



GP Career Start Scheme

**Candidate information pack for the
North Durham CCG
GP Career Start Scheme**

Better health for the people of **North Durham**



Welcome from the Chief Clinical Officer and Director of Primary Care



DURHAM is a fantastic place to live and work and NDCCG are aiming to establish opportunities for a career in general practice by offering a number of career start posts in some of our best practices in the CCG. You will receive protected development time and mentoring as part of the scheme and work in innovative forward thinking practices.

The scheme will run for 2 years with the hope GP's will continue into permanent GP roles in NDCCG. This scheme has the full support of the CCG as do the practices in North Durham and I look forward to welcoming you to North Durham

Dr Neil O'Brien, Chief Clinical Officer, NHS North Durham CCG



We are delighted to be hosting our first Career Start Scheme for GPs in the North Durham CCG area. We have 10 salaried GP posts available, which will be hosted within individual practices across our CCG area. For the first two years, North Durham CCG will fund the posts to enable each GP to be released from practice to focus on their clinical and personal development. You will also be supported to attend additional educational activities and receive mentorship.

Good luck with your application
Dr Patrick Ojechi, Director of Primary Care



Our area

NHS North Durham Commissioning Group (CCG) was authorised as a statutory body in February 2013.

We are made up of 31 member GP practices and serve a population of around 253,086 spread across a large and diverse geographical area. Clinical commissioning means that local GPs are using their knowledge about healthcare to develop services that meet patient needs.



Our Localities

Durham

- 10 GP practices
- Population of 105,011
- Includes Small rural areas and towns
- Serves the historical Durham City

Chester le Street

- 7 GP practices
- Population of 55,873
- Sits close to Newcastle, Sunderland and Durham City
- Small market town

Derwentside

- 14 GP practices
- Population of 92,202
- Mixture of urban and rural areas
- Two main towns of Consett and Stanley



The role

Job title:	Career Start General Practitioner
Responsible to:	North Durham (ND) practice and Clinical Commissioning Group
Partners:	NDCCG
Location:	At a participating practice across the North Durham area
Contract type:	Fixed term for two years
Hours:	Full time/part time considered with maximum weekly commitment of 6-8 clinical sessions

Summary of role and purpose

You will become a key member of the team in the general practice that hosts you during the course of your placement. You will manage your own case load and deal with a wide range of health care needs in primary care. You will work with your clinical and non-clinical colleagues to ensure the highest standards of care are offered to all registered patients. You will also get the opportunity to contribute to planning and decision making as a part of the wider practice team.

This post is particularly suitable for those who have recently completed general practitioner vocational training, and is designed to develop skills, confidence and experience in a supportive, developmental environment where you will be allocated protected time for education and given mentor support for the duration of the placement.

The employer will be the practice you are placed at and as such you will need to comply with their employment policies and procedures. For those candidates requiring VISA sponsorship, you will additionally be required to comply with the Skilled Workers Code of Practice (April 2015) throughout your time on placement.



Main duties and responsibilities

Clinical responsibilities

Generally, you will be expected to undertake all the normal duties and responsibilities associated with a General Practitioner working within primary care including;

- Making professionally autonomous decisions in relation to presenting problems (with mentorship)
- Receiving patients with undifferentiated and undiagnosed problems and making an assessment of their health care needs
- Consulting with patients in the surgery, at home and via telephone (or on online systems – agreed between the practice GP's)
- Undertaking triage calls, visits and checking / signing repeat prescriptions
- Handling queries, paperwork and correspondence in a timely manner as needed
- Screening patients for disease risk factors and early signs of illness
- Developing plans for health in consultation with patients and in line with current practice disease management protocols
- Providing coaching and health education as necessary
- Admitting or discharging patients to and from caseload and referring them to other care providers internally and externally as appropriate (and in line with practice protocols)
- Complying with all relevant clinical governance and practice policies and protocols.
- Developing appropriate systems to manage common chronic medical conditions
- Completing clinically related administrative and non-clinical duties needed for the delivery of the service
- Recording clear and contemporaneous consultation notes to agreed standards
- Demonstrating commitment to lifelong learning, and audit and effectiveness to ensure evidence based best practice
- Providing active input to the wider primary healthcare team in the process of health needs research/ base line data collection/clinical audit



- Compiling and issuing computer generated acute and repeat prescriptions, prescribing in accordance with practice/North Durham CCG prescribing formulary whenever this is clinically appropriate
- Networking with other agencies (both statutory and voluntary) and developing links to further develop the work of the practice and North Durham CCG
- Meeting professional learning and CPD requirements
- Developing effective relationships with clinical supervisor/mentors and other colleagues

Practice Responsibilities

- Recording data in patient records systems promptly, accurately and to agreed standards
- Ensuring appropriate use of codes
- Contributing to the collation of statistics for practice reports, performance monitoring and audits
- Participating in the auditing of practice activity as required
- Contributing to the strategic management and development of the practice
- Providing reports to both NHS and non-NHS agencies as required
- Taking responsibility for the health and safety of yourself and others by reporting and actively co-operating with practice and CCG Health and Safety policies and procedures
- Processing and actioning incoming patient and hospital correspondence
- Attending in-house meetings, significant event audit meetings and other meetings as necessary
- Ensuring the practice complaints system is adhered to at all times
- Awareness and compliance with all relevant guidelines e.g. data protection, confidentiality, and health and safety
- Maintaining current CPR and anaphylaxis certification and child/adult safeguarding training in line with local policies



Training and Development

- Establishing (in conjunction with your mentor) an appropriate training and development plan that supports your clinical, leadership and business administration development
- Fully participating in training and development and meeting all the requirements of any courses funded, or part funded by the CCG or practice
- Engaging in a programme of ongoing support and feedback to maximise the benefit of the training and development plan
- Promoting and participating in the development and operation of a peer support network with other Career Start GPs

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 and Safety

The post holder will assist in promoting and maintaining their own and others' health and safety and security as defined in the Practice Health and Safety Policy to include:

- Identifying the risk involved in work activities and undertaking such activities in a way that manages those risks
- Using appropriate infection control procedures particularly those relating to needle stick injuries, maintaining work areas in a tidy and safe way and free from hazards
- Ensuring that all accidents or dangerous accidents are reported and investigated, and follow up action taken where necessary



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 peoples' rights, interpreting them in a way that is consistent with 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, and is non-judgemental and respects their circumstances, feelings, priorities and rights

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 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
- Recognise people's needs for alternative methods of communication and respond accordingly



Are you the right person for us?

Qualifications and certification

Essential

- Fully qualified GP with GMC registration
- General practice (Vocational Training Scheme) trained
- On/eligible to be on a medical performers list
- Enhanced CRB check
- UK driving licence
- Current CPR certificate
- UK work permit (Tier 2 VISA sponsorship is available at some practices)

Desirable

- Other post-graduate diplomas
- Evidence of annual appraisal and revalidation (when appropriate)
- Evidence of continued professional development

Knowledge and Experience

Essential

- Successfully completed General Practice Specialist Training
- Appropriate range of previous experience in hospital posts
- Clinical and information governance
- Self-audit and reflection
- Organised and efficient in record keeping and completion of paperwork
- Time management - being able to prioritise work and work under pressure
- Computer literacy



Desirable

- Completed GP specialist training within the last two years
- Knowledge of SystmOne or EMIS clinical software system (training will be provided)

Personal Qualities

Essential

- Evidence of self-directed learning
- Excellent communication skills
- Ability to articulate the core values of general practice
- Knowledge of current issues affecting general practice
- Counselling and feedback skills
- Teamwork and interdisciplinary collaboration
- Ability to maintain trust and confidence of patients
- Leadership skills
- Willingness to share knowledge and collaborate across entire primary health team
- Ability to develop and maintain effective working relationships with multi-disciplinary teams
- Ability to work flexibly
- Ability to recognise own limitations and act upon them appropriately
- Willingness to learn new skills and to problem-solve on a daily basis
- An understanding, acceptance and adherence to the need for strict confidentiality

Desirable

- Knowledge of service provision requirements in all clinical disciplines
- Ability to adapt to differing workplaces
- Ability to challenge traditional models of working and to suggest improvements for change in a positive and inclusive manner



Other attributes

Essential

- Ability to travel between various locations
- Understands the principles of equality and diversity
- Commitment to primary prevention and health improvement
- Commitment to addressing health inequalities and patient empowerment
- Patient advocate
- Excellent communicator
- Desire to work within the North Durham area



Interested in this opportunity?

For further information about the scheme contact Dr Patrick Ojechi via e-mail:

patrick.ojechi@nhs.net

Or contact the CCG Office at:

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