



INFORMATION FOR APPLICANTS
FOR THE POSITION OF
SALARIED GENERAL PRACTITIONER
HULL

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1. Background

The earliest mention of a medical practitioner serving the Haxby/Wigginton area is of a Dr Hood who practised in York and held a monthly surgery in the building next door to the Fish and Chip shop in Haxby, this would be before 1920. Since that time the practice has changed through patient growth, merger and business development into a sizeable and diverse NHS service provider.

The York Practice now has a GMS (General Medical Services) contract with the NHS and provides a full range of primary care services and additional services from 6 different locations in the City. Its Practice area arcs from the North East to the South West and includes the urban/suburban extremities of the City and beyond to some outlying villages. The main site is in the Health Centre at Haxby/Wigginton. The second largest surgery, Gale Farm, serves the suburban area of Acomb. Our Huntington surgery is the third largest. The three smaller sites are based at New Earswick, amongst the original Joseph Rowntree “garden village” social housing development, at Stockton on the Forest, a small rural village outside the City and Poppleton, a semi-rural suburban village. Stockton also provides dispensing services to its patients and to the Poppleton patients. In all we serve approximately 33,000 patients. Additionally, we have been providing local anaesthetic vasectomy services to the patients of York and North Yorkshire from our York Practice for nearly 10 years.

In 2009 as Haxby Business Group (HBG Ltd) we started a new venture to improve access to GP services in Hull as part of the Equitable Access to Primary Care Initiative. We opened three brand new GP practices with very different demographics in the Kingswood, Priory Road and Orchard Park areas covering the North and West of the City and part of the East Riding of Yorkshire. We have developed a strong Hull-based team providing a full range of primary care services to roughly 11500 patients under an APMS contract. In 2013 we were approached by Burnbrae Surgery in East Hull and formed a new Partnership with HBG Ltd as a corporate partner. This well-established Practice provides GMS contract services to an additional 5,000 patients.

We have a long and successful history of involvement with medical training and education and in both Cities we support GP trainees with GP Partners as trainers across all our sites. We have a long-standing relationship with Hull and York Medical School and support students from all years of their Medical course in both Cities.

Both our Hull and York Practices have been appointed as Advanced Training Practices, providing training infrastructure and inter-professional teaching and learning for undergraduate and post graduate nursing students, mentoring nurse practitioners and other health professionals and training HCAs. Part of our ATP role is as a hub to support other practices with this work and in training their nurses and HCAs.

We are research accredited and work with the local primary care research network to support projects in both Hull and York.

In 2010, we teamed up with local pharmacist, Richard Harrison Ltd, to form a new venture as Haxby Group Pharmacy (HGP Ltd). It now operates two pharmacies in York at Huntington and Haxby surgeries and a third at Market Weighton in partnership with the GPs there. Following our merge with Gale Farm partnership in April this year we became a partner with Community pharmacies UK in an LLP joint venture running a pharmacy at Gale Farm surgery.

We are a high achieving organisation that meets its targets such as the Quality and outcomes Framework and in the standards of performance required by our contracts and as expected and needed by our patients.

We aim to involve and communicate with and listen to our patients as best as possible and have active Patient Participation Groups and disease specific support groups. In addition we are very active with other forms of communication including website, strong social media presence and a professional quarterly newsletter. There are regular patient surveys such as the friends and family test.

We are organised into teams by specialisation, such as finance, nurses or data, or by geography, such as surgery. We value our staff very highly and support them in their role and ambitions through training and appraisals. We also try to communicate and listen with our staff through regular staff surveys, away days and regular social functions.

We have a clear Mission to “work together to provide a caring, quality service to our patients” and an ethos based on three key principles, Professionalism, Unity and Balance.

To be professional we aim to be the best that we can be, to apply the best standards that are possible, to be advocates for the patient and high quality contract performers. We have a comprehensive range of policies and protocols, clinical and non-clinical and are a learning organisation that listens to complaints and reviews significant events in a supportive learning fashion.

To be unified we work as a team and in teams, offer supportive, comprehensive employment policies, accept and value each other’s role as important in the delivery of healthcare and a quality service and listen to each other. We do not discriminate for reasons of disability, age, race or religion and we work with and listen to our patients.

For balance we apply good judgement in the use and application of resources, skill, or medical care. We ensure that we maintain perspective and are as fair as possible in all our dealings. We also ensure that our employment style and work ethic invigorates and supports our team in a positive and happy environment.

More information can be found at www.haxbygroup.co.uk

2. Job Description

Job Title: GENERAL PRACTITIONER

Reports to: LOCAL MEDICAL DIRECTOR

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. As a senior member of staff they will be expected to set an example to others, assist in education and training and to play a full role in target achievement and service development.

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 if appropriate email consultations, visiting patients at home and in nursing homes, checking and signing repeat prescriptions and dealing with queries, paperwork and correspondence in a timely fashion. Work will take place at the four Hull practices or, subject to your agreement, Burnbrae surgery or Haxby Group Practice in York.
- 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.
- Participating in health promotion activity and some specialist services such as obesity, addictions and sexual health clinics (for which appropriate training will be given as required).
- Pro-active engagement with the practice population and wider community to promote healthy living, encourage uptake of services and optimise health-seeking behaviour. This may include visits to local schools, community centres and other groups as necessary.
- Cover all the clinical management of the patients in surgery as appropriate including initiating investigations, reviewing results, making referrals to secondary care or to other providers as appropriate.
- In consultation with patients and in line with current Practice disease management protocols as well wider guidance such as that from the National Institute for Clinical Excellence, developing care and treatment plans.
- Providing counselling and health education.
- Ensuring appropriate follow up of (both registered and temporary) patients.
- Recording clear and contemporaneous computerised 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 generically whenever appropriately and in accordance with the Practice prescribing formulary, NICE guidance and Good Prescribing Practice (as defined by British National Formulary guidance).
- Working with and support other members of the primary health care team in delivering high quality primary care.
- Promoting the application of standards and codes of Practice set by the Royal College of General Practice, General Medical Council, Department of Health, and local NHS trust.
- Play a leading role in the practice achieving agreed QOF and other key performance indicator targets.

- Take lead responsibility for targets and services allocated, such as a QOF area of Enhanced Service.
- 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:

- Awareness of and compliance with all relevant Practice policies/guidelines, e.g. prescribing, confidentiality, data protection, health and safety.
- Commitment and contribution to achievement of the highest possible quality standards such as the QOF and other agreed Key Performance Indicator targets.
- 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.
- Attendance at regular in-house governance and educational meetings and training as well as events at other agencies as appropriate.
- Assistance with the training of other staff members and also with the education of doctors and nurses in training as appropriate.
- Contributing to the development of computer-based patient records.
- Contributing to the summarising of patient records and Read-Coding patient data.

Learning and development:

The post-holder will participate in any training programme implemented by Haxby Group as part of this employment, such training to include:

- Participation in individual performance reviews, including maintaining a record of own personal and/or professional development.
- Working in conjunction with senior nurses, assess own learning needs and undertake learning as appropriate.
- Develop and utilise a written Personal Development Plan.
- Make effective use of learning opportunities within and outside the workplace, evaluating their effectiveness and feeding back relevant information.
- Disseminate learning and information gained to other team members in order to share good practice and inform others about current and future developments.
- Undertake mandatory and statutory training as required.

Team working:

- Understand own role and scope in the organisation and identify how this may develop over time.
- Work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working.
- Accept delegation from other nurses, prioritise own workload and ensure effective time management strategies are embedded in own practice.
- Participate in team activities that create opportunities to improve patient care.
- 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.
- Participate and support local projects as agreed with the practice management team.
- Delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence of those taking on delegated duties.
- Ensure clear understanding and utilisation of referral mechanisms within the practice.

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, Haxby Group staff and other healthcare workers. They may also have access to information relating to Haxby Group 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 Haxby Group may only be divulged to authorised persons in accordance with Haxby Group 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 Haxby Group Health & Safety Policy, to include:

- Using personal security systems within the workplace according to Haxby Group 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.

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 Haxby Group 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.

Quality:

The post-holder will strive to maintain quality within Haxby Group, 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.
- Effectively manage own time, workload and resources.
- Apply Haxby Group policies, standards and guidance.
- Work within own limitations and experience.
- Be aware of and co-operate with audit.
- Work effectively with individuals in other agencies to meet patient's needs.
- Portray a professional image at all times.

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.

Other:

This job description is neither exhaustive nor exclusive and will be reviewed periodically in conjunction with you. You are required to carry out any duties that may reasonably be requested by the Local Medical Director.

3. Person Specification

| | Essential | Desirable |
|--|--|--|
| Physical requirements | Able to undertake the requirements of the post | Reliable Flexible Excellent attendance record |
| Knowledge/Qualifications/Experience | <p>Qualified GP GMC full registration Vocational Training Certificate or equivalent (JCPTGP) Membership of recognised defence union (MPS/MDU) GMC certificate of good conduct letter (can be acquired after interview but before starting work)</p> <p>Currently on a performers list Never been removed from a performers list for a detrimental reason A demonstrable commitment to professional development Understands the importance of evidence-based practice and clinical effectiveness Evidence of recent self-directed learning or development MRCGP</p> | <p>DRCOG DFP DCH Recognised qualifications for GP registrar training</p> |
| Experience | <p>Experience of Microsoft Office applications Experience of GP Clinical IT systems</p> | <p>System One experience Previous drug misuse, sexual health or obesity management experience Minor surgery experience</p> |
| Knowledge/Skills/Competencies | <p>Excellent communication (oral and written) and inter personal skills Ability to listen and empathise Good time management Excellent keyboard and computer skills Problem solving and a 'solutions focused' approach Understanding of Clinical Governance and quality issues as well as health and social policy</p> | <p>Strong interest in education</p> |
| Qualities/Attributes | <p>Ability to relate to the interviewing team Ability to work as part of a multi-disciplinary team Initiative and drive Pleasant and articulate Able to work under pressure</p> | |

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|--------------|--|--|
| | <p>Self motivated and positive Empathetic, honest, caring Adaptable and forward looking Enthusiastic and energetic Diplomatic and considered Hard working, willing and flexible Observance of strict confidentiality Ability to use own judgement, resourcefulness and common sense.</p> | |
| Other | <p>Flexibility of working hours/ able to work at the desired times Non smoker Good sickness record (e.g. max 3 episodes in the last 3 months) Car driver/clean licence</p> | |

4. Terms and Conditions

- Salary:** Dependent on skills and experience. Pay progression will be dependent upon annual performance appraisal.
- Annual holiday:** 30 days plus bank holidays, pro rata for part time staff.
- Training:** Induction training plus other annual training subject to an agreed personal development plan in accordance with the BMA standard Contract Terms and Conditions.
- Study leave** In accordance with the BMA standard Contract Terms and Conditions.
- Working hours:** The post-holders exact weekly hours will be negotiable according to service and individual needs based around surgery opening times of 8 am to 8 pm and Saturday mornings.
- To facilitate communication and training you will also be required to attend evening meetings, events and training that fall outside your normal working hours. These will be reimbursed as overtime paid at the normal hourly rate, or as time taken in lieu.
- Benefits:** BMA model contract including NHS Pension. Reimbursement of GMC subscription and inclusion into the corporate MDU Policy for medical defence cover pro rata to the sessions worked. Childcare voucher and ride to work scheme. Membership of the Simply Health Well-being Plan after probation.

5. Application

Applications **must include a C.V. and a completed application form.** Application forms are available on our website: www.haxbygroup.co.uk

Contact details:

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All applications will be acknowledged.