



JD V 4 nov 2108

Cross Plain Health Centre Job description

Post: GP Assistant

CPHC Aim: to provide, within the terms of the GMS contract, integrated healthcare in partnership with the NHS which is transparent, appropriate for the population, clinically governed and meets national standards.

Strapline

“Changing Primary Health Care”

The strap line reflects the need to develop the primary care workforce into a newer model, one that has the GP as the consultant of a team, to ensure continuity of care and sustainability of primary care into the future.

Job Title	GP Assistant This role is a clinical and administrative hybrid role. It is expected that new entrants will have completed the Care Certificate and be working to the Senior Health Care Assistant level as a minimum.
Department and site	CPHC Durrington, Shrewton, Tidworth and Ludgershall
Date	November 2018
Version	4
Reports to	Duty GP/ Practice Manager
Responsible for	Fulfilment of his/her own role as GPA, and for his/her own actions
Purpose of Job	To play a key role in the team at CPHC that seeks to meet the health needs of the practice’s patients and the requirements of the GMS contract. To ensure compliance with the GMS contract by working to protocols and templates on System One (TPP) and coding information accurately To maintain health and safety of self, patients and colleagues. To maintain confidentiality of all patient information. Ensure Personal Development by attending all annual compulsory training and role specific training To work to a Senior GP in the provision of the following roles:-



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	<ul style="list-style-type: none">• Telephone triage according to protocols• Review of patients in accordance with GP plans for care• Act as a contact point for patients to ensure continuity of care• History taking in preparation for GP• Clinical observations, BP, BMI, Urine analysis, Blood glucose, ECG, BMI, temperature, phlebotomy.• Assisting GPs with management of routine clinical correspondence• Assisting GPs with Audit• Assisting GPs and patients with the management of long term condition and QOF reviews• Assisting GPs with coding• Assisting GPs with management of results• Assisting GPs by Initial preparation of reports• Assisting GPs with referrals• Assisting GPs with medication review• Assisting GPs with patient follow up• Assisting GP s by arranging requested tests and informing patients and GPs when results are back• Assisting GPs with the management of minor illness and injury• Preparation of prescriptions as directed by GP with pre electronic send check in place• Home visiting as discussed with and directed by GP• Provision of health and wellbeing advice• Assisting GPs with the undertaking of patient generated tasks• Attendance at MDT meetings
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CPHC has a strong commitment to achieving equality of opportunity in both services to its patients and the employment of staff.

All employees are expected to understand and promote the policies of CPHC in their own work.

Staff are expected to follow the CPHC commitment to the provision of equal services to all regardless of creed, race, age, sex, sexual orientation, status or illness.

Terms and Conditions

The hours of work as per contract, this may be increased at times to cover for staff sickness and annual leave.

The core day is 08.00 to 18.30, and it is expected that each member of the team will take a share of the early and late shifts. The hours are to be worked over 5 days of the week. There may be Saturday working on a rota basis to cover extended hours.

Annual leave is for 5 weeks per annum plus 8 days Bank Holiday pro rata

The NHS pension is available with this post if requested.

In any one rolling year 2 weeks paid sick pay is available at the discretion of the partners, otherwise SSP will be paid.

Person Specification

You will be:

- A lover of people with excellent service skills.
- Energetic and enthusiastic about hard work, able to multitask and organised in your work.
- Calm in a crisis
- Able to maintain confidentiality at all times.
- An effective team player and good communicator with the whole team
- Good at autonomous working, working to set procedures and protocols.
- Happy to do the everyday mundane tasks, whilst being able to cope with the ever changing demands of patients, and the NHS
- Skilled at, or able to quickly learn to use, clinical computer systems.
- Smartly presented
- Not afraid to ask for help

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