



Salaried GP Job Plan

1. The agreed arrangement of your normal working week is as follows. This is based on X sessions each of 4 hrs 10 mins: -
 - *The extended hours surgery (Tuesday 18.30-20.00) is shared on a fair basis between all GPs, according to the number of sessions they work. For every 3 late surgeries worked, you are entitled to one session time back in lieu.*

1 surgery per session: 14 ten minutes appts or equivalent (NB this is increasing to 15 minutes from Spring 2024)
Home visits (according to agreed rota)
Share of duty doctor rota, times to be agreed PM duty includes acting as results buddy for GPs on leave or day off AM duty means providing the Same Day Service ie triaging by phone all requests for same day appointments
Share of the Tuesday night late clinic rota (which is shared out fairly according to WTE worked).
Repeat px queries and signing prescriptions (according to agreed rota).
Process and action incoming clinical correspondence according to practice protocol including working with the clinical correspondence group within the Patient Support Team
Processing and actioning pathology results according to practice procedures, including communicating with patients
Referrals following agreed practice procedures
Maintaining your knowledge of, and liaising with, all relevant local health and care services including those provided by the hospital trust, community trust and the 3rd sector
Record keeping to recognised standards
Taking responsibility for the continuing and on-going care of patients, seeing cases through to conclusion
To work as part of the practice team to ensure continuous quality improvement, audit, the improvement of systems and care management
Attending and participating in weekly practice meetings including practice meeting, clinical meeting and full primary healthcare team meeting
Writing medical reports as required within the standard practice timescales
Authorising release of medical records under SARs legislation, and authorising patient online access to complete medical record
Personal CPD