



# WESTBURY ON TRYM Primary Care Centre

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Associate General Practitioner vacancy information pack

2021



*Member of the Affinity PCN*



## INDEX

Thank you for your interest in this vacancy. The following information provides details of the post as well as a profile of Westbury on Trym Primary Care Centre.

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## Overview

This post provides an opportunity for a suitably qualified candidate with the right clinical skills to undertake an associate GP role within a well-run GP medical practice in Bristol.

The suitable candidate 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.

We offer full workflow optimisation to help manage your administrative workload

We are recruiting for 6 sessions a week. We are happy to consider applications from individuals wishing to work all 6 sessions and those who might be interested in 3 sessions a week (where we would recruit 2 individuals).

If you have any questions, please contact Dr Luke Koupparis  
[luke.koupparis@nhs.net](mailto:luke.koupparis@nhs.net)

Please apply with a covering letter and your CV to Catherine Farrington;  
[catherine.farrington@nhs.net](mailto:catherine.farrington@nhs.net).

The covering letter should be a Word document or a PDF of ideally no more than two pages of A4. Please provide details of your relevant experience, knowledge and your skills and how they apply to this job role.

**Your application is to be received no later than the 20<sup>th</sup> of December 2021.**

### Interview details and selection process

You will be informed by email soon after the closing date if you have been invited for an interview.

Interviews dates have not yet been confirmed, but we will be flexible on the date wherever possible and we will avoid the festive season in order to best support candidates with their applications.

References will be requested and an enhanced DBS (Disclosure and Barring Service) check completed, health questionnaire, and a receipt of proof of eligibility of employment.

## Practice profile

We are a friendly teaching practice providing primary care services in Bristol. We strive to provide an excellent clinical service to our patients with our hardworking team. We are a practice in the centre of Westbury on Trym in a new purpose-built building serving our community.

Westbury On Trym is situated in the heart of Northwest Bristol. This is a beautiful area of the city for families and professionals and there is an above-average elderly population. This gives the practice an interesting mix. It is a lovely place to live and work if you are considering moving to the area.

The premises are owned by the partnership and are modern, purpose-built and inviting to staff and patients alike.

We are a non-dispensing PMS practice, with a strong interest in both teaching and research. We are a stable and successful business with 5 GP partners, 5 salaried doctors and an excellent team of advanced nurse practitioners, nurses and practice administration staff. You will be supported by our excellent management team.

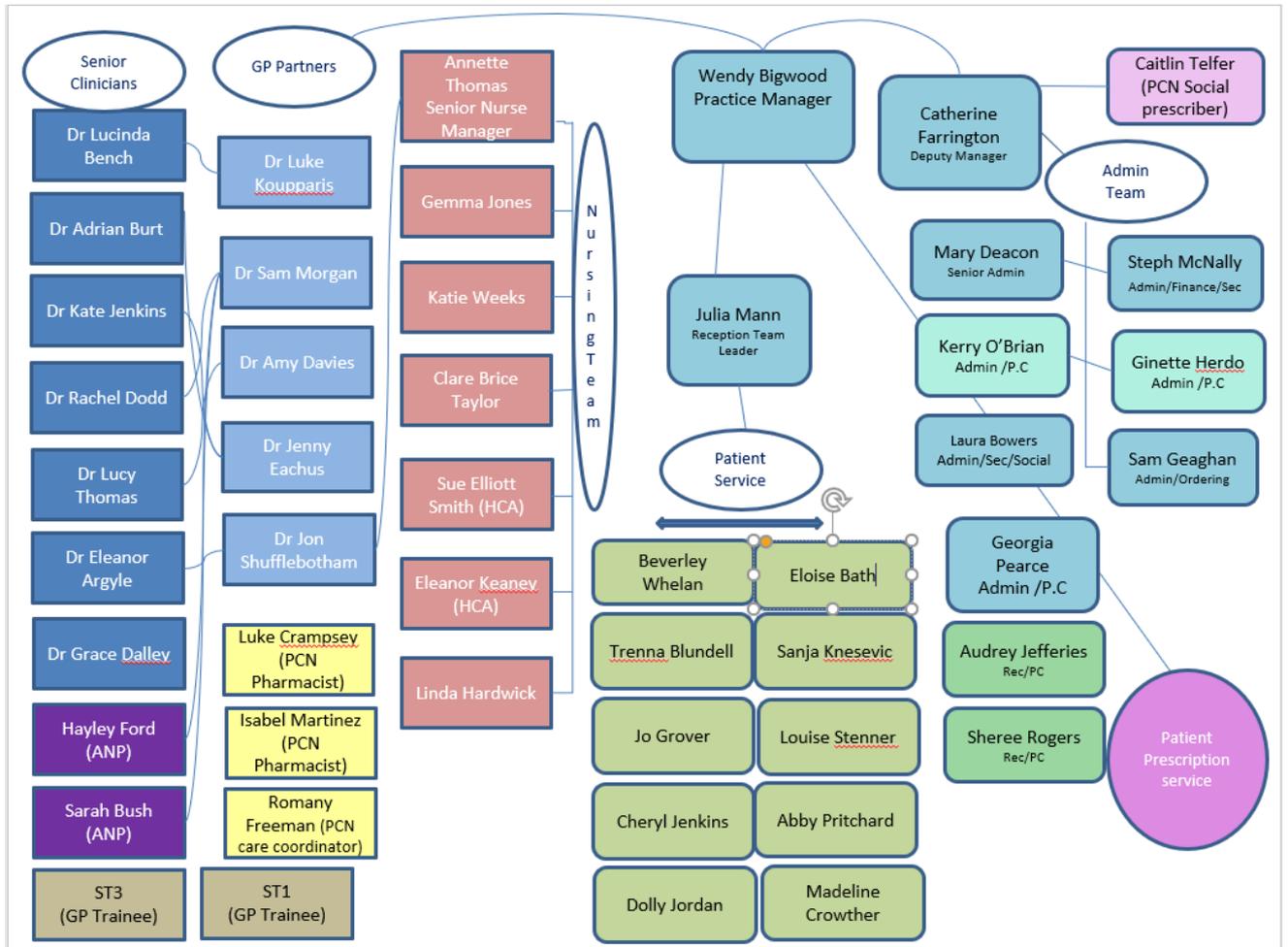
There is a strong team ethos within the practice and it is very important to the partners that this is maintained and developed. Continuous training and development are important and encouraged.

We are committed to a patient-centred methodology and have an open and friendly approach. We work well as a team and offer a full range of primary care services to patients. We understand how busy the life of a GP is and we do everything we can to offer support. We have a workflow optimisation team in place to safeguard our GPs from any unnecessary clinical letters. Our duty sessions are supported by our excellent Advanced Nurse Practitioners and we know the importance of meeting to facilitate case discussions.

Our GPs are further supported by our PCN staff. We have a social prescriber, clinical pharmacists, a pharmacy technician and a care co-ordinator.

## Practice structure chart

The following diagram is a high-level overview of the practice as it currently stands with most of the staff noted down.



## Salaried General Practitioner job profile

### **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
- 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
- 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.

## Person Specification

Essential	Desirable
<ul style="list-style-type: none"> <li>• GMC Full Registration</li> <li>• Membership of a recognized defence union (MPS/MDU)</li> <li>• Currently on a performers list and has never been removed from a performers list for a detrimental reason</li> <li>• Understands the importance of evidence-based practice and clinical effectiveness</li> <li>• Evidence of recent self-directed learning or development</li> <li>• A good understanding of Clinical Governance and quality issues as well as current health and social policy</li> <li>• An understanding of and commitment to the development of clinical commissioning</li> <li>• Ability to work as part of a multidisciplinary team</li> <li>• Self-motivated and hardworking with the ability to stay calm under pressure</li> <li>• Empathetic, honest, caring</li> <li>• Experience of GP clinical IT systems</li> <li>• Full, clean driving licence</li> <li>• Personal circumstances that allow for flexibility outside normal working hours occasionally</li> </ul>	<ul style="list-style-type: none"> <li>• MRCP</li> <li>• MRCPGP</li> <li>• DRCOG</li> <li>• DFFP/FFFP</li> <li>• DCH</li> <li>• Experience of EMIS clinical system</li> <li>• GPSI</li> </ul>

## **Standard Clauses**

### **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 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 ensure the 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
- 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 correction of 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

### **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 that 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 PREP 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
- 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.

## **The principal contract terms**

The post holder will receive an annual sessional rate of £9,500 depending on experience.

There is an expectation that all clinicians contribute to extended/improved access hours, this would be for 30 minutes per week but you could collate these into larger chunks of time if you preferred to make them less frequent. Time off in lieu /shifting usual surgery times would be offered in exchange.

You will accrue pro-rata annual leave and study leave. The full-time equivalent for one year is 6 weeks annual leave plus bank holidays, plus one week's study leave. Leave is taken in accordance with our staff handbook and is calculated and accrued pro-rata.

On-call sessions are calculated fairly and equally between all GP's. The pro-rata share is based on the total number of sessions worked by all the GP's.

The contract includes membership with the NHS Pension Scheme and reimbursement for any MDU fees.

There will be a mutual assessment period of six months with monthly reviews. During this probationary period notice will be two weeks. Thereafter, the period of notice will be twelve weeks.

**We you the best of luck with your application!**