# Introduction

## Philosophy and Practice

Everyone working within the practice is committed to the provision of high quality primary care for the benefit of our patients, whom we respect and value. We strive to be an open-minded, friendly, caring and inclusive team.

## Mission and Values

The Practice aims to deliver our philosophy by;

* Providing readily accessible medical and preventative health care within a structured, efficient, open-minded and caring environment.
* Encouraging the professional and personal growth of the whole team, clinicians and their support staff, promoting job satisfaction whilst maintaining financial viability.
* Optimising the use of our substantial resources, commensurate with the size of our very large practice, creating opportunities not always available to practices with a smaller list of patients. Our size and innovative approach enables us to encompass and evolve with an ever changing NHS.
* Challenging pre-conceived ideas, leading to more efficient ways of working for the benefit of our patients.

## Practice Background

Portsdown Group Practice covers the whole of Portsmouth from postcode PO1 to PO7. It is within easy reach of the South Downs National Park, the New Forest, the Isle of Wight and some of the most beautiful countryside in the country, with numerous and varied leisure opportunities. Portsmouth is located in a vibrant area with a wide range of facilities and excellent transport links, with London only 90 minutes away by train.

We are a 6 site Practice with a total list size of 44,000 patients. We have 13 Partners, 8 Salaried GPs, 10 Nurse / Paramedic Practitioners, a comprehensive Nursing team and other associated health practitioners along with an administration team of 64. We are an active training practice.

The Practice is well established, financially secure and successful. Over the last few years we have earned maximum QOF points.

## Practice Area and Demography

Portsmouth is a waterfront city on the South Coast of England. It enjoys a long and proud maritime heritage, and a very diverse population of over 220,000 people. It is the most densely populated city in the United Kingdom.

Portsmouth has a long history traced back to Roman times. It also has the world’s oldest dry dock, where the opening scene to the film “Les Miserables” was filmed. Portsmouth was considered the “world’s greatest naval port” at the height of the British Empire. The dockyard remains an integral part of the Royal Navy, and also houses historical ships such as HMS Warrior and HMS Victory.

Transport in the city is excellent – with a wide infrastructure of bus and rail connections. London is only a 90 minute journey away. Portsmouth International Port is a commercial cruise ship and ferry port for international destinations.

The University of Portsmouth enrols around 23,000 students, and is an important contributor to the economy in the South. The Defence Industry through Portsmouth Naval Dockyard and BAE Systems employs around a tenth of the city’s workforce.

The City has seen much regeneration in recent years which includes the Gunwharf Quays development which hosts restaurants, cinema and fashion outlet stores, and of the course the Spinnaker Tower.

Portsmouth’s football club currently plays in the EFL League One. Their home ground Fratton Park, is in the middle of the city.

# The Team

## Team Approach / Organisational Structure

Multi disciplinary teams work across all sites.

We recognise that our team needs to work as a strong anchor chain within the community we serve. Like a chain we acknowledge that every link has to be strong. We achieve this by working together, supporting each other and continuously inviting team members to make suggestions towards more efficient, safer processes for our patients.

## Team Members

Our organisational structure includes a Management Team, based at Kingston Crescent (Group Business Manager, Operations Manager, Data Quality and Compliance Manager, Finance Manager, Nurse Manager and Management Support Team) and a surgery team at each site.

Our Practice Nursing team is overseen by our Nurse Manager and consists of 10 Nurse / Paramedic Practitioners, 14 Registered Nurses, and 8 HCA’s. They offer all nursing related services from chronic disease management to dressings and phlebotomy.

## Teaching, Training and Development

The practice has a long history of training – we train GP registrars and student nurses.

We are committed to the ongoing development of the entire team, including mandatory and developmental training for all our staff. Team members are encouraged to highlight any training they feel would benefit them in the achievement of their role. The practice funds, via a “learning agreement”, any training which is felt will benefit the individual and the practice.

# Infrastructure

## Premises

The practice operates out of 6 surgeries, Cosham Park House (PO6 3BG), Crookhorn Lane (PO7 5XP), Heyward Road (PO4 0DY), Kingston Crescent (PO2 8AL), Paulsgrove (PO6 4HJ), and Somerstown (PO5 4EZ).

## Computerisation / Communications

The practice currently uses SystmOne as its medical records system. All notes are summarised on receipt and any further paperwork received is scanned onto the patients’ records.

We attempt to be as paperless as we can, using electronic communication wherever possible.

 We have a practice intranet where all practice information is held as well as a practice website for our patients.

 These are monitored and updated by the Management Team.

## Integrated Working

Our GPs (partner and salaried) generally work at one site. Our Nurse Practitioners often work between two or more sites. Our Nursing team work within a North / South site locality, however all of our staff can work on multiple sites, as required.

We have a centralised call centre based at Cosham Park Surgery; secretarial teams based at our Kingston Crescent Surgery and our Data Quality Clerks are also based at our Kingston Crescent Surgery. These teams cover the whole practice.

# This Recruitment

The successful candidate will be invited to start as soon as possible.

The post is not subject to an Enhanced DBS disclosure.

# Recruitment Process

## How to Apply

Please email covering letter and completed application (additional CV optional) to; emma.hayward1@nhs.net

Closing date for this post is 15th March 2019

## Assessment and Interview

All applications will be assessed using the practice interview assessment sheet which will identify a shortlist of candidates.

Applicants who are successful following this process will be invited for interview on Friday 29th March 2019

**Please ensure that you are free on these dates when applying, as we may be unable to re-arrange interview dates.**

## Further Information / Practice visits

If you would like to arrange an informal chat and / or visit please contact Emma Hayward either via email or on 02392 009191

# Terms and Conditions

## Quick reference

Please note this list is not exhaustive and the contract of employment will always take precedence. A brief precis is as follows;

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| --- | --- |
| Type of contract | Permanent |
| Hours | 27 hours  |
| Location | Main Surgery for role is at Cosham Park House |
| Continuous Employment | Any employment with a previous does **NOT** count as part of a continuous period of employment |
| Salary | £8.75ph |
| Probation Period | 6 months |
| Annual Leave | 5 weeks plus bank holidays |
| Other Leave | All Maternity, Paternity, Adoptive and Parental leave are in line with Government Guidelines. Compassionate, Dependents and Bereavement leave in line with Practice Policies |
| Pension | Automatically entered into the NHS Pension scheme unless you opt out |
| Absence | In line with Practice Sickness Scheme |
| Retirement | The Practice does not assume that employees will retire at any specific age |
| Notice | 1 calendar week during probation, thereafter 1 months notices (both parties) |
| Training and Education | Requirement to complete Practice mandatory and any other agreed training |
| Appraisal | Annually |
| Disciplinary and Grievance | In line with Practice Policies |
| Practice Policies and Protocols | The post holder will be expected to follow all Practice policies and protocols |
| Smoking | All premises are no smoking |
| Dress code | Uniform provided |
| Convictions / Offences | Enhanced DBS check required. Must advise of any previous convictions and any whilst in employment |
| Patient Registration | The Practice operates a policy whereby any staff member cannot be registered at the surgery they primarily work at. Therefore the successful candidate will be required to register with an alternative Practice. |