



## Department of Health and Social Care

*Rheynn Slaynt as Kiarail y Theay*

### Job

### Description

|                         |                                     |
|-------------------------|-------------------------------------|
| <b>Job Title:</b>       | Salaried Locum General Practitioner |
| <b>Grade:</b>           | Aligned to ST1                      |
| <b>Directorate:</b>     | Community Care                      |
| <b>Responsible to:</b>  | Head of Primary Care                |
| <b>Responsible for:</b> | No staffing responsibilities        |

### Overview

The Primary Care Services section of the Department of Health and Social Care's Community Care Directorate is committed to the provision of an accessible, high quality and professional service by General Practitioners, Dentists/Orthodontists and Opticians in providing advice, treatment, disease prevention and health promotion to NHS patients in a community setting. Primary Care Services understand and respect the challenge of ensuring the most cost effective use of resources. To achieve this, our values of Respect, Caring, Listening, Professionalism, Fairness and Integrity underpin all of our work.

### CARE

In the DHSC we pride ourselves on being committed, appreciative, respectful and excellent. CARE represents what we are about, what we stand for and what we value. All our recruitment, performance management and development is based on our CARE ethos.

### Job Purpose

The main purpose of this post is to provide locum cover for the 11 GP Practices on the Island, as and when required, to ensure the provision of care to registered NHS patients. The locum cover will be co-ordinated by the Primary Care Services Team in liaison with the Practices and will be provided in the following priority order:-

- GP appraisers undertaking appraisal preparation and appraisal sessions
- GPs providing educational assistance to F2 placements
- GPs attending Department meetings
- GPs leave and/or sickness absence

There will also be the opportunity to work out of hours shifts, when available, in the Manx Emergency Doctors Service (MEDS).

### Duties and Responsibilities



The Salaried Locum GP will be expected to provide locum cover for a 4 hour period each weekday morning and afternoon . Within that timeframe there will be a 2.5 hour clinical session. The Salaried Locum GP will be expected to use the remaining 1.5 hours flexibly, for example, to allow for any over-run of the clinical session, to see any additional emergency patients, undertake any necessary paperwork and referrals created by that session, and will also be expected to undertake reasonable duties allocated to them by the Practice. The allocated duties will include, for example, telephone consultations, signing of urgent prescriptions, summarising of records and home visits. The Salaried Locum GP will not be expected to sign repeat prescriptions. The post holder shall perform such duties and observe and conform with such reasonable instructions as the Department, or the GP Practice, may from time to time give.

Any work at MEDS will be on a Bank contract basis and as such there will be no contractual hours of work. Any hours worked will be agreed in advance or, if required, at short notice, and the postholder will be contacted regarding offers of work as opportunities arise.

### **Communication and Relationship Skills**

The communication and relationship skill requirements of this role are:

- ♥ Effective listening and communication skills with patients and colleagues, both in terms of clinical care, and maintaining relationships and open lines of communication with the Department and Practice staff
- ♥ Caring attitude in day to day contacts with patients, their relatives and carers

### **Knowledge, training and experience required to do the job**

The essential knowledge, training and experience requirements of this role are:

- ♥ Qualified General Medical Practitioner and eligible to join the Isle of Man Medical Performers List
- ♥ Computer literate
- ♥ Ability to record clear and contemporaneous computer based consultation notes to agreed standards
- ♥ Maintain personal and professional development in order to maintain skill levels, and participate in the appraisal process and any training and development that is recognised during this process
- ♥ Awareness of, and compliance with all relevant Department/Practice policies/guidelines, for example, adherence to Department prescribing formulary

The desirable knowledge, training and experience requirements of this role are:

- ♥ Experience of working within an NHS environment
- ♥ Working knowledge and experience of EMIS Web

### **Planning & Organisational Skills**



The planning and organisation skill requirements of this role are:

- ♥ Able to effectively prioritise workload and undertake tasks in a busy environment
- ♥ Ensure that, in liaison with Primary Care Services, calendar appointments, annual leave commitments, sickness absence and any other changes that may affect the schedule of work are communicated in a clear and timely fashion
- ♥ In accordance with individual Practice timetables, the post holder will make themselves available to undertake a variety of duties including surgery consultations, telephone consultations and queries, visiting patients at home, and dealing with queries, paperwork and correspondence in a timely fashion

### **Patient/Client Care**

The patient/client care requirements of this role are:

- ♥ Provide a full range of medical services as defined in the GMS contract and additional enhanced services where appropriate
- ♥ Assessing the health care needs of patients

### **Policy and Service Development**

The policy and service development requirements of this role are:

- ♥ Responsibility for the implementation of all policies relevant to the Community Care Directorate and as required by the DHSC and its work
- ♥ The post holder will be a source of information and advice to the Head of Primary Care when required, and when time allows, in relation to service development

### **Financial and Physical Resources**

The financial and physical resource requirements of this role are:

- ♥ Ensuring that the most cost effective use of resources is implemented at all times, including adherence to prescribing guidelines

### **Research and Development**

The research and development requirements of this role are:

- ♥ The post holder may be expected, when time allows, to provide supporting work, data analysis or project work allocated to them by the Head of Primary Care, or delegated official
- ♥ Quarterly meetings will be held with the Head of Primary Care, or their representative, to assess the post, the post holder and any comments received from the GP Practices where the post holder has been working



## Confidentiality

In the course of your duties you may have access to confidential material about patients, members of staff or other business of the Department. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and /or treatment of the patient. If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature, you must seek advice from your manager. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded by your employers as gross misconduct which could result in disciplinary action being taken against you. In the case of information held on computer systems, you may be held personally liable if you in any way knowingly contravene the appropriate terms of the Manx Data Protection Legislation.

## Health & Safety

It is the duty of all employees to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers/practice manager and/or the Patient Safety and Governance Co-ordinator of the DHSC. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

## Safeguarding

The Isle of Man is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects staff to share this commitment. Staff must work in accordance with all health and social care policies relating to safeguarding.

I have read and agree with the above description

**Job Holder's Name** (please  
print)

**Date:**

\_\_\_\_\_  
\_\_\_\_\_



**Job Holder's Signature**

**Line Manager's Name** (please print)

**Date:**

**Line Manager's Signature**



### Person Specification

|                     |                                     |
|---------------------|-------------------------------------|
| <b>Job Title:</b>   | Salaried Locum General Practitioner |
| <b>Department:</b>  | Health and Social Care              |
| <b>Directorate:</b> | Community Care                      |
| <b>Grade:</b>       | Aligned to ST1                      |

| Attributes   | Essential (E)<br>or<br>Desirable (D) | Method<br>of<br>Assessment |
|--|--------------------------------------|----------------------------|
| <b>Credibility</b>   |                                      |                            |
| ♥ Qualified General Medical Practitioner                   | E                                    | Application                |
| ♥ GMC Registered   | E                                    | Application                |
| ♥ Eligible to join the Isle of Man Medical Performers List | E                                    | Application/Interview      |
| ♥ Experience of working in the NHS                         | D                                    | Application                |
| ♥ Has open conversations                                   | E                                    | Interview                  |
| ♥ Addresses the issues                                     | E                                    | Interview                  |
| ♥ Builds supportive relationships                          | E                                    | Interview                  |
| ♥ Is professional and credible                             | E                                    | Interview                  |



|   |  |  |
|---|--|--|
| <b>Capability</b> <ul style="list-style-type: none"> <li>♥ Computer literate</li> <li>♥ Working knowledge and experience of EMIS Web</li> <li>♥ Understand and utilise standards of good record keeping and confidentiality</li> <li>♥ Demonstrate an awareness of Health and Safety, and Infection Control</li> <li>♥ Good communication skills on all levels</li> <li>♥ Ability to prioritise workload</li> <li>♥ Future focussed</li> <li>♥ Makes considered decisions</li> <li>♥ Encourages innovation and supports change</li> </ul> | E<br>D<br><br>E<br><br>E<br>E<br>E<br>E<br>E | Application<br>Application<br><br>Application/Interview<br><br>Application/Interview<br>Application/Interview<br>Interview<br>Interview<br>Interview                     |
| <b>Character</b> <ul style="list-style-type: none"> <li>♥ Enthusiastic and self-motivated with commitment to on-going personal and professional development</li> <li>♥ Caring attitude</li> <li>♥ Ability to work as part of a team</li> <li>♥ Reliable</li> <li>♥ Flexible approach when dealing with colleagues</li> <li>♥ Ability to liaise with other professionals across the Department</li> <li>♥ Trusts and is trusted</li> <li>♥ Has positive energy and drive</li> <li>♥ Inspires, motivates and empowers</li> </ul>            | E<br><br>E<br>E<br>E<br>E<br><br>E<br>E<br>E | Application/Interview<br><br>Application/Interview<br>Application/Interview<br>Application/Interview<br>Application/Interview<br><br>Interview<br>Interview<br>Interview |
| <b>Other requirements</b> <ul style="list-style-type: none"> <li>♥ Full, clean driving licence and access to own vehicle</li> <li>♥ Clear Enhanced Disclosure and Barring Service (DBS) check</li> </ul>  | E<br><br>E                                   | Application/checks<br><br>Application/checks   |
| <b>CARE</b> <ul style="list-style-type: none"> <li>♥ Commitment to providing a high standard of patient care, and integrity</li> <li>♥ Appreciation of working in a highly confidential environment</li> <li>♥ Respect for patients and colleagues, with a sensitivity to patient issues</li> <li>♥ Excellent outcomes to be achieved</li> </ul>  | E<br><br>E<br>E<br>E                         | Application/Interview<br><br>Interview<br><br>Interview<br>Interview   |