

## **Salaried GP**

***Closing date: 31st May 2025***

***We have an exciting opportunity for a General Practitioner to join our team at Three Chequers Medical Practice.***

***Location: Salisbury City Centre, Winterslow and Porton***

We provide a high level of care to our 24,000 patients from 4 sites within Salisbury and the surrounding villages. We pride ourselves on being a friendly and supportive team of innovative GPs with a reputation for excellence. We value enthusiasm as well as experience and would welcome applications from both newly qualified and experienced GPs. This role would suit a GP passionate about delivering excellent care, developing professionally and working collaboratively within a forward-thinking Practice.

You would be joining a team of 8 Partners, and 10 salaried doctors supported by a comprehensive team of allied health professionals. You will be supported by experienced mentors to provide care including patient consultations for acute and long-term conditions, prescribing medications, offering health advice and referring to specialists when necessary.

We are a training, teaching and active research practice which has received the only Outstanding CQC results in Salisbury. We have a highly productive working relationship with the local Foundation Trust Hospital and also have good links with other local practices within our Primary Care Network and the CCG. We use "Ardens" Consultation software within SystmOne and can support any necessary IT training. Salisbury has fantastic schools and amenities. Salary is negotiable in accordance with the applicant's experience.

### **What we can offer:**

All new employees will receive a detailed induction and training programme

Mentoring sessions and a supportive duty team

Weekly clinical meetings and regular education updates

NHS Pension

5 weeks holiday a year plus bank holidays on a pro rata basis

1 week study leave on a pro rata basis

Opportunities for career development and progression

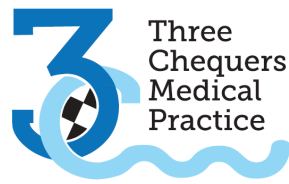
Staff training and away days

### **How to apply:**

Complete the application form that can be found on our website and return to the email address found on the application form or return by hand or post to any of our surgeries.

For more information about these positions please visit our website [www.3chequers.co.uk/staff-vacancies](http://www.3chequers.co.uk/staff-vacancies) or collect an application form from Endless Street Surgery.

We look forward to receiving your application.



Three Chequers Medical Practice was formed in 2017 as the result of a merger of three Salisbury GP Surgeries: Endless Street, St Anns Street & Three Swans Surgery.

Of our four sites, Endless Street and Three Swans are located within Salisbury. The villages of Porton and Winterslow host our branch sites and are on the outskirts of the city. Our Endless Street surgery is a listed building and therefore not suitable for renovation. However, the search for a suitable space to build a new central surgery is ongoing.

Three Chequers is a paperless practice and we have established links to the local hospital for laboratory and radiology test results. A willingness and ability to get to grips with a new software system quickly, is essential.

The good name of the practice depends upon the achievement of a high standard of care in our work, and maintaining confidentiality and honesty in the conduct of that work. It is vital that at all times we ensure that we conduct our work in accordance with the highest standards. We are proud of our Practice and want people to join our team who are of the same philosophy.

Reception teams at all the sites are the face of the Practice and as such are required to present a professional and caring manner at all times. The Receptionists work on administrative tasks when required, but their usual role is to manage surgery sessions, make appointments appropriately, contact secondary care and manage prescription requests for patients. We also employ dedicated administration staff who provide the GPs with the secretarial and clerical support necessary to run an efficient modern practice.

Our dispensing team works at our Endless Street, Porton & Old Sarum and Winterslow sites. The Practice dispenses to approximately 5,300 patients living in Salisbury and the surrounding area. The dispensers provide acute and repeat medications to those patients who are eligible for dispensing services. They are a professional and well-trained group who provide invaluable services.

More information about the practices can be found at [www.3chequers.co.uk](http://www.3chequers.co.uk)

## Job Description

**Job Title:**

Salaried General Practitioner

**Reporting to:**

The Partners (Clinically)

The Practice Manager (Administratively)

**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.

**Clinical responsibilities:**

- 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 use of skills in history taking, physical examination, problem-solving and clinical decision-making, to establish a diagnosis and management plan.
- To maintain accurate and contemporaneous records, utilising computer systems where appropriate and consider the Caldicott Principles in relation to all data handling.
- Making professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the organisation
- Provide safe, evidence-based, cost-effective, individualised patient care.
- Offer a holistic service to patients and their families.
- Promote health and well-being through the use of health promotion, health education, screening and therapeutic communication skills
- 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
- Compiling and issuing computer-generated acute and repeat prescriptions  
Prescribing in accordance with the practice prescribing formulary whenever this is clinically appropriate

- Support the other clinicians within the Practice in developing and delivering specialist primary care services. To work within the practice guidelines, policies, and protocols.
- Contribute to the practice achieving its quality targets to sustain the high standards of patient care and service delivery.
- In general the post-holder will be expected to undertake all the normal duties and responsibilities associated with a GP working within primary care.
- Will be included in the rota for Extended hours

**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 read coding patient data
- Attending training and events organised by the practice or other agencies, where appropriate.

**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 their own and others Health and Safety and infection control as defined in the Practice Health and Safety policy, the practice Health and Safety manual, and the practice infection control policy. This will include (but 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.

Hand hygiene standards for self and others

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

Safe management of sharps use, storage and disposal  
Maintenance of own clean working environment

Actively identifying, reporting and correction of health and safety hazards and infection hazards immediately when recognised

Correct waste and instrument management including handling, segregation and container use

### **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 recognises 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.
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### **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, 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 recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognise people's 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.

*This Job Description is neither exhaustive nor exclusive and will be reviewed periodically in conjunction with the post holder. The post holder is required to carry out any duties that may reasonably be requested by the Partners or management team.*

Please sign and date this document to confirm its accuracy at the present time.

Job holder: .....

Date: .....

Practice Manager: .....

Date: .....