

Volume 2

JOB DESCRIPTION AND PERSON SPECIFICATION

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JOB DESCRIPTION OF THE PHC DOCTOR

Clinical Care for the patients

The provision of medical care for patients throughout all phases of life, for

- Urgent problems
- Acute problems
- Chronic problems

Including

- Prescribing appropriate therapy according to the policies of the Practice
- Referring for specialist opinion when necessary
- Following up and monitoring according to the Practice guidelines
- Rehabilitation

Doctor will strive to promote the good health of his patients by:

- Preventive measures
- Screening and
- Health education
- Develop protocols

He will be expected to be able to communicate effectively with

- His patients
- Patients relatives
- Colleagues in the multidisciplinary teams
- Colleagues in other PHC practices
- Colleagues in hospital practice
- Other agencies in the community

Medical records

- The doctor will ensure that adequate medical records will be kept for all patients. These must be legible and accurate.
- He will be expected to ensure that audit of the work of the Primary Health Care - team is undertaken

Management

Practice Management is a new aspect of Primary Care which will require special skills and is dependent on the doctor's ability to:

- Use time effectively
- Organise himself and other members of the Primary health Care Team
- Develop Practice policies
- Plan both for the short and long term
- Manage a budget

Premises

Doctor will be responsible:

- For maintenance of the premises
- For maintenance of the equipment
- To ensure a safe working environment

Organisation of the Practice

The doctor will ensure that the patients have reasonable access to PHC medical services during working hours. He will be responsible for providing cover for urgent cases over the 24 hours period. This out of hours service may be provided by himself, his deputy, or appropriate organisation by prior arrangement

The doctor will ensure that his patients are informed about the organization of the Practice e.g.

- Opening and consulting hours
- Roles of the members of the Primary Health Care team
- Practice policies where they directly affect patients
- Complaints procedures

People Management

The doctor will work closely with the members of the Primary Health Care Team whether or not they are employed directly by him, if they are involved in the care of his patients. He will:

- Recognise and value the different roles of the individual members of the Primary Health Care team
- Delegate tasks appropriately

The following tasks will be carried out according to the current Employment Law:

- Set up systems for the recruitment of team members using Equal Opportunities policies (advertising and selection procedures)
- Provide contracts of employment for all employed staff
- Institute a system of regular appraisal
- Set up disciplinary and grievance procedures for employed staff
- Establish lines of communication and responsibility for all team members
- Set up decision-making procedures
- Ensure effective communication between team members and with relevant outside agencies

Money Management

The doctor will have responsibility for the budget of the Practice including the salaries of those members of the Primary Health Care Team who are employed directly by him. He will ensure that:

- A separate bank account is set up so that there is clear separation of Practice and personal finances
- There is continual monitoring of the Practice finances including the cash flow so that any necessary steps can be taken to ensure the financial viability of the Practice
- Communication with the Health Insurance Fund is such that all fees due to him are claimed and paid promptly
- Appropriate arrangements are made for claiming income due to him from other sources
- All expenses of the Practice, including staff salaries are paid promptly
- Adequate records of all financial transactions are kept
- Practice Accounts are prepared annually and submitted for audit to the appropriate authorities
- All taxes and contributions are paid according to the current laws

Education

It is the duty of the doctor to ensure that his knowledge and skills are up to date and to continually develop his professional work. He should:

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- Identify his learning needs
- Participate in appropriate educational activities to meet those needs
- Strive to maintain his commitment to life-long learning

For other members of the Primary Health Care Team the doctor should:

- Encourage them to identify their learning needs
- Ensure that they have the opportunity to meet those needs by appropriate educational activities
- Encourage them to develop their professional work

PERSON SPECIFICATION - PRIMARY HEALTH CARE DOCTOR (AFTER PCST)

Knowledge/skills

- Good medical knowledge
- Principals of primary care medicine
- Clinical experience and competence
- Knowledge of the Health Services and relevant law
- To be able to communicate effectively
- Give information to patients in a way they can understand
- Care for the whole patient
- Manage resources
- Good IT skills
- Manage time effectively
- Work in a multidisciplinary team
- To work closely with the relevant organisations outside the practice
- Work closely with medical colleagues
- Ability to think critically
- Apply the principles of EBM (evidence based medicine)
- Teach effectively

Personal qualities

- Robust / good self care
- Open-minded
- Enthusiastic
- Reflective
- Ethical
- Respects confidentiality
- Have respect for all human beings regardless of age, sex, race, social /economic standing or health problem
- Ability to accept and respect different points of view
- Patient orientated
- Able to inspire confidence
- Recognise own limitations
- Adaptable able to cope with changes
- Realistic
- Able to cope with uncertainty
- Self-directed
- Life-long learner
- Willingness to share his knowledge
- Give and accept feedback

JOB DESCRIPTION OF THE PHC - EMPLOYED DOCTOR

Clinical Care for the patients

The provision of medical cares for patients throughout all phases of life, for

- urgent problems
- acute problems
- chronic problems

including

- prescribing appropriate therapy according to the policies of the practice
- referring for specialist opinion when necessary
- following up and monitoring according to the practice guidelines
- rehabilitation

Doctor will strive to promote the good health of his patients by:

- preventive measures
- screening
- health education
- taking part in the development of guidelines and protocols

He will be expected to be able to communicate effectively with

- his patients
- patients' relatives
- colleagues in the multidisciplinary teams
- colleagues in other PHC practices
- colleagues in hospital practice
- other agencies in the community

Medical records

- The doctor will ensure that adequate medical records will be kept for all patients. These must be legible and accurate.
- He will be expected to take part in the audit activities in the practice

Management

Practice Management is a new aspect of Primary Care which will require special skills and is dependent on the doctor's ability to:

- Use time effectively
- Organise his work
- Take part in the development of Practice policies
- Attend meetings of the Practice as agreed

Premises

He will be expected to:

- Treat premises, equipment and all property of the practice with care
- Follow procedures which ensure a safe working environment

Organisation of the practice

The doctor will attend the Practice punctually at the agreed times, both for the care of the patients and for administrative activities

- Visit patients in their homes when necessary, as agreed in his contract

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- Ensure that he is available at the agreed times for the patient care, including out of hours cover, if this is included in his/her contract.
- Make himself aware of the practice policies so that he/she can provide information for patients
- Make himself aware of the Complaints procedures of the Practice

People Management

The doctor will be an active member of the PHC team. He will:

- Recognise and value the different roles of the individual members of the Primary Health Care team
- Delegate tasks appropriately
- Accept regular appraisal of his/her work
- Follow grievance procedures according to his/her contract
- Encourage effective communication between team members and with relevant outside agencies

Money Management

The doctor will ensure that fees due to the practice for services, which he/she has provided, are claimed promptly.

Education

The doctor will be expected to upgrade his knowledge continuously by identifying his learning needs, and participating regularly in educational activities (for example Practice based educational activities, CME courses etc.).

The doctor will recognise the need of all members of the team for education and support the teaching activities in the practice

PERSON SPECIFICATION: PRIMARY HEALTH CARE EMPLOYED DOCTOR

Knowledge/skills

- Good medical knowledge
- Principles of primary care medicine
- Clinical experience and competence
- Knowledge of the Health Services and relevant laws
- To be able to communicate effectively
- Give information to patients in a way they can understand
- Care for the whole patient
- Good IT skills
- Manage time effectively
- Work in a multidisciplinary team
- To work closely with the relevant organisations outside the practice
- Work closely with medical colleagues
- Ability to think critically
- Apply the principles of EBM (evidence based medicine)
- Teach effectively

Personal qualities

- Robust / good self care
- Open-minded
- Enthusiastic
- Reflective
- Ethical
- Respects confidentiality
- Have respect for all human beings regardless of age, sex, race, social /economic standing or health problem
- Ability to accept and respect different points of view
- Patient orientated
- Able to inspire confidence
- Recognise own limitations
- Adaptable able to cope with changes
- Realistic
- Able to cope with uncertainty
- Self-directed
- Life-long learner
- Willingness to share his knowledge
- Give and accept feedback

ADDITIONAL JOB DESCRIPTION FOR THE PHC DOCTOR TRAINER

The Training Practice should provide an atmosphere of openness which is conducive to learning.

Educational Responsibilities

The Trainer will:

- Attend a basic course about educational methods prior to starting training
- Ensure that he keeps up to date with educational methods
- Attend Trainers' workshops or similar activities regularly

Organisational Responsibilities

The Trainer will:

- Identify the learning style of the Trainee so that the teaching will be appropriate for the individual
- Plan the program of teaching to meet the educational objectives
- Ensure that the Trainee is exposed to formative assessment regularly
- Help the Trainee to prepare for summative assessment
- Ensure that protected time is available for the Trainee to attend educational activities outside the Practice as required

Responsibilities For Training Within The Practice

The Trainer should:

- Maintain a high standard of medical care in the Practice
- Provide access to medical informations for the Trainee (e.g. library, internet)
- Ensure that there are appropriate facilities so that the Trainer and the Trainee can consult simultaneously
- Ensure that there is protected time for such activities as tutorials and debriefing about patient care
- Organise the Practice so that the Trainee has sufficient time to consult at an appropriate rate
- Organise the Practice so that the Trainee sees a sufficient number of patients
- Organise the Practice so that the Trainee sees patients with variety of acute and chronic conditions
- Ensure that the Trainee has the opportunity to learn from all members of the Primary Health Care Team
- Ensure that the Trainer or a suitable deputy is available to provide cover for the Trainee whenever he is on duty
- Ensure that the Trainee is not left to work unsupervised in the Practice
- Ensure that the Trainee attends meetings within the Practice, both clinical and managerial
- Ensure that the Trainee is involved in recruitment procedures

PERSON SPECIFICATION - PRIMARY HEALTH CARE DOCTOR TRAINER

Knowledge/skills

- Good medical knowledge
- Principles of primary care medicine
- Clinical experience and competence
- Knowledge of the Health Services and relevant laws
- To be able to communicate effectively
- Give information to patients in a way they can understand
- Care for the whole patient
- Manage resources
- Good IT skills
- Manage time effectively
- Work in a multidisciplinary team
- To work closely with the relevant organisations outside the practice
- Work closely with medical colleagues
- Ability to think critically
- Apply the principles of EBM (evidence based medicine)
- Teach effectively

Personal qualities

- Robust / good self care
- Open-minded
- Enthusiastic
- Reflective
- Ethical
- Respects confidentiality
- Have respect for all human beings regardless of age, sex, race, social /economic standing or health problem
- Ability to accept and respect different points of view
- Patient orientated
- Able to inspire confidence
- Recognise own limitations
- Give and accept feed back
- Adaptable able to cope with changes
- Realistic
- Able to cope with uncertainty
- Self-directed
- Life-long learner
- Willingness to share his knowledge
- Role model for the trainee

JOB DESCRIPTION FOR THE PHC EDUCATION ORGANISER

The Education organizer will be responsible to the School of Primary care. The Education Organiser should provide an atmosphere of openness which is conducive to learning.

The Education Organiser will:

- Ensure that he keeps up-to-date with educational methods
- Provide leadership and support for trainers and trainees and encourage life-long learning
- Support primary care development
- Organize the Day-release scheme for trainees
- Plan the program of teaching to meet the educational objectives
- Ensure that the Trainees are exposed to formative assessment regularly
- Help the Trainees to prepare for summative assessment
- Assist the trainers in the organization of their workshops
- Assist the trainers in their Continuing Professional Development
- Organise and play an active role in the selection of trainees
- Take part in the selection processes for the appointment and re-appointment of trainers and education organizers
- Take part in the selection processes for the approval and re-approval of primary care practices and hospital departments
- Organize and attend meetings, workshops or similar activities as required
- Liaise with other organizations (network)
- Ensure the efficient running of the CME/PCST Centre
- Undertake such education as is necessary to ensure his/her continuing professional development (CPD)
- Ensure adequate IT teaching and support for the trainees

PERSON SPECIFICATION - EDUCATION ORGANISER

Knowledge/skills

- Good medical knowledge
- Have experience of Primary Health Care
- Have continuing contact with patients
- Principles of primary care medicine
- Clinical experience and competence
- Knowledge of the Health Services and relevant laws
- To be able to communicate effectively
- Give information to patients/trainees in a way they can understand
- Care for the whole patient
- Manage resources
- Good IT skills
- Have leadership ability
- Manage time effectively
- Work in a multidisciplinary team
- Encourage teamwork
- Be sensitive to the needs of team and its members
- Have good organizational skills
- Have good negotiating skills
- To work closely with relevant organisations
- Have group leadership skills
- Work closely with medical colleagues
- Ability to think critically
- Apply the principles of EBM (evidence based medicine)
- Have an understanding of and commitment to Continuing Professional Development
- Teach effectively

Personal qualities

- Honesty and integrity
- Robust / good self care
- Open-minded
- Enthusiastic
- Diplomatic
- Reflective
- Ethical
- Respects confidentiality
- Have respect for all human beings regardless of age, sex, race, social /economic standing or health problem
- Ability to accept and respect different points of view
- Patient orientated
- Able to inspire confidence
- Recognise own limitations
- Give and accept feed back
- Adaptable able to cope with changes
- Realistic
- Able to cope with uncertainty
- Self-directed
- Life-long learner
- Willingness to share his knowledge
- Role model for the trainees

JOB DESCRIPTION FOR THE PRIMARY CARE SPECIALIST (Paediatrics/O&G) TRAINER

The practice providing the training should provide an atmosphere of openness which is conducive to learning

Educational Responsibilities

The Primary Care specialist Trainer will:

- Attend a basic course about educational methods prior to starting training
- Ensure that he keeps up to date with educational methods
- Ensure that he keeps up to date with his clinical knowledge and skills
- Attends such workshops or educational activities necessary for him to remain an effective trainer

Organisational Responsibilities

The Primary Care specialist trainer will:

- Plan the program of teaching to meet the educational objectives
- Ensure that the Trainee undergoes regular formative assessment
- Ensure that protected time is available for the Trainee to attend educational activities outside the Practice as required

Responsibilities For Training Within The Practice

The Primary Care specialist trainer should:

- Maintain a high standard of medical care in the practice
- Ensure that there is the opportunity for the trainee to see patients on his own
- Ensure that there is protected time for such activities as tutorials and debriefing about patient care
- Organise the practice so that the Trainee sees a sufficient number of patients
- Organise the work of the trainee so that he sees patients with variety of appropriate conditions
- Ensure that the Trainee is not left to work unsupervised in the practice
- Ensure that the Trainee attends clinical meetings within the practice

PERSON SPECIFICATION - PRIMARY CARE SPECIALIST TRAINER (PAEDIATRICS/O&G)

Knowledge/skills

- Good medical knowledge
- To be familiar with the principles of primary care medicine
- Clinical experience and competence
- Knowledge of the Health Services and relevant laws
- To be able to communicate effectively
- Give information to patients in a way they can understand
- Practise holistic medicine
- Manage time effectively
- Work in a multidisciplinary team
- Work closely with medical colleagues
- Ability to think critically
- Apply the principles of EBM (evidence based medicine)
- Teach effectively

Personal qualities

- Robust / good self care
- Open-minded
- Enthusiastic
- Reflective
- Ethical
- Respects confidentiality
- Have respect for all human beings regardless of age, sex, race, social /economic standing or health problem
- Ability to accept and respect different points of view
- Patient orientated
- Able to inspire confidence
- Recognise own limitations
- Give and accept feed back
- Adaptable able to cope with changes
- Realistic
- Able to cope with uncertainty
- Self-directed
- Life-long learner
- Willingness to share his knowledge
- Role model for the trainee

JOB DESCRIPTION FOR THE HOSPITAL TRAINER

The department providing the training should provide an atmosphere of openness which is conducive to learning

Educational Responsibilities

The Hospital Trainer will:

- Attend a basic course about educational methods prior to starting training
- Ensure that he keeps up to date with educational methods
- Ensure that he keeps up to date with his clinical knowledge and skills
- Attend such workshops or educational activities necessary for him to remain an effective trainer

Organisational Responsibilities

The Hospital trainer will:

- Plan the program of teaching to meet the educational objectives
- Ensure that the Trainee undergoes regular formative assessment
- Ensure that protected time is available for the Trainee to attend educational activities outside the department as required

Responsibilities For Training Within The Department

The Hospital trainer should:

- Maintain a high standard of medical care in the department
- Ensure that there is the opportunity for the trainee to see patients on his own
- Ensure that there is protected time for such activities as tutorials and debriefing about patient care
- Organise the work of the trainee so that he sees patients with variety of appropriate conditions
- Ensure that the Hospital trainer or a suitable deputy is available to provide cover for the Trainee whenever he is on duty
- Ensure that the Trainee is not left to work unsupervised in the department
- Ensure that the Trainee attends clinical meetings within the department

PERSON SPECIFICATION - HOSPITAL TRAINER

Knowledge/skills

- Good medical knowledge
- To be familiar with the principles of primary care medicine
- Clinical experience and competence
- Knowledge of the Health Services and relevant laws
- To be able to communicate effectively
- Give information to patients in a way they can understand
- Practise holistic medicine
- Manage time effectively
- Work in a multidisciplinary team
- Work closely with medical colleagues
- Ability to think critically
- Apply the principles of EBM (evidence based medicine)
- Teach effectively

Personal qualities

- Robust / good self care
- Open-minded
- Enthusiastic
- Reflective
- Ethical
- Respects confidentiality
- Have respect for all human beings regardless of age, sex, race, social /economic standing or health problem
- Ability to accept and respect different points of view
- Able to inspire confidence
- Recognise own limitations
- Give and accept feed back
- Adaptable able to cope with changes
- Realistic
- Able to cope with uncertainty
- Self-directed
- Life-long learner
- Willingness to share his knowledge
- Role model for the trainee

JOB DESCRIPTION OF THE PHC DOCTOR - TRAINEE

Trainee will, with adequate supervision, be responsible for:

Clinical Care For The Patients

The provision of medical care for patients throughout all phases of life, for

- Urgent problems
- Acute problems
- Chronic problem

Including

- Prescribing appropriate therapy according to the policies of the practice
- Referring for specialist opinion when necessary
- Following up and monitoring according to the practice guidelines
- Rehabilitation

The Trainee will strive to promote the good health of his patients by:

- Preventive measures
- Screening
- Health education
- Taking part in the development of guidelines and protocols

He will be expected to be able to communicate effectively with

- His patients
- Patients' relatives
- Colleagues in the multidisciplinary teams
- Colleagues in other PHC practices
- Colleagues in hospital practice
- Other agencies in the community

Medical records

- The trainee will ensure that adequate medical records will be kept for his patients. These must be legible and accurate.
- He will be expected to take part in the audit activities in the Practice

Management

Practice Management is a new aspect of Primary Care for which the trainee will require special training. He will be expected to develop skills in:

- Using time effectively
- Organising his work
- Developing Practice policies
- Planning for the short and long term
- Managing a budget

Premises

He will be expected to:

- Treat the premises, equipment and all property of the Practice with care
- Follow procedures which ensure a safe working environment

Organisation of the Practice

- The Trainee will attend the Practice punctually at the agreed times, both for the care of the patients and for administrative and educational activities.
- He will visit patients in their homes when necessary, with adequate supervision.
- He will be expected to provide cover for urgent cases over the 24 hour period with adequate supervision.
- Make himself aware of the Practice policies so that he can provide information for patients
- Make himself aware of the Complaints procedures of the Practice

People Management

The Trainee will be an active member of the PHC team. He will:

- Recognise and value the different roles of the individual members of the Primary Health Care team
- Delegate tasks appropriately
- Accept regular appraisal of his work
- Follow grievance procedures according to his contract
- Encourage effective communication between team members and with relevant outside agencies

The Trainee will take part in the design and implementation of:

- Systems for the recruitment of team members using Equal Opportunities Policies (advertising and selection procedures and the provision of contracts)
- Disciplinary and grievance procedures for employed staff
- A system of regular appraisal
- Decision making procedures

He will be involved in establishing lines of communication and responsibility for all team members.

Money Management

The Trainee will be required to develop the skills to enable him to manage the finances in his future practice. These will include:

- Keeping financial records
- Budgeting
- Setting salaries
- Monitoring cash flow
- Communicating with the Health Insurance Fund
- Claiming fees for services
- Understanding Practice accounts
- Understanding the tax system

Education

The Trainee will be expected to take responsibility for his learning with the help of his trainer. As part of this process he should:

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- Develop Personal Learning Plans
- Actively participate in the design of the training program to suit his educational needs
- Use protected time for education effectively
- Develop his IT skills
- Take part in regular formative assessment
- Prepare himself for the summative assessment

PERSON SPECIFICATION - PRIMARY HEALTH CARE DOCTOR TRAINEE

Knowledge/skills

- Basic license
- Good medical knowledge
- Principles of primary care medicine
- Good clinical skills
- Knowledge of the Health Services and relevant law
- To be able to communicate effectively
- Give information to patients in a way they can understand
- Care for the whole patient
- Good IT skills
- Manage time effectively
- Work in a multidisciplinary team
- To work closely with the relevant organisations outside the practice
- To work closely with medical colleagues
- Ability to think critically
- Apply the principles of EBM (evidence based medicine)

Personal qualities

- Robust / good self care
- Open-minded
- Enthusiastic
- Reflective
- Ethical
- Respects confidentiality
- Have respect for all human beings regardless of age, sex, race, social /economic standing or health problem
- Ability to accept and respect different points of view
- Patient orientated
- Able to inspire confidence
- Recognise own limitations
- Adaptable able to cope with changes
- Realistic
- Able to cope with uncertainty
- Self-directed
- Life-long learner
- Give and accept feedback.

Volume 2

JOB DESCRIPTION AND PERSON SPECIFICATION

This volume content the job descriptions and personal specification for doctors:

- 2.1 Job description and person specification of PHC doctor**
- 2.2 Job description and person specification of PHC employed doctor**
- 2.3 Additional job and person specification description of PHC doctor trainer**
- 2.4 Job description and person specification of PHC educational organiser**
- 2.5 Job description and person specification of PHC specialist ((Paediatrics/O&G) trainer**
- 2.6 Job description and person specification of hospital trainer**
- 2.7 Job description and person specification of PHC trainee**

2.1. JOB DESCRIPTION OF THE PHC DOCTOR

1.1.1.1

1.1.1.2 *Doctor will be responsible for:*

2 A. Clinical Care for the patients

The provision of medical care for patients throughout all phases of life, for

- Urgent problems
- Acute problems
- Chronic problems

Including

- Prescribing appropriate therapy according to the policies of the Practice
- Referring for specialist opinion when necessary
- Following up and monitoring according to the Practice guidelines
- Rehabilitation

Doctor will strive to promote the good health of his patients by:

- Preventive measures
- Screening and
- Health education
- Develop protocols

He will be expected to be able to communicate effectively with

- His patients
- Patients relatives
- Colleagues in the multidisciplinary teams
- Colleagues in other PHC practices
- Colleagues in hospital practice
- Other agencies in the community

3 **Medical records**

4

- The doctor will ensure that adequate medical records will be kept for all patients. These must be legible and accurate.
- He will be expected to ensure that audit of the work of the Primary Health Care - team is undertaken

B. Management

Practice Management is a new aspect of Primary Care which will require special skills and is dependent on the doctor's ability to:

- Use time effectively
- Organise himself and other members of the Primary health Care Team
- Develop Practice policies
- Plan both for the short and long term
- Manage a budget

1. Premises

5

Doctor will be responsible:

- For maintenance of the premises
- For maintenance of the equipment
- To ensure a safe working environment

2. Organisation of the Practice:

The doctor will ensure that the patients have reasonable access to PHC medical services during working hours

He will be responsible for providing cover for urgent cases over the 24 hours period. This out of hours service may be provided by himself, his deputy, or appropriate organisation by prior arrangement

5.1 The doctor will ensure that his patients are informed about the organization of the Practice e.g.

- Opening and consulting hours
- Roles of the members of the Primary Health Care team
- Practice policies where they directly affect patients
- Complaints procedures

3. People Management

The doctor will work closely with the members of the Primary Health Care Team whether or not they are employed directly by him, if they are involved in the care of his patients.

He will:

- Recognise and value the different roles of the individual members of the Primary Health Care team
- Delegate tasks appropriately

The following tasks will be carried out according to the current Employment Law:

- Set up systems for the recruitment of team members using Equal Opportunities policies (advertising and selection procedures)
- Provide contracts of employment for all employed staff
- Institute a system of regular appraisal
- Set up disciplinary and grievance procedures for employed staff
- Establish lines of communication and responsibility for all team members
- Set up decision-making procedures
- Ensure effective communication between team members and with relevant outside agencies

4. Money Management

The doctor will have responsibility for the budget of the Practice including the salaries of those members of the Primary Health Care Team who are employed directly by him.

He will ensure that:

- A separate bank account is set up so that there is clear separation of Practice and personal finances
- There is continual monitoring of the Practice finances including the cash flow so that any necessary steps can be taken to ensure the financial viability of the Practice
- Communication with the Health Insurance Fund is such that all fees due to him are claimed and paid promptly

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- Appropriate arrangements are made for claiming income due to him from other sources
- All expenses of the Practice, including staff salaries are paid promptly
- Adequate records of all financial transactions are kept
- Practice Accounts are prepared annually and submitted for audit to the appropriate authorities
- All taxes and contributions are paid according to the current laws

C. Education

It is the duty of the doctor to ensure that his knowledge and skills are up to date and to continually develop his professional work.

He should:

- Identify his learning needs
- Participate in appropriate educational activities to meet those needs
- Strive to maintain his commitment to life-long learning

For other members of the Primary Health Care Team the doctor should:

- Encourage them to identify their learning needs
- Ensure that they have the opportunity to meet those needs by appropriate educational activities
- Encourage them to develop their professional work

5.1.1 *PERSON SPECIFICATION - PRIMARY HEALTH CARE DOCTOR (AFTER PCST)*

Knowledge/skills:

- Good medical knowledge
- Principals of primary care medicine
- Clinical experience and competence
- Knowledge of the Health Services and relevant law
- To be able to communicate effectively
- Give information to patients in a way they can understand
- Care for the whole patient
- Manage resources
- Good IT skills
- Manage time effectively
- Work in a multidisciplinary team
- To work closely with the relevant organisations outside the practice
- Work closely with medical colleagues
- Ability to think critically
- Apply the principles of EBM (evidence based medicine)
- Teach effectively

Personal qualities:

- Robust / good self care
- Open-minded
- Enthusiastic
- Reflective
- Ethical
- Respects confidentiality
- Have respect for all human beings regardless of age, sex, race, social /economic standing or health problem
- Ability to accept and respect different points of view

- Patient orientated
- Able to inspire confidence
- Recognise own limitations
- Adaptable able to cope with changes
- Realistic
- Able to cope with uncertainty
- Self-directed
- Life-long learner
- Willingness to share his knowledge
- Give and accept feedback

2.2. JOB DESCRIPTION OF THE PHC - EMPLOYED DOCTOR

5.1.1.1 Doctor will be responsible for:

A. Clinical Care for the patients

The provision of medical care for patients throughout all phases of life, for

- urgent problems
- acute problems
- chronic problems

including

- prescribing appropriate therapy according to the policies of the practice
- referring for specialist opinion when necessary
- following up and monitoring according to the practice guidelines
- rehabilitation

Doctor will strive to promote the good health of his patients by:

- preventive measures
- screening

- health education
- taking part in the development of guidelines and protocols

He will be expected to be able to communicate effectively with

- his patients
- patients' relatives
- colleagues in the multidisciplinary teams
- colleagues in other PHC practices
- colleagues in hospital practice
- other agencies in the community

6 Medical records

7

- The doctor will ensure that adequate medical records will be kept for all patients. These must be legible and accurate.
- He will be expected to take part in the audit activities in the practice

B. Management

Practice Management is a new aspect of Primary Care which will require special skills and is dependent on the doctor's ability to:

- Use time effectively
- Organise his work
- Take part in the development of Practice policies
- Attend meetings of the Practice as agreed

1. Premises

8 He will be expected to:

- Treat premises, equipment and all property of the practice with care
- Follow procedures which ensure a safe working environment

2. Organisation of the practice:

The doctor will attend the Practice punctually at the agreed times, both for the care of the patients and for administrative activities

Visit patients in their homes when necessary, as agreed in his contract
Ensure that he is available at the agreed times for the patient care, including out of hours cover, if this is included in his/her contract.

Make himself aware of the practice policies so that he/she can provide information for patients

Make himself aware of the Complaints procedures of the Practice

3. People Management

The doctor will be an active member of the PHC team .

He will:

- Recognise and value the different roles of the individual members of the Primary Health Care team
- Delegate tasks appropriately
- Accept regular appraisal of his/her work
- Follow grievance procedures according to his/her contract
- Encourage effective communication between team members and with relevant outside agencies

4. Money Management

The doctor will ensure that fees due to the practice for services which he/she has provided are claimed promptly.

C. Education

8.1 The doctor will be expected to upgrade his knowledge continuously by identifying his learning needs, and participating regularly in educational activities (for example Practice based educational activities, CME courses etc.).

The doctor will recognise the need of all members of the team for education and support the teaching activities in the practice

8.1.1 *PERSON SPECIFICATION PRIMARY HEALTH CARE EMPLOYED DOCTOR*

Knowledge/skills

- Good medical knowledge
- Principles of primary care medicine
- Clinical experience and competence
- Knowledge of the Health Services and relevant laws
- To be able to communicate effectively
- Give information to patients in a way they can understand
- Care for the whole patient
- Good IT skills
- Manage time effectively
- Work in a multidisciplinary team
- To work closely with the relevant organisations outside the practice
- Work closely with medical colleagues
- Ability to think critically
- Apply the principles of EBM (evidence based medicine)
- Teach effectively

Personal qualities

- Robust / good self care
- Open-minded
- Enthusiastic
- Reflective
- Ethical
- Respects confidentiality
- Have respect for all human beings regardless of age, sex, race, social /economic standing or health problem
- Ability to accept and respect different points of view
- Patient orientated

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- Able to inspire confidence
- Recognise own limitations
- Adaptable able to cope with changes
- Realistic
- Able to cope with uncertainty
- Self-directed
- Life-long learner
- Willingness to share his knowledge
- Give and accept feedback

2.3. ADDITIONAL JOB DESCRIPTION FOR THE PHC DOCTOR TRAINER

The Training Practice should provide an atmosphere of openness which is conducive to learning.

EDUCATIONAL RESPONSIBILITIES

The Trainer will:

- Attend a basic course about educational methods prior to starting training
- Ensure that he keeps up to date with educational methods
- Attend Trainers' workshops or similar activities regularly

ORGANISATIONAL RESPONSIBILITIES

The Trainer will:

- Identify the learning style of the Trainee so that the teaching will be appropriate for the individual
- Plan the program of teaching to meet the educational objectives
- Ensure that the Trainee is exposed to formative assessment regularly
- Help the Trainee to prepare for summative assessment
- Ensure that protected time is available for the Trainee to attend educational activities outside the Practice as required

RESPONSIBILITIES FOR TRAINING WITHIN THE PRACTICE

The Trainer should:

- Maintain a high standard of medical care in the Practice
- Provide access to medical informations for the Trainee (e.g. library, internet)
- Ensure that there are appropriate facilities so that the Trainer and the Trainee can consult simultaneously
- Ensure that there is protected time for such activities as tutorials and debriefing about patient care
- Organise the Practice so that the Trainee has sufficient time to consult at an appropriate rate
- Organise the Practice so that the Trainee sees a sufficient number of patients
- Organise the Practice so that the Trainee sees patients with variety of acute and chronic conditions
- Ensure that the Trainee has the opportunity to learn from all members of the Primary Health Care Team
- Ensure that the Trainer or a suitable deputy is available to provide cover for the Trainee whenever he is on duty
- Ensure that the Trainee is not left to work unsupervised in the Practice

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- Ensure that the Trainee attends meetings within the Practice, both clinical and managerial
- Ensure that the Trainee is involved in recruitment procedures

8.1.2 *PERSON SPECIFICATION - PRIMARY HEALTH CARE DOCTOR TRAINER*

8.1.3

Knowledge/skills

- Good medical knowledge
- Principles of primary care medicine
- Clinical experience and competence
- Knowledge of the Health Services and relevant laws
- To be able to communicate effectively
- Give information to patients in a way they can understand
- Care for the whole patient
- Manage resources
- Good IT skills
- Manage time effectively
- Work in a multidisciplinary team
- To work closely with the relevant organisations outside the practice
- Work closely with medical colleagues
- Ability to think critically
- Apply the principles of EBM (evidence based medicine)
- Teach effectively

Personal qualities

- Robust / good self care
- Open-minded
- Enthusiastic
- Reflective
- Ethical
- Respects confidentiality
- Have respect for all human beings regardless of age, sex, race, social /economic standing or health problem
- Ability to accept and respect different points of view

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- Patient orientated
- Able to inspire confidence
- Recognise own limitations
- Give and accept feed back
- Adaptable able to cope with changes
- Realistic
- Able to cope with uncertainty
- Self-directed
- Life-long learner
- Willingness to share his knowledge
- Role model for the trainee

2.4. JOB DESCRIPTION FOR THE PHC EDUCATION ORGANISER

The Education organizer will be responsible to the School of Primary care
The Education Organiser should provide an atmosphere of openness which is conducive to learning.

The Education Organiser will:

- Ensure that he keeps up-to-date with educational methods
- Provide leadership and support for trainers and trainees and encourage life-long learning
- Support primary care development
- Organize the Day-release scheme for trainees
- Plan the program of teaching to meet the educational objectives
- Ensure that the Trainees are exposed to formative assessment regularly
- Help the Trainees to prepare for summative assessment
- Assist the trainers in the organization of their workshops
- Assist the trainers in their Continuing Professional Development
- Organise and play an active role in the selection of trainees
- Take part in the selection processes for the appointment and re-appointment of trainers and education organizers
- Take part in the selection processes for the approval and re-approval of primary care practices and hospital departments
- Organize and attend meetings, workshops or similar activities as required
- Liaise with other organizations (network)
- Ensure the efficient running of the CME/PCST Centre
- Undertake such education as is necessary to ensure his/her continuing professional development (CPD)
- Ensure adequate IT teaching and support for the trainees

8.1.4 *PERSON SPECIFICATION - EDUCATION ORGANISER*

8.1.5

Knowledge/skills

- Good medical knowledge
- Have experience of Primary Health Care
- Have continuing contact with patients
- Principles of primary care medicine
- Clinical experience and competence
- Knowledge of the Health Services and relevant laws
- To be able to communicate effectively
- Give information to patients/trainees in a way they can understand
- Care for the whole patient
- Manage resources
- Good IT skills
- Have leadership ability
- Manage time effectively
- Work in a multidisciplinary team
- Encourage teamwork
- Be sensitive to the needs of team and its members
- Have good organizational skills
- Have good negotiating skills
- To work closely with relevant organisations
- Have group leadership skills
- Work closely with medical colleagues
- Ability to think critically
- Apply the principles of EBM (evidence based medicine)
- Have an understanding of and commitment to Continuing Professional Development
- Teach effectively

Personal qualities

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- Honesty and integrity
- Robust / good self care
- Open-minded
- Enthusiastic
- Diplomatic
- Reflective
- Ethical
- Respects confidentiality
- Have respect for all human beings regardless of age, sex, race, social /economic standing or health problem
- Ability to accept and respect different points of view
- Patient orientated
- Able to inspire confidence
- Recognise own limitations
- Give and accept feed back
- Adaptable able to cope with changes
- Realistic
- Able to cope with uncertainty
- Self-directed
- Life-long learner
- Willingness to share his knowledge
- Role model for the trainees

2.5. JOB DESCRIPTION FOR THE PRIMARY CARE SPECIALIST (Paediatrics/O&G) TRAINER

The practice providing the training should provide an atmosphere of openness which is conducive to learning

EDUCATIONAL RESPONSIBILITIES

The Primary Care specialist Trainer will:

- Attend a basic course about educational methods prior to starting training
- Ensure that he keeps up to date with educational methods
- Ensure that he keeps up to date with his clinical knowledge and skills
- Attends such workshops or educational activities necessary for him to remain an effective trainer

ORGANISATIONAL RESPONSIBILITIES

The Primary Care specialist trainer will:

- Plan the program of teaching to meet the educational objectives
- Ensure that the Trainee undergoes regular formative assessment
- Ensure that protected time is available for the Trainee to attend educational activities outside the Practice as required

RESPONSIBILITIES FOR TRAINING WITHIN THE PRACTICE

The Primary Care specialist trainer should:

- Maintain a high standard of medical care in the practice
- Ensure that there is the opportunity for the trainee to see patients on his own
- Ensure that there is protected time for such activities as tutorials and debriefing about patient care
- Organise the practice so that the Trainee sees a sufficient number of patients
- Organise the work of the trainee so that he sees patients with variety of appropriate conditions
- Ensure that the Trainee is not left to work unsupervised in the practice
- Ensure that the Trainee attends clinical meetings within the practice

**8.1.6 PERSON SPECIFICATION - PRIMARY CARE SPECIALIST TRAINER
(PAEDIATRICS/O&G)**

8.1.7

Knowledge/skills

- Good medical knowledge
- To be familiar with the principles of primary care medicine
- Clinical experience and competence
- Knowledge of the Health Services and relevant laws
- To be able to communicate effectively
- Give information to patients in a way they can understand
- Practise holistic medicine
- Manage time effectively
- Work in a multidisciplinary team
- Work closely with medical colleagues
- Ability to think critically
- Apply the principles of EBM (evidence based medicine)
- Teach effectively

Personal qualities

- Robust / good self care
- Open-minded
- Enthusiastic
- Reflective
- Ethical
- Respects confidentiality
- Have respect for all human beings regardless of age, sex, race, social /economic standing or health problem
- Ability to accept and respect different points of view
- Patient orientated
- Able to inspire confidence
- Recognise own limitations

- Give and accept feed back
- Adaptable able to cope with changes
- Realistic
- Able to cope with uncertainty
- Self-directed
- Life-long learner
- Willingness to share his knowledge
- Role model for the trainee

2.6. JOB DESCRIPTION FOR THE HOSPITAL TRAINER

The department providing the training should provide an atmosphere of openness which is conducive to learning

EDUCATIONAL RESPONSIBILITIES

The Hospital Trainer will:

- Attend a basic course about educational methods prior to starting training
- Ensure that he keeps up to date with educational methods
- Ensure that he keeps up to date with his clinical knowledge and skills
- Attend such workshops or educational activities necessary for him to remain an effective trainer

ORGANISATIONAL RESPONSIBILITIES

The Hospital trainer will:

- Plan the program of teaching to meet the educational objectives
- Ensure that the Trainee undergoes regular formative assessment
- Ensure that protected time is available for the Trainee to attend educational activities outside the department as required

RESPONSIBILITIES FOR TRAINING WITHIN THE DEPARTMENT

The Hospital trainer should:

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- Maintain a high standard of medical care in the department
- Ensure that there is the opportunity for the trainee to see patients on his own
- Ensure that there is protected time for such activities as tutorials and debriefing about patient care
- Organise the work of the trainee so that he sees patients with variety of appropriate conditions
- Ensure that the Hospital trainer or a suitable deputy is available to provide cover for the Trainee whenever he is on duty
- Ensure that the Trainee is not left to work unsupervised in the department
- Ensure that the Trainee attends clinical meetings within the department

8.1.8 PERSON SPECIFICATION - HOSPITAL TRAINER

8.1.9

Knowledge/skills

- Good medical knowledge
- To be familiar with the principles of primary care medicine
- Clinical experience and competence
- Knowledge of the Health Services and relevant laws
- To be able to communicate effectively
- Give information to patients in a way they can understand
- Practise holistic medicine
- Manage time effectively
- Work in a multidisciplinary team
- Work closely with medical colleagues
- Ability to think critically
- Apply the principles of EBM (evidence based medicine)
- Teach effectively

Personal qualities

- Robust / good self care
- Open-minded
- Enthusiastic
- Reflective
- Ethical
- Respects confidentiality
- Have respect for all human beings regardless of age, sex, race, social /economic standing or health problem
- Ability to accept and respect different points of view
- Able to inspire confidence
- Recognise own limitations
- Give and accept feed back

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- Adaptable able to cope with changes
- Realistic
- Able to cope with uncertainty
- Self-directed
- Life-long learner
- Willingness to share his knowledge
- Role model for the trainee

2.7. JOB DESCRIPTION OF THE PHC DOCTOR - TRAINEE

8.1.9.1 Trainee will, with adequate supervision, be responsible for:

9 A. CLINICAL CARE FOR THE PATIENTS

The provision of medical care for patients throughout all phases of life, for

- Urgent problems
- Acute problems
- Chronic problem

Including

- Prescribing appropriate therapy according to the policies of the practice
- Referring for specialist opinion when necessary
- Following up and monitoring according to the practice guidelines
- Rehabilitation

The Trainee will strive to promote the good health of his patients by:

- Preventive measures
- Screening
- Health education
- Taking part in the development of guidelines and protocols

He will be expected to be able to communicate effectively with

- His patients
- Patients' relatives
- Colleagues in the multidisciplinary teams
- Colleagues in other PHC practices
- Colleagues in hospital practice
- Other agencies in the community

10 Medical records

- The trainee will ensure that adequate medical records will be kept for his patients. These must be legible and accurate.
- He will be expected to take part in the audit activities in the Practice

B. MANAGEMENT

Practice Management is a new aspect of Primary Care for which the trainee will require special training. He will be expected to develop skills in:

- *Using time effectively*
- *Organising his work*
- *Developing Practice policies*
- *Planning for the short and long term*
- *Managing a budget*

11

12 1. Premises

13 He will be expected to:

- Treat the premises, equipment and all property of the Practice with care
- Follow procedures which ensure a safe working environment

2. Organisation of the Practice:

- The Trainee will attend the Practice punctually at the agreed times, both for the care of the patients and for administrative and educational activities.
- He will visit patients in their homes when necessary, with adequate supervision.
- He will be expected to provide cover for urgent cases over the 24 hour period with adequate supervision.
- Make himself aware of the Practice policies so that he can provide information for patients
- Make himself aware of the Complaints procedures of the Practice

3. People Management

The Trainee will be an active member of the PHC team.

He will:

- Recognise and value the different roles of the individual members of the Primary Health Care team
- Delegate tasks appropriately
 - Accept regular appraisal of his work
 - Follow grievance procedures according to his contract
 - Encourage effective communication between team members and with relevant outside agencies

The Trainee will take part in the design and implementation of:

- Systems for the recruitment of team members using Equal Opportunities Policies

(advertising and selection procedures and the provision of contracts)

- Disciplinary and grievance procedures for employed staff
- A system of regular appraisal
- Decision making procedures

He will be involved in establishing lines of communication and responsibility for all team members.

4. Money Management

The Trainee will be required to develop the skills to enable him to manage the finances in his future practice. These will include:

- Keeping financial records
- Budgeting
- Setting salaries
- Monitoring cash flow
- Communicating with the Health Insurance Fund
- Claiming fees for services
- Understanding Practice accounts
- Understanding the tax system

C. EDUCATION

The Trainee will be expected to take responsibility for his learning with the help of his trainer.

As part of this process he should:

- Develop Personal Learning Plans
- Actively participate in the design of the training program to suit his educational needs
- Use protected time for education effectively
- Develop his IT skills
- Take part in regular formative assessment
- Prepare himself for the summative assessment

13.1.1 *PERSON SPECIFICATION - PRIMARY HEALTH CARE DOCTOR TRAINEE*

13.1.2

Knowledge/skills

- Basic license
- Good medical knowledge
- Principles of primary care medicine
- Good clinical skills
- Knowledge of the Health Services and relevant law
- To be able to communicate effectively
- Give information to patients in a way they can understand
- Care for the whole patient
- Good IT skills
- Manage time effectively
- Work in a multidisciplinary team
- To work closely with the relevant organisations outside the practice
- To work closely with medical colleagues
- Ability to think critically
- Apply the principles of EBM (evidence based medicine)

Personal qualities

- Robust / good self care
- Open-minded
- Enthusiastic
- Reflective
- Ethical
- Respects confidentiality
- Have respect for all human beings regardless of age, sex, race, social /economic standing or health problem
- Ability to accept and respect different points of view

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- Patient orientated
- Able to inspire confidence
- Recognise own limitations
- Adaptable able to cope with changes
- Realistic
- Able to cope with uncertainty
- Self-directed
- Life-long learner
- Give and accept feedback