

GP with Enhanced Skills in Primary Care Surgery

Location:	<i>[Insert Location]</i>
Reports to:	Clinical Lead for Primary Care Surgery
Accountable to:	Clinical Director Elective Care
Hours:	Up to 4 sessions per month
Salary:	£12,837 pa (based on 4 sessions per month)

Job Summary

The primary role of the GP with Enhanced Skills (GPES) in Primary Care Surgery is to facilitate the delivery of increased capacity in primary care to manage common surgical conditions appropriate to primary care, and to facilitate practices through a process of education and peer support.

The management of referred patients will be based on local clinical pathways developed for the Primary Care Surgery conditions being treated. These pathways are based on existing clinical guidelines where available with input from local clinical stakeholders.

Key Responsibilities

- Accepting referrals from primary care colleagues
- Arranging assessment of patients at local clinics
- Decision to treat, advise or further refer will be communicated to the referring GP
- Follow up arrangements will be communicated to the referring GP
- Undertake new and follow up consultations including a full assessment of the condition and enter full details of history examination finding, diagnosis and treatment plan in the case record
- Provide appropriate treatment as recommended by local and national guidance
- Order appropriate investigations
- Complete Data return proforma at end of each clinic
- Take responsibility for seeing and acting on all results ordered including informing GP and patient. Ensure patient (and / or) carers are fully informed about their condition providing written information if available and written treatment plans if required
- Refer to other surgical services or secondary care if deemed appropriate
- Complete and update regional surgical audit with all surgical procedures
- Produce annual report on audit
- Facilitate education and training, supervision of training clinicians

Education & Learning

- Undertake revalidation and annual appraisal as set out by GMC.
- Maintain a professional development logbook, recording, practical supervision received, courses attended and other related further education for completion of CP2A for appraisal
- Develop and maintain a peer network of support and learning at a local and national level.
- Assist in the provision of and participate in the supervision , teaching and training of other health care professionals and provide the opportunity to reflect and discuss areas of practice.
- Commitment to Continuing Medical Education and the requirements of Clinical Governance

Ongoing CPD to Include:

- Regular CPD activity relating to Primary Care Surgery role
- Annual GP appraisal to include Primary Care Surgery role
- Annual Anaphylaxis training
- Annual BLS Training

Leadership:

- Ability to communicate effectively with GP peers to include feedback and support
- Work with colleagues to develop effective clinical governance systems including documentation. Communication, pathways and guideline development
- Commitment to shared expertise and disseminate information
- Contribute to the development of the team
- Participate in implementing national standards and guidelines at a local level
- Use effective change management skills to initiate and implement service and practice development making best use of resources to improve outcomes

NB: Specific duties will vary from time to time: the above list is intended to indicate the general nature of the post and is not exhaustive. The post holder will be expected to be flexible in supporting the GP Federation Support Unit by undertaking any responsibilities which are commensurate with this grade

Working Relationships:

The GPES will need to establish and maintain effective working relationships with the following:

- ECR Clinical Director
- Regional ECR Manager
- GPECS Clinical Leads
- Practice Personnel (Host Practice)
- **[insert area]** Federation Support Unit Personnel
- **[insert area]** ECR Facilitator

Record Management:

All employees of FSU are responsible to the Executive Board for all records held, created or used as part of their business including corporate and administrative records whether paper-based or electronic and also including emails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Information Regulations 2004 and the Data Protection Act 1998. Employees are required to be conversant with the organisation's policy and procedures on records management and to seek advice if in doubt.

Person Specification: GP with Enhanced Skills in Primary Care Surgery

Attributes	Essential Criteria	Method Of Assessment
Qualifications & Experience	Applicants must satisfy all of the criteria listed below: <ul style="list-style-type: none"> ▪ Hold current registration with General Medical Council (GMC) ▪ Inclusion on the Northern Ireland Primary Medical Performers List (PMPL) ▪ Experience in dealing with common Primary Care Surgery conditions ▪ Hepatitis B immunisation ▪ Must be providing GMS services as a GP for at least 48 sessions per year 	<ul style="list-style-type: none"> ▪ Application Form ▪ Questions asked at interview ▪ Provision of evidence documents (registration certs, immunisation record) ▪ Employment References
Personal Attributes	<ul style="list-style-type: none"> ▪ Ability to maintain confidentiality and discretion ▪ Ability to work on own initiative as well as part of a team ▪ Sound interpersonal skills 	<ul style="list-style-type: none"> ▪ Questions asked at interview ▪ Employment References
Circumstances	<ul style="list-style-type: none"> ▪ Flexibility and ability to work irregular hours on an occasional basis as required ▪ The successful candidate must hold a full current driving license (valid in the UK) and have access to a car at the closing date or have access to a form of transport which will permit the applicant to carry out the duties of the post in full. 	<ul style="list-style-type: none"> ▪ Copy of driving licence will be required and/or evidence of mobility to undertake the duties of the post

Desirable Criteria	Method Of Assessment
Applicants should satisfy one or more of the criteria listed below: <ul style="list-style-type: none"> ▪ A diploma level qualification in Primary Care Surgery medicine or relevant discipline ▪ Experience of teaching and training colleagues in Primary Care Surgery ▪ Minimum 2 years' experience providing Surgery services in primary or secondary care 	<ul style="list-style-type: none"> ▪ Application Form ▪ Questions asked at interview ▪ Employment References

Applicants Please Note:

Whilst elements of the essential criteria of the Personnel Specification will form the basis for shortlisting, these may become more stringent by introduction of desirable criteria (if stated).

The appointment is subject to proof of the attainment of any qualifications deemed essential to the post and used as a basis for shortlisting. Failure to provide evidence of the required qualifications prior to taking up the post will result in the offer of employment being withdrawn.

Appointments may be subject to assessment by the Occupational Health Service.

Please note that the GP Federations and FSU operate a “No Smoking” Policy and all employees MUST comply with this.

We are an Equal Opportunities Employer.