

PORTSDOWN GROUP PRACTICE
SALARIED GENERAL PRACTITIONER
VACANCY PACK



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 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

Portsmouth Group Practice covers the whole of Portsmouth from postcode PO1 to PO7

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

We are our own Primary Care Network (PCN) with a list size of 43,900 patients. We have 12 Clinical Partners, 8 Salaried GPs and a comprehensive Nursing team overseen by our Nurse Manager which consists of 8 Nurse / Paramedic Practitioners, 13 Registered Nurses, and 7 HCA's. The nursing team offers nursing related services from chronic disease management to dressings and phlebotomy. We also have a Pharmacy Team, comprising Clinical Pharmacists and Pharmacy Technicians.

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

Team Approach / Organisational Structure

Multi-disciplinary teams work across all sites.

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

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

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efficient, safer processes for our patients.

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.

Staff Benefits

The Practice is a Real Living Wage Employer and believes in rewarding staff by offering the following benefits in addition to the candidate’s remuneration package.

- Annual Pay Review
- NHS Pension Scheme
- Generous Annual Leave Entitlement
- Additional Days Holiday on Your Birthday
- Benenden Health Plan with Option to Add Family Members
- Cycle to Work Scheme
- Eyecare Vouchers
- Social Events
- Refreshments
- Medical Indemnity (where appropriate)

This Vacancy

This vacancy is for up to 8 sessions per week (we will accept applications from those requiring fewer sessions). You will work as part of a multidisciplinary clinical team with dedicated admin support from an extensive management team. All of our Salaried GPs are allocated a Clinical Mentor whose role it is to be the first point of contact for any clinical or non-clinical issues you may encounter.

We are a ‘Tier 2 (A Rating) Licensed Sponsor’ for our overseas clinical colleagues and would welcome applications from appropriate candidates.

By virtue of our size and scope of activities undertaken, we are able to offer a diverse range of daily activities, which, at the basic level, will simply be routine and urgent appointments but which may be extended (with an additional £250 per ‘task’ per annual session) to include:

- Share of extended hours
- Share of practice-wide Admin (Referrals, Test Results, Letters)
- Medical Reports
- Additional QOF Work
- Medication Reviews
- Telephone Triage
- Prescription Queries

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- Clinical Management roles

We would also welcome applications from established GP Trainers.

To help achievement of your CPD, the Practice takes part in Portsmouth 'TARGET' - ten protected education / development sessions each year which are a combination of citywide and in-house programmes. We also offer a considerable number of in-house training sessions which are delivered by our own experienced GPs.

For those who have partnership aspirations, we offer routes to partnership; many of our Salaried GPs have become partners of the Practice.

We welcome doctors with diverse interests and can arrange hours to suit a portfolio career and family commitments. All options considered!

Working Pattern

Up to 8 sessions per week.

Rate of Pay

From £11,000 per session (depending on the 'tasks' undertaken).

This Recruitment

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

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Job Description

Title: Salaried GP

Responsible To: Partners/Operations Manager

Main Purpose of the Post:

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.

Duties & Responsibilities of the Post:

Clinical responsibilities:

- In accordance with the practice timetable, as agreed, the post-holder will make themselves 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
- Developing care plans for health in consultation with patients and in line with current practice disease management protocols
- 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
- 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
- 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

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- Contributing to the summarising of patient records and read-coding patient data
- Attending training and events organised by the practice or other agencies, where appropriate.

Confidentiality:

- As per both Government legislation and Practice policies ensure that all confidentiality, data protection and information governance policies and guidelines are followed and strictly adhered to. Reporting any infringements to the Operations Office immediately.

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, the practice Health & Safety manual, and the practice Infection Control policy and published procedures. This will 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
- Actively reporting of health and safety hazards and infection hazards immediately when recognised
- Keeping own work areas and general / patient areas generally clean, assisting in the maintenance of general standards of cleanliness consistent with the scope of the job holder's role
- Undertaking periodic infection control training (minimum annually)
- Reporting potential risks identified
- Demonstrate due regard for safeguarding and promoting the welfare of children.
- 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 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:

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 staff performance review.
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.

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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.
- Lead on induction and training of new staff at site
- 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 patient's needs.
- Effectively manage own time, workload and resources.

Communication/Information:

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

- Communicate effectively with other team members.
- Communicate effectively with patients and carers.
- Recognize 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

Any other delegated duties considered appropriate to the post.

This job description is not intended to be exhaustive, but to indicate the main areas of responsibility. It may be changed after consultation with the post holder. The employee shares with the employer, the responsibility for review and modification of duties. Suggestions and discussions are welcome.

Policies and Procedures - the duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of the Practice, which may be amended from time to time. You are required to be flexible and the practice reserves the right to alter such fixed hours as may be considered necessary to ensure the surgery runs smoothly.

Our Practice operates between the hours of 0700 – 1830 hours Monday to Friday (0800 – 1300 Saturday), with possible requirement for some future evening and weekend working as the business develops.

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How to Apply

Please complete the online application via NHS Jobs.

This vacancy will close once sufficient applications have been received.

Applicants who are successful following this process will be invited for interview.

Further Information / Practice visits

If you would like to arrange an informal chat and / or visit please contact Niki Newman via email on niki.newman@nhs.net.