Leeds Student Medical Practice

Job Description and Person Specification

Salaried General Practitioner
Thank you for your application for the position of Salaried GP at Leeds Student Medical Practice

We will notify candidates shortlisted for interview in due course.

Pleased find enclosed the following documents for your interest

- Practice Profile
- Job description
- Person specification

Further information about the practice can be found on our web site
www.leedsstudentmedicalpractice.co.uk

The current working hours of the practice are 7am to 7pm Monday to Friday with some key holder responsibilities covering evenings, weekends and bank holidays. This means that working days may start at 7am, 9am or 11am. Starts at 11am may finish at 7pm or later depending on the on-call workload. At present, we ask that all GPs are here on Fridays as that is the day for clinical team meetings

Yours sincerely

Vanessa Hails
Practice Manager
Practice Profile

Leeds Student Medical Practice currently has more than 41,000 registered patients, the majority of whom are students at universities and colleges in Leeds. The practice has grown steadily over the last 21 years.

The primary reason for our growth is the steady expansion of student populations in Leeds. In the last few years we have seen a rise in international students due to changes in recruitment policies by educational establishments. More than 30% of our patients are now from countries outside the United Kingdom (from almost 100 different countries).

As you would expect the age distribution of our population is rather different to an average general practice, 75% of our patients are aged between 17 and 25. This population skew has a strong influence on the type of health care we provide, with particular emphasis on contraception, sexual health, mental health, dermatology, diabetes, and asthma. We have also introduced services specifically tailored to the needs of our students, including nurse-led triage and sexual health clinics along with Mental Health Workers employed by the practice.

The Practice has 20 GPs, supported by over 40 personnel including: 17 Practice Nurses and Healthcare Assistants, Receptionists, Secretaries, and a management team. We have the usual range of attached community personnel, including midwife, and health visitor, but also have specialist personnel providing in-house treatment for our patients, including mental health workers and physiotherapists.

We are a GP Training Practice and also train local health professionals in contraceptive and sexual health towards national qualifications. We are an Advanced Training Practice Hub, coordinating the placements of student nurses in practices throughout the area, we have up to four nursing students at a time on placement at the practice through the year. We also train Physician’s Associates.

Our premises were purpose built in 1999, and include a three-bed day-resting facility for patients who are too ill to be cared for in their University accommodation, but not ill enough to require hospital admission. Sickbay is open during surgery hours, University term time only, and is run by trained staff who work closely with the practice GPs.

We have good links with the University of Leeds and the Student Union, and continually work to strengthen this relationship. The University and Union provide convenient and effective means of keeping patients informed of developments within the Practice, NHS in general, and as a channel for feedback from the student population.

We are actively involved in Clinical Commissioning and one of the partners has been elected onto the board of the Leeds West Clinical Commissioning Group and another is a board member of Leeds West Primary Care Network.

We aim to provide a high standard of service to our population and have worked hard to improve access, this has resulted in a four-star rating on NHS Choices and at our recent CQC inspection we achieved an outstanding rating.
Job Description

SALARIED GENERAL PRACTITIONER

Reporting to: GP Partners and the Practice Manager
Accountable to: GP Partners
Hours of work: Full time / Part time
Contract type: Salaried GP position short term contract
Role summary: The post-holder will provide general medical services managing 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
Location: Leeds Student Medical Practice
Annual leave: Six weeks annual leave plus public / bank holidays (FTE or pro rata for part time positions).
CPD Time: CPD in line with BMA recommendations
Salary:

Main purpose of the role:

In general, the post-holder will be expected to undertake all the normal duties and responsibilities associated with a GP working within primary care to manage the practice workload.

Clinical responsibilities:

The Salaried GP will be expected to:
1. conduct consultations with patients in a variety of ways:
   - Face to face consultations, taking place either in the surgery or in the patient’s home
   - Telephone consultations
   - Electronic consultations
2. see any patients eligible for care at the practice
3. manage patients presenting with acute illnesses (including medical emergencies) and chronic illnesses, as far as would be expected of a general practitioner
4. request appropriate tests and investigations on patients, and to take responsibility for following up the results
5. make appropriate referrals for patients, both in emergency situations, and non-emergency situations
6. conduct consultations in a timely manner
7. maintain confidentiality of patients as set out by the General Medical Council
8. keep complete, contemporaneous records of patient encounters and administration
9. be familiar with READ Coding and to use appropriate codes in record-keeping
10. promote national and local screening programmes to patients, and to be involved in the screening process wherever possible
11. manage patients with chronic diseases, in line with current guidelines. This includes arranging appropriate tests and investigations, managing medication, and arranging appropriate follow up
12. follow local and national recommendations regarding prescribing, and will ensure that their prescribing is appropriate and cost-effective
13. act upon most alerts (e.g. QOF) and reminders during a routine consultation
14. participate in a range of working hours within the opening hours of the practice to include early starts, late on call, standard days and provide key holder duties on evenings, weekends and bank holidays
Administrative Activities:

The Salaried GP will be expected to:
1. manage incoming letters and results according to the practice protocols
2. check and sign repeat prescriptions
3. complete medical reports

Education, Personal and Practice Development:

The Salaried GP will be expected to:
1. engage in appropriate lifelong educational and audit activity to maintain clinical competence and performance, including the completion of objectives agreed by yourself and the practice
2. complete nationally prescribed annual appraisal and revalidation requirements
3. actively participate in the training and development of nurses, GP registrars, and any other medical trainees in the practice
4. take part in clinical meetings on a regular basis, and present clinical topics as required for the maintenance of educational standards and high quality care
5. plan and utilise their Continuing Professional Development time in an appropriate manner, and to ensure that their usage of Continuing Professional Development time is planned jointly with the Practice
6. stay up to date in statutory and mandatory aspects of training

Other responsibilities with the Practice:

The Salaried GP will be expected to:
1. undertake surgeries during extended hours in accordance with the access needs of the practice population and the contractual obligation of the practice
2. support the practice staff and respond to requests for advice and assistance from the practice reception, secretarial and nursing staff
3. have an awareness of and compliance with all relevant practice policies and guidelines, e.g. prescribing, confidentiality, data protection, health and safety, annual QOF assessment of the Practice
4. be familiar and compliant with the content of the Practice Handbook
5. adhere to the professional standards as set out by the General Medical Council
6. communicate effectively with other team members, other healthcare agencies, patients and carers
7. be aware of personal limitations and know when to ask for help

Flexibility

This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude towards the duties outlined which may be subject to amendment at any time in consultation with the post-holder and in line with the needs of the organisation.

It is important that all members of staff are prepared to take on additional duties or relinquish existing duties to maintain the efficient running of the Practice. The Practice Manager and Partners reserve the right to re-distribute duties and functions amongst members of staff from time to time and requests for such changes shall not unreasonably be refused

The post-holder will work cooperatively within a multidisciplinary team. The emphasis is always to provide a quality service based upon a team approach. The post holder must be aware of their behaviour at all times and the effect that may have upon their work colleagues.
## Person Specification

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<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
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| Qualifications and Training | ● A medical practitioner whose name is included in the General Practitioner Register under article 10 of the General and Specialist Medical Practice Order 2003  
● Not subject to suspension under section 41A of the Medical Act 1983  
● Qualified General Practitioner (completed certificate of Completion of Training – CCT) or acceptable equivalent  
● Eligible to be on a performers list and not suspended from that list or from the medical register  
● CRB clearance  
● Have had an annual NHS appraisal if more than one year post CCT  
● Current registration with the GMC and appropriate membership of a recognised medical defence organisation | ● An interest in contraception and sexual health  
● MRCGP  
● DFSRH  
● Evidence of CPD activities  
● Musculoskeletal medicine training and/or experience |
| Skills                    | ● Understand the health and social needs of a local practice patient population  
● Commitment to personal and professional development  
● Commitment to education and training  
● Excellent verbal and written communication skills  
● Excellent record keeping skills  
● Confident in using MS Word  
● Confident in using Email  
● Excellent time management  
● Ability to take full and independent responsibility for clinical care of patients  
● Motivated  
● Flexible  
● Team player | ● Familiar with clinical IT system EMISweb  
● Familiarity with READ coding in Medical Records  
● Confident with additional software, excel, powerpoint  
● Flexibility  
● Leadership experience |
| Experience                 | ● Recent experience of working in general practice in the UK  
● Commitment to and experience of working as part of a multi-disciplinary and skill mixed team environment | ● Evidence of independent working in General Practice  
● Experience of supporting service change  
● Teaching of GP Reg/F2/Medical students/Nursing students  
● Accredited GP Registrar trainer or F2 Supervisor  
● Evidence of participation in QOF  
● Evidence of participation in Audit  
● Experience of working to achieve standards within the Quality and Outcome Framework (QOF) |