

PORTSDOWN GROUP PRACTICE
SALARIED GP
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 postcodes PO1 to PO7. We operate from 7 surgeries: Cosham Park House (PO6 3BG), Crookhorn Lane (PO7 5XP), Hanway Road (PO1 4ND), Heyward Road (PO4 0DY), Kingston Crescent (PO2 8AL), Paulsgrove (PO6 4HJ), and Somerstown (PO5 4EZ).

On 1st May 2020, the practice merged with the Hanway Group Practice, taking our patient list up to 58,000 patients.

We are our own Primary Care Network (PCN). We have 13 Clinical Partners, 12 Salaried GPs and a comprehensive Nursing team overseen by our Nurse Manager and consisting of 15 Nurse / Paramedic Practitioners, 14 Registered Nurses, and 12 HCA's. We also have a Pharmacy team of 3 Clinical Pharmacists and 2 Pharmacy Technicians.

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

Our last CQC Inspection was in January 2020. We were rated 'Good' overall and 'Outstanding' for the care we provide to 'Working Age People'.

Team Approach / Organisational Structure

Multi-disciplinary teams work across all sites.

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Our organisational 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 aimed at providing efficient, safe processes for our patients.

This Vacancy

A rare opportunity has arisen to join the Practice as a salaried GP with potential access to our unique Partnership Development Pathway for candidates who have aspirations of partnership.

Working Pattern

Up to 6 sessions per week, to be agreed

Rate of Pay

£11,000 per session p.a. with opportunity to increase sessional rate by undertaking additional responsibilities

Teaching, Training and Development

The Practice has a long history of training – we train GP registrars, student nurses and have pharmacy student placements. 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
- Eye care Vouchers
- Social Events
- Refreshments
- 50% Discounted Gym Membership
- Corporate fleece jacket

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This Recruitment

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

Job Description:

Title: General Practitioner

Responsible To: The Partners (Clinically)
The Operations Manager (Administratively)

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

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- Contributing to the development of computer-based patient records
- 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:

- 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 implement and lead on a full range of promotion and management of their own and others' health and safety and infection control 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 (but will not be limited to):

- Using personal security systems within the workplace according to practice guidelines
- Awareness of national standards of infection control and cleanliness and regulatory / contractual / professional requirements, and good practice guidelines
- Providing advice on the correct and safe management of the specimens process, including collection, labelling, handling, use of correct and clean containers, storage and transport arrangements
- Correct personal use of Personal Protective Equipment (PPE) and ensuring correct use of PPE by others, advising on appropriate circumstances for use by clinicians, staff and patients.
- Management of the full range of infection control procedures in both routine and extraordinary circumstances (e.g. pandemic or individual infectious circumstances)
- Hand hygiene standards for self and others
- Managing directly all incidents of accidental exposure
- Management and advice relating to infection control and clinically based patient care protocols, and implementation of those protocols across the practice
- Active observation of current working practices across the practice in relation to infection control, cleanliness and related activities, ensuring that procedures are followed and weaknesses/training needs are identified, escalating issues as appropriate to the responsible person
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks across clinical and patient process
- Making effective use of training to update knowledge and skills, and initiate and manage the training of others across the full range of infection control and patient processes

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- Monitoring practice facilities and equipment in relation to infection control, ensuring that proper use is made of hand-cleansing facilities, wipes etc., and that these are sufficient to ensure a good clinical working environment. Lack of facilities to be escalated as appropriate to the responsible manager
- Safe management of sharps use, storage and disposal
- Maintenance of own clean working environment
- Using appropriate infection control procedures, maintaining work areas in a tidy, clean and sterile and safe way, free from hazards. Initiation of remedial / corrective action where needed or escalation to responsible management
- Actively identifying, reporting, and correcting health and safety hazards and infection hazards immediately when recognised
- Keeping own work areas and general/patient areas generally clean, sterile, identifying issues and hazards / risks in relation to other work areas within the business, and assuming responsibility in the maintenance of general standards of cleanliness across the business in consultation (where appropriate) with responsible managers
- Undertaking periodic infection control training (minimum twice annually)
- Correct waste and instrument management, including handling, segregation, and container use
- Maintenance of sterile environments
- Demonstrate due regard for safeguarding and promoting the welfare of children.

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:

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, with 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

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- 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
- Electively 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 audits where appropriate.

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PERSON SPECIFICATION:

Criteria	Essential	Desirable
Knowledge	Knowledge of GP contracts / enhanced services / QOF	Knowledge of local agendas in respect to primary care
	Knowledge and understanding of PCN	
	Knowledge and completion of CPD to remain up to date with GP appraisal / revalidation	
Skills	Excellent Communication (oral and written) skills	Specialist Interest
	Ability to listen and empathise	Ability to lead in clinical areas / QOF / Enhanced service domains within the practice
	Ability to work/lead as part of a multidisciplinary team	Joint Injections / Minor surgery
	Thorough understanding of clinical governance	
	Keyboard skills and computer literacy	
	Able to work under pressure	
	Self-motivated and positive	
	Recognises own limits and acts appropriately	
Experience	Excellent time management skills	
	Previous experience of working in primary care	Previous experience in a multi-site practice
	Experience of multidisciplinary working	Experience of SystmOne
	Experience of Microsoft Office	Proven track record of delivering QOF
	Telephone Triage	Student Teaching
Qualifications		Experience of SCAS / Aadastra systems
	Fully Qualified GP MRCGP	Full driving licence
	GMC full registration	Higher postgraduate members e.g. DRCOG/DFP/Minor Surgery)
	Currently on a performers list	

How to Apply

Please complete the online application via NHS Jobs. The closing date for this post is: 30th September 2020

Applicants who are successful following this process will be invited for interview on: Wednesday 21st October 2020

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

If you would like to arrange an informal chat and / or a visit please contact Carly Hobbs via email on carly.hobbs@nhs.net.