

PUNTOE AND LINDEN MEDICAL PARTNERSHIP

JOB DESCRIPTION

Job Title:	Salaried GP
Location:	Linden Road Surgery, 13 Linden Road, Bedford, MK40 2DQ
Responsible to:	GP Partners / Practice Manager
Hours:	6 sessions per week
Salary:	Competitive, dependent on experience (plus indemnity contribution)
Contract Type:	Permanent

Linden Road Surgery is a friendly, two-site general practice caring for around 6,300 patients across Bedford and Bromham. We are part of the East Bedford Primary Care Network (PCN) and work collaboratively with local practices to deliver high-quality, patient-centered care.

We have a committed multidisciplinary team comprising GP partners, salaried GPs, practice nurses, healthcare assistants, administrative and reception staff, and access to additional PCN roles such as pharmacists, first contact physiotherapists, and social prescribers. Our clinical systems include SystmOne and NHS App integration, with online consultations and e-prescribing fully enabled.

Partnership with Putnoe Medical Centre

We work closely with our soft merger partner, Putnoe Medical Centre, to align protocols, share learning, and develop joined-up clinical and administrative processes. This collaboration offers opportunities for shared CPD, cross-site working, and the development of innovative models of care across both sites. It also provides additional support for clinicians and enhances the resilience and flexibility of our workforce.

SUMMARY:

Key Responsibilities

- Provide safe, effective, and high-quality clinical care to registered patients.
- Conduct face-to-face, telephone, and online consultations.
- Manage acute, chronic, and preventive care needs.
- Undertake home visits where appropriate.
- Prescribe in accordance with local and national guidelines.
- Review pathology results, clinical correspondence, and repeat prescriptions.
- Contribute to QOF and long-term condition management.
- Participate in clinical meetings, audits, and QI initiatives.
- Provide supervision or mentorship where appropriate.
- Take part in the duty doctor rota.

Additional Responsibilities

- Contribute to PCN and practice-level service development.
- Promote health education and self-care among patients.
- Work collaboratively with wider community teams.
- Adhere to safeguarding, confidentiality, and infection control policies.

Benefits

- Competitive salary and indemnity contribution
- NHS Pension Scheme
- 6 weeks annual leave + 1 week study leave (pro rata)
- Flexible working arrangements
- Supportive, inclusive team culture
- Study leave and CPD opportunities

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 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 information.

Health and Safety:

The post holder will assist in the promoting and maintaining their own and others' health and safety and security as defined in the practice Health and Safety Policy, to include:

- Using personal security systems within the workplace according to practice guidelines
- Identifying the risks involved in work activities and undertaking such activities in such a way that manages those risks
- Making effective use of training and update knowledge and skills
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards.
- Reporting potential risks identified.

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

Personal/Professional Development:

The post holder will participate in any training programme implemented by the pro-active a part of this employment, such as training to include:

- Participation in and 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 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 teams activities and making suggestions on ways to improve and enhance the teams' 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 teams members
- Communicate effectively with patients and carers
- Recognise people's needs for alternative methods of communication and respond accordingly

PUTNOE MENDICAL CENTRE

PERSON SPECIFICATION

GENERAL PRACTITIONER

	Essential	Desirable
1. Qualifications & Training - Fully qualified GP with GMC registration - Annual appraisal and revalidation (when appropriate) - General practice (Vocational Training Scheme) trained - On a medical performers list - Enhanced DBS check - UK driving licence - Current CPR certificate - UK work permit (if required) - Medical defence union cover - Evidence of continued professional development - MRCGP	√ √ √ √ √ √ √ √ √	√ √
2. Experience & Skills - Chronic disease management - Primary prevention & screening services - Clinical Governance - Delivery of QoF targets - Self-audit and reflection - Organised and efficient in record keeping and completion of paperwork - Time management – being able to prioritise work and work under pressure - Computer literacy - Experience of working a variety of clinical software systems - Adaptability to change	√ √ √ √ √ √ √ √	√ √
3. Qualities/Attributes Willingness to share and collaborate		

