

Candidate Information pack

Salaried GP

Lordswood Medical Group (Lordswood House Surgery, Quinborne Medical Practice & Quinton Family Practice)

Closing date: Friday 18th March 2022



Lordswood House Surgery
54 Lordswood Road
B17 9DB



Quinborne Medical Practice
Selcroft Avenue
B32 2BX



Quinton Family Practice
406 Quinton Road West
B32 1QG

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 submit your CV and a covering letter.

Applications should be e-mailed to angie.newton@nhs.net

Applications must be received by 5pm on Friday 18th March 2022. All applications will be acknowledged.

For an informal discussion and visit please contact Angie Newton, Business Manager, on 0121 478 5120 or Jenny Beckford/Emma Gray, Practice Managers.

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Dear Applicant

Salaried GP

Thank you for your interest in joining the team at Lordswood Medical Group.

We pride ourselves on delivering high quality patient care with our friendly, hardworking and supportive team.

We have vacancies coming up for Salaried GPs to join our team. There is flexibility with session numbers to suit the successful candidate, although in order to partake fully in the team we would ask this to be a minimum of 6 sessions.

We pride ourselves on a personalised list approach to promote continuity and enhance job satisfaction as you get to know your patients. All GPs take part in a fair-share rota of on call days as well as our newly introduced Reception Support Doctor role.

We have an extended clinical team including Paramedics who undertake the majority of home visits, Pharmacists who support with high risk drug monitoring and repeat prescriptions alongside hospital discharges and medicine reconciliations, an ANP dealing with both acute and long term conditions as well as four Physician Associates who support the GPs. In addition, our team of Nurses, HCA's and Phlebotomists are led by a Nurse Manager, who coordinates care for patients with long term conditions as well as those needing nursing services.

Our three partner owned buildings are very well maintained and we have a number of external allied health professionals who use the buildings such as Midwives, District Nurses, Ophthalmology, Osteopathy and pain and outpatient clinics from the local Royal Orthopedic Hospital. We get approached often for use of our building, particularly the Lordswood House site and this serves as an additional revenue stream for the group.

Our team centered approach includes daily coffee breaks, clinical meetings, regular team meetings, and a summer and Christmas "do" for the whole team.

If this sounds like the role for you and you would like some further information, please contact our Business Manager, Angie Newton, on 0121 478 5120 or in her absence, please speak to Jenny Beckford or Emma Gray, our Practice Managers.

We very much welcome visits to the practice and look forward to meeting with you – please arrange these when making contact.

With best wishes,



Dr. Gavin Ralston
Senior GP Partner

About Lordswood Medical Group

The Lordswood Group was formed in October 2008 as a partnership of three local GP Practices covering the Harborne and Quinton areas of south Birmingham, just a few miles from the city centre. Our aim is to provide the highest possible standard of care in a convenient local setting. Lordswood Group is a member practice of Our Health Partnership. The objectives of OHP and Lordswood Group are:

- To provide the best healthcare available
- To make life easier, simpler for patients and more viable for local practices to thrive
- To improve the quality of working life of our partners and staff
- To create an environment for a sustainable and high-quality workforce

With our practices all being within a mile or so of each other, staff regularly rotate around the practices, sharing their skills, knowledge and expertise.

Our patient demographic varies from the predominantly affluent working professionals in Harborne to the middle to lower socio economic groups based around Quinborne and Quinton Family Practices. Our list size is currently 25,356 and continues to grow.

We are a GMS practice providing primary care services to our patient population. We sign up to a number of enhanced and direct services such as minor surgery, extended access, health checks, universal offer, women's sexual health, weight management and long covid. We are a high performing practice and pride ourselves on the number of services available to our patients.

We use the SystmOne clinical system and support remote working, where appropriate, for part of the working week.

We are a teaching and training practice and warmly welcome candidates for whom this is an area of interest. We take medical students from the prestigious University of Birmingham as well as Aston University and regularly have at least one registrar placement.

Several partners hold a special interest such as diabetes, dermatology and MSK along with respiratory illness, medicines management and reducing health inequalities. Alongside this, Dr. Gavin Ralston is the Chair of Birmingham LMC, Dr. Will Taylor is Chair of Birmingham & Solihull CCG and Dr. Vish Ratnasuriya is Chair of Our Health Partnership to which our group belongs and we are immensely proud of the system influence these positions afford us.

The practice have an active PPG supported by a partner and the Business Manager.

Job Description

Job Title: Salaried GP

Job Summary:

- To be familiar with Good Medical Practice and follow the guidance it contains as directed by the General Medical Council.
- To work as a member of the multidisciplinary Practice team to provide general medical services. The post holder will manage a busy caseload and deal with a wide range of health needs in a primary care setting.
- To help ensure the Practice provides the highest standards of care for all registered and temporary patients.

Key Responsibilities

Clinical Responsibilities

The post holder will be expected to undertake all the normal duties and responsibilities associated with a GP working within primary care. The following list is not exhaustive:

- In accordance with the Practice consulting schedule, as agreed, the post-holder will make him/herself available to undertake a variety of duties including surgery consultations, telephone consultations and queries, visiting patients at home (outside of usual visits done by our Paramedics), checking and signing prescriptions and dealing with queries, patient test results, patient medical reports and examinations (e.g. insurance companies) and letters on behalf of the Practice.
- Making professional autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers.
- Screen patients for disease risk factors and early signs of illness.
- Cover all of the clinical management of the patients in the surgery as appropriate including initiating investigations, reviewing results and making referrals to secondary care or to other providers as appropriate.
- Develop care and treatment plans in consultation with patients and in line with current practice disease management protocols as well as wider guidance such as that from NICE.
- Ensure appropriate follow up of patients.
- Recording clear and contemporaneous computerised consultation notes to agreed standards.
- Collecting data for audit purposes and sharing and publishing the results on Teamnet.
- Compiling and issuing computer-generated acute and repeat prescriptions (avoiding hand-written prescriptions whenever possible).
- Making referrals to other health care providers (NHS and private) in line with national and local guidelines and pathways.

- Prescribing in accordance with locally agreed or national guidelines.
- Work with other members of the primary health care team in delivering high quality primary care.
- Play a lead role in practice achieving agreed QOF and other key performance indicator targets.

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 nonjudgmental and respects their circumstances, feelings priorities and rights.

Continuous Personal and Professional Development

- Ensure that professional updating and development needs are met through participating in and maintaining a record of appropriate training and educational programmes. Participate in the Practice appraisal programme and GP appraisal.

Confidentiality and Data Security

- 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.
- As a GP you will have access to confidential information relating to patients and their carers. You 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.
- Awareness of and compliance with Practice confidentiality, IT and data security policies.

Health and Safety

- Use appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards.

- Report potential risks identified.
- To work in a safe manner at all times and to comply with the organisation's operational health and safety policies and procedures including those relating to infection control.

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 will recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members.
- Communicate effectively with patients and carers.

Person Specification

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

Qualities / Attributes

- Pleasant and articulate
- Hard working, willing and flexible with ability to work under pressure
- Empathetic, honest, caring, diplomatic and considered
- Enthusiastic and energetic with an appropriate sense of humour
- Ability to work as part of a multidisciplinary team
- Self-motivated, positive and forward looking
- Observance of strict confidentiality
- Ability to use own judgement, resourcefulness and common sense.

- Good sickness record

Terms and Conditions

The offer of any role is subject to a six month probationary period during which regular reviews will be conducted.

Benefits

- NHS Pension.
- Top up indemnity fees paid by the Practice.
- Holiday entitlement six weeks (pro rata) plus bank holidays which would otherwise have been worked.
- Induction training will be arranged, further training will be an individual responsibility.
- Core working hours 8.30 am to 6.30pm. Actual working days TBA.
- Flexible or remote working available for some sessions.
- Regular clinical meetings with peers and whole team.
- There will at times need to be flexibility on timing of sessions to facilitate communication, clinical updates and management tasks.
- Well maintained buildings and supportive team approach.

Selection Process

Candidates will be short-listed and invited for an interview and selection process.

Initial interviews will be held shortly after the closing date. Successful first interview candidates may also be invited to attend a further final interview. We hope that the successful candidate will be able to start with us at the beginning of the summer or sooner if possible.

The successful candidate may be required to undergo an occupational health assessment.

Application Process

All applications **MUST** be submitted electronically to angie.newton@nhs.net by 5pm on Friday 18th March 2022.

Please include a covering letter, explaining your reasons for applying and your Curriculum Vitae. All applications will be acknowledged.

If invited for interview you may be expected to give a short presentation and will be required to bring proof of your right to work in UK, photo identification and original copies of your qualifications, professional registrations and defence union membership.

If you would like to arrange an informal visit or to discuss the post in more detail then please contact Angie Newton, Business Manager on 0121 478 5120 or in her absence, please speak to Jenny Beckford or Emma Gray, our Practice Managers.