

Recruitment of General Practitioner

Recruitment Pack

General Practitioner Vacancy

Thank you for your interest in this position. Enclosed is the information you will require to assist you in applying for the role.

To apply please submit your CV and a covering letter.

Applications should be e-mailed to [jennie.dock@nhs.net](mailto:jennie.dock@nhs.net)

**Applications must be received by Monday 7th January 2019. All applications will be acknowledged.**

For an informal discussion and visit please contact Jennie Dock, Practice Manager, on 01489 785 722.

**CONTENTS**

Welcome letter from the Practice

About Hedge End Medical Centre

Organisation chart

Job description

Role profile

Terms and Conditions

Key dates

Advert

**Welcome Letter from the Practice**

Dear Applicant

General Practitioner **– Hedge End Medical Centre**

Thank you for your interest in joining the team at Hedge End Medical Centre.

The Practice is committed to delivering high quality patient care which requires us to have a supportive and cohesive team.

We would ideally like a new partner to join the team to work between 4 to 8 sessions per week. We would also consider a salaried position.

Both Partners and Salaried GPs take a part in a fair-share rota of duties, including duty days, routine days, and extended hours.

For more information about the Partnership role, please discuss with the Practice Manager, Jennie Dock, on 01489 785 722.

We would welcome visits to the practice – please arrange these with the Practice Manager, Jennie Dock.

We are looking for a new doctor to start in June 2019, but are happy to wait for the right person.

If you believe that you have the skills and enthusiasm for the task, we very much look forward to receiving your application.

Dr John Bush, Senior Partner

**The Practice**

The Practice is situated in the village of Hedge End, which has excellent amenities, schools, housing and transport links. We are a few minutes from junctions 7 and 8 of the M27.

Our list size is just over 15000, and our patients are concentrated in Hedge End and Botley. Our aim is to provide high quality, accessible medical care to our patients, whilst maintaining a supportive and pleasant working environment for clinicians and staff.

The history of the Practice goes back to 1959 when a house was built at 26 Lower Northam Road and the founding GP commenced practicing. In 1988 number 24 was purchased and the Medical Centre was established by converting and joining the two houses. Number 28 was later purchased and opened in March 1995.

We are part of West Hampshire Clinical Commissioning Group, and offer Primary Medical Services to our patients.

We are a training practice, and take registrar doctors and also teach medical students from Southampton School of Medicine.

The practice has seven Partners. The current Partnership team is Dr Bush, Dr Padday, Dr Hollands, Dr Cropley, Dr Graham Dr Heal and Dr Yates.

We employ three salaried GPs, two Advanced Nurse Practitioners, a Nursing team of seven, and an admin team of thirty.

The practice uses Emis as a clinical system. We are paperlight, so scan all incoming correspondence onto patient’s medical records. We make good use of eConsult (one of the highest users nationally), and are currently moving to Workflow Administration to reduce the administrative workload on the GPs. We have a CQC rating of “Good”, and have achieved 100% QOF over the last three years.

We have an excellent local federation (ESPN) which is made up of the five local practices, and we also host the Hub (Extended Access service) for the Locality.

We are a modern, thriving practice with an innovative outlook, an increasing patient list, and a real desire to care for our patients.

**Organisational Chart**

Partners

Practice Manager

Nurse Manager

Salaried GP

Reception

Nurses

HCAs

Phlebotomists

Reception Leads/ Prescription Techs

Admin

Apprentice

Operational Manager

ANP

Secretarial team lead

# JOB DESCRIPTION

JOB TITLE: Salaried General Practitioner

**REPORTS TO:** The Partners (Clinically)

The Practice Manager (Administratively)

# Job Summary

The post-holder will manage a caseload and deal with a wide range of health needs in a primary care setting, ensuring the highest standards of care for all registered and temporary patients. The post-holder will be expected to work within the primary care team to enhance the service offered to the community of Hedge End and surrounding areas, and to manage their illnesses and promote their health. The post-holder will hold a list of patients commensurate with their sessions worked in practice.

**Special Requirements of the Post**

* GMC Registration
* Membership of a recognised defence organisation
* Inclusion on the Performers list with NHSE
* DBS

**Clinical Responsibilities:**

* In accordance with the practice timetable, as agreed, the post-holder will make him/her-self available to undertake a variety of duties including surgery consultations, telephone consultations and queries, visiting patients at home, checking and signing repeat prescriptions and dealing with queries, paperwork and correspondence in a timely fashion
* Making professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the organisation
* Assessing the health care needs of patients with undifferentiated and undiagnosed problems
* Screening patients for disease risk factors and early signs of illness
* In consultation with patients and in line with current practice disease management protocols, developing care plans for health
* Providing counselling and health education
* Admitting or discharging patients to and from the caseload and referring to other care providers as appropriate
* Recording clear and contemporaneous consultation notes to agreed standards including appropriate coding and use of electronic templates and other electronic systems as agreed.
* Collecting data for audit purposes
* Compiling and issuing computer-generated acute and repeat prescriptions (avoiding hand-written prescriptions whenever possible)
* Prescribing in accordance with the practice prescribing formulary (or generically) whenever this is clinically appropriate
* In general the post-holder will be expected to undertake all the normal duties and responsibilities associated with a GP working within primary care.

**Other Responsibilities within the Organisation:**

* Awareness of and compliance with all relevant practice policies/guidelines, e.g. prescribing, confidentiality, data protection, health and safety which can be found on the practice intranet
* A commitment to life-long learning and audit to ensure evidence-based best practice
* Contributing to evaluation/audit and clinical standard setting within the organisation
* Contributing to the development of computer-based patient records
* Contributing to the summarising of patient records and coding of patient data
* Contributing to the collection of QOF data and any other targets that the Department of Health or CCG might set
* Attending training, meetings and events organised by the practice or other agencies, where appropriate.

**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 that 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 data.

**Health & Safety:**

The post-holder will assist in promoting and maintaining their own and others’ health, safety and security as defined in the practice Health & 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 a way that manages those risks
* Making effective use of training to 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
* Use the clinical bins and sluice room in accordance with procedure
* Leave the consulting room clear and tidy.

**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 recognizes 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:**

In addition to maintaining continued education through attendance at any courses and/or study days necessary to ensure that professional development requirements for appraisal and revalidation are met, the post-holder will participate in any training programme implemented by the practice as part of this employment, such training to include:

* Participation in an annual 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 and 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 team activities and making suggestions on ways to improve and enhance the team’s performance
* Work effectively with individuals in other agencies to meet patients needs
* Effectively manage own time, workload and resources.

**Communication:**

The post-holder should recognize the importance of effective communication within the team and will strive to:

* Communicate effectively with other team members
* Communicate effectively with patients and carers
* Recognise people’s needs for alternative methods of communication and respond accordingly.

**Contribution to the Implementation of Services:**

The post-holder will:

* Apply practice policies, standards and guidance
* Discuss with other members of the team how the policies, standards and guidelines will affect own work
* Participate in audit where appropriate.

This Job Description will be reviewed periodically and may be amended according to the requirement of health care policies and job requirements. It is intended as a guide to the range of duties covered and should not be regarded as an inflexible specification and is not intended to be exhaustive.

**Role Experience, Knowledge and Skills Profile**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | Medical Degree  GMC registered  On Performers list  Enhanced DBS check  Up to date with mandatory training: Basic Life Support, Adult and Child Safeguarding | MRCGP |
| **Experience** | GP clinical system experience  Evidence of learning from Significant Events  Experience with QOF (Quality and Outcome Framework) | EMIS experience  Docman experience  eRS experience |
| **Knowledge and Skills** | Good IT skills  Excellent communication skills  Demonstrable professional development |  |
| **Personal style and behaviour** | Good work-life balance  Ability to work independently and as part of a team  Works well under pressure |  |
| **Other requirements** | Driving license  Up to date with vaccinations |  |

**KEY DATES**

Closing date for completed applications Monday 7th January 2019.

Candidates will be short listed and invited for an interview and selection process at the end of January / beginning of February. Please state in the covering letter if there are any dates you will not be available around this time.

**Advert**

Hedge End Medical Centre is looking to replace a long serving partner who is due to retire in May 2019. The surgery is a well-established training practice looking after 15,000 patients. The list size is increasing due to new houses being built around Hedge End.

We would ideally like a new partner to join the team to work between 4 to 8 sessions per week. We would also consider a salaried position.

We have seven partners, three salaried doctors and two registrar doctors. We have two ANP’s.

The doctors meet for a coffee break every morning.

The practice uses EMIS and is part of West Hampshire CCG.

We have an excellent local federation (ESPN) with our neighbouring four practices.

We have achieved full QOF points for the last three years.

We are a modern thriving practice with innovative outlook and cohesive team .We have above average earnings.

We would welcome informal visits to the practice or why not come and join us for coffee, which can be arranged with the Practice Manager Jennie Dock.

We are looking for a new doctor to start in June 2019 but are happy to wait for the right person.

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