**HAMBLE VALLEY HEALTH**

Recruitment of Salaried GPs

Recruitment Pack

Salaried GP Vacancies

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 can you submit your CV with a covering letter detailing:

* How many sessions you would like to work
* Any preference on days
* When you could start
* What type of role you would prefer
* What your availability for interview is week beginning 13th January.

With respect, please no agencies.

Applications should be e-mailed to [hiowicb-hsi.hemcrecruit@nhs.net](mailto:hiowicb-hsi.hemcrecruit@nhs.net)

**Applications must be received by Sunday 5th January 2025. All applications will be acknowledged. We will be interviewing as applications are received and will close and interview early if we have sufficient interest, so please submit your application asap.**

For an informal discussion please contact our Practice Management team Jennie Dock, Yvette Quayle or Leah Grandison on 01489 785 722.

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**Welcome Letter from the Practice**

Dear Applicant

**Salaried GP– Hamble Valley Health**

Thank you for your interest in joining the team at Hamble Valley Health.

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

We currently have a number of sessions available in our salaried GP team covering maternity leave. The location will be across Hedge End Medical Centre and Blackthorn Health Centre. We have around 15 sessions available, most are on a temporary contract but it is possible some will turn into a permanent role. Working days will generally be the second half of the week Wednesday to Friday.

In your covering letter, please state how many sessions are your ideal, if there are any days you cannot work, and when you would be available to start. The vacancies are available from January.

Each role will be list-holding, and we offer Terms and Conditions equivalent to the BMA model contract.

If you are looking for a new GP role, we very much look forward to receiving your application.

The Partners

Hamble Valley Health

**The Practice**

Blackthorn Health Centre and Hedge End Medical Centre have merged and are now known as Hamble Valley Health.

Our list size is over 37000, and our patients are mainly concentrated in Hamble, Bursledon, 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.

We are part of Hampshire and Isle of Wight ICB, and offer General 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 eight Partners. The current Partnership team is Dr Tomson, Dr Harris, Dr Cropley, Dr Graham, Dr Sonpal, Dr Shahsavanspour, Dr Yates and Dr McKenzie.

We employ fourteen salaried GPs, five Advanced Nurse Practitioners, a Nursing team of fifteen, and a reception/admin team of seventy.

The practice uses Emis as a clinical system. We are paper light, so scan all incoming correspondence onto patient’s medical records.

# 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  Trainer |
| **Experience** | GP clinical system experience  Evidence of learning from Significant Events  Experience with QOF (Quality and Outcome Framework) | EMIS experience  Docman experience  eRS experience  eConsult 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 Sunday 5th January 2025, or earlier if we have adequate responses.

Candidates will be short listed and invited for an interview.