time, as directed by the board.

Health and Safety

To be aware of the responsibilities placed upon all employees under the Health and Safety at Work Act 1974, to ensure the agreed safety procedures are understood

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Corporate Accountabilities - Standards of Business conduct

The post-holder will be required to comply with Rugby Health Ltd.'s Standing Orders and Standing Financial Instructions, and at all times deal honestly with Rugby Health Ltd, with colleagues and all those who have dealings with Rugby Health Ltd, including patients, relatives and suppliers. All Rugby Health Ltd staff may be involved directly or indirectly with people who are receiving a health service. Therefore, Rugby Health Ltd is exempt from the Rehabilitation of Offenders Act (1974) and this post may be subject to a Criminal Records Bureau disclosure. The post holder is expected to adhere to the professional guidelines and codes of conduct of the Chartered Institute of Personnel and Development.

Risk Management

The post-holder will ensure compliance with Rugby Health Ltd.'s risk management policies and procedures. These describe Rugby Health Ltd.'s commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm, and stress that all staff have a responsibility to minimise risk.

Governance Standards

Comply with the relevant governance standards applicable to Rugby Health Ltd as communicated to the post-holder from time to time.

Data Protection

To comply with Rugby Health Ltd Policies and the Data Protection Act in all respects, with particular relevance to the protection and use of patient information.

Confidentiality

Rugby Health Ltd.'s employees are required to ensure that information about patients is safeguarded to maintain confidentiality and is kept securely in accordance with NHS requirements of 1999. (The Caldicott Committee's Report on the review of patient-identifiable information 1997, & HSC/1999/012). This means that patient information can only be passed to someone else if it contributes to the provision of care or the effective management of health care services within Rugby Health Ltd.

Child/Adult Protection

All staff must be familiar with and adhere to Rugby Health Ltd child protection procedures and guidelines, in conjunction with Coventry & Warwickshire's Area Child/Adult Protection Committee policies and procedures. All staff are required to attend child/adult protection awareness training and additional training regarding child protection relevant to their position and role.

Records Management

To maintain Rugby Health Ltd and patient records (both paper and electronic) in accordance with Rugby Health Ltd policies, in order to facilitate appropriate clinical care and effective administration.

Freedom of Information

To provide advice and assistance to all persons who propose to make, or have made requests for information, and to ensure all requests for information are managed appropriately in accordance with Rugby Health Ltd Freedom of Information procedures.

Security

To comply with Rugby Health Ltd policies to ensure there is a safe and secure environment that protects patients, staff and visitors and their property, and the physical assets and the information of the organisation.

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Infection Control

The post holder will ensure compliance with Rugby Health Ltd.'s Infection Prevention and Control policies and procedures and the Health Act 2006, ensuring that the risk of healthcare associated infection to service users and staff is minimised.

Whistleblowing

The post holder has responsibility for patient and staff welfare and should raise any concerns relating to a breach of NHS policies and procedures with their manager or refer to the Whistleblowing Policy for alternative options.

Environmental Impact

The post-holder will ensure compliance with Rugby Health Ltd.'s environmental management policies and procedures.

Performance Review

This Job Description will be used as a basis for individual performance review between the post holder and the manager. The Job Description covers only the key result areas and, as such, does not intend to provide a comprehensive list of objectives. Specific objectives will be reviewed each April and may develop to meet the changing needs of the service. The post holder will need to take due account, in the way they achieve the key result areas, of Rugby Health Ltd policies and procedures.

Equality and Diversity

Rugby Health Ltd aims to maintain the goodwill and confidence of its own staff, service and users and the general public. To assist in achieving the objective it is essential that at all times employees carry out their duties in a courteous and sympathetic manner. The post holder will carry out their duties in accordance with Rugby Health Ltd.'s Equal Opportunities Policy respecting the differing backgrounds of staff, patients and the public.

Agreed and approved

Date: October 2026

Employee Signature: