

## Job Description

**Job Title:** General Practitioner (GP)

**Responsible to:** Lead GP / Clinical Director

**Location/Base:** Base Site and possibility

of home work if doing the Virtual UTC shift

**Hours per Week:** Up to 37.5 hours per of which up to 7.5 may be non-patient facing quality improvement work

**Key Relationships:** Heads of Service, Clinical Director, Lead GP, Nurses and Allied Healthcare Professionals, UTCs, Regulatory and Statutory Bodies

### Overall Purpose of the Role:

A salaried GP working in an individually tailored role, personalised to your professional interests and preferences and to hours and times that suit you encouraging a good work /life balance. Working as part of the HUC clinical team you can be involved in delivering care across numerous different Urgent care centers, both in and out of hours, at a variety of sites or remotely if working on the Virtual UTC Queue. Notably this role also offers the opportunity to use 7.5hours FTE in Quality Improvement Activities, allowing you to explore Clinical Governance or Leadership interests and contribute and influence patient care at an organisational level whilst supported by the HUC leadership team.

This role includes the option to work within any one or combination of the following services:

Service Name	Description	Location	Operating Hours
Luton Urgent Treatment Centre	Seeing and treating patients with minor illness in a non-co-located UTC	Luton, Bedfordshire	8am – 8pm, 7 days a week
Hemel Urgent Treatment Centre	Seeing and treating patients with minor illness in a non-co-located UTC	Hemel Hempstead, Hertfordshire	8am – 11pm, 7 days a week



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Virtual UTC & Nurse Line Support	Attending to patients remotely on the Virtual UTC queue and Supporting Queries from Nurses who work at the Minor Injuries unit.	Virtual	To be decided
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## Organisational Development Chart:



## Principle Responsibilities will Include:

- Represent HUC and the NHS in a manner consistent with the General Medical Council's "Good Medical Practice" to ensure that there is consistency, and that best practice is shared across all HUC's clinical services.
- Making professional, autonomous decisions in relation to individual patients presenting problems
- Assessing the health care needs of patients with undifferentiated and undiagnosed problems
- Recording clear and contemporaneous consultation notes to agreed standards
- Prescribing in accordance with the HUC prescribing formulary (or generically) whenever this is clinically appropriate
- Manage the case list effectively to reduce demand on face-to-face services including ambulance dispositions, A&Es and UCCs/MIUs and OOHs
- Ensure that all cases are managed and/or seen in good time but provide support to patients or reallocate if there is delay
- Work closely with all other operational managers on duty to provide a seamless service and ensure that clinical and quality outcomes are met
- Ensure best practice is followed for safeguarding and clinical governance
- In summary the post-holder will be expected to undertake all the normal duties and responsibilities associated with a GP in General Practice and Urgent Care Settings
- Take part in monthly productivity review if required
- Expectations
  - 4-6 telephone triage calls per hour
  - Base – 4 per hour
- Opportunities available to pick up extra work across our service including Out of hours ,telephone triage and remote work via the CAS platform.

## 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, staff and other healthcare workers. They may also have access to information relating to the HUC as a business organisation. All such information from any source is to be regarded as strictly confidential



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- Information relating to patients, carers, colleagues, other healthcare workers or the business of HUC may only be divulged to authorised persons in accordance with policies and procedures relating to confidentiality and the protection of personal and sensitive data.
- Compliance with all policies and relevant legislation, with particular reference to health & safety, equality and diversity, data protection act and Caldicott guidelines.

#### TRAINING AND DEVELOPMENT:

- To participate in HUC's performance review and appraisal process
- To comply with mandatory and statutory training requirements
- Maintain clinical knowledge and personal professional development
- Undertake yearly professional appraisals
- Maintain Registration and Revalidation
- Attend 75% of Clinical monthly meetings and training sessions

*The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other duties and responsibilities commensurate. Any changes to this job description to take account of changing service needs will be made in discussion with the post holder.*

#### Supplementary Information:

##### Our Culture

Every patient deserves our highest standard of care and commitment. In working together innovatively, transparently and constructively with the local community and stakeholders, we can deliver services which meet their specific needs. We learn by listening to patients' views and experiences. We are passionate about sharing our knowledge and expertise by encouraging dialogue both internally and externally to meet our high expectations for patients.

##### Communications

Maintaining high standards in communication across a scattered and diverse workforce, ensuring compliance in policy and procedure with all staff.

Contributing to creating a culture of open, honest communication and feedback so that all team members benefit and learn from each other.

##### Equality and Diversity

HUC has adopted an Equality and Diversity Policy to ensure that all job applicants and employees are treated fairly and without favour or prejudice. We are committed to applying this policy throughout all areas of employment: recruitment and selection, training, development and promotion. In all situations, people will be judged solely on merit or ability. It is required of all employees to uphold this policy in the course of their employment with and whilst undertaking their duties.



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### **Mobility / Flexibility**

The normal place of work for the post is as stated above, but as a term of employment, post holders may be required to work from any of our establishments.

### **Health and Safety at Work**

In accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, employees have a duty to take responsible care to avoid injury to themselves and others by their work activities and to co-operate in meeting statutory requirements.

### **Infection Control**

Employees must be aware that preventing healthcare acquired infections and infection control is the responsibility of all staff. Clinical procedures should be carried out in a safe manner by following best practice and infection control policies.

### **Data Protection and Confidentiality**

Employees must maintain confidentiality when dealing with sensitive material and information and are required to read, understand, and accept the terms of the Confidentiality, Data Protection and Electronic Communications Policy. The protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, the organisation and individual may be prosecuted. Disciplinary action will be taken for any breach.

### **No Smoking Policy**

HUC recognises the health hazards of smoking for smokers and non-smokers and acknowledges the rights of staff to work in a smoke free environment. Consequently, the organisation has adopted a 'Smoking Policy' which specifies that smoking is not allowed anywhere on HUC premises or near company vehicles.

### **Safeguarding**

Post holders have a general responsibility for safeguarding children and adults at risk in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role. The expectation is that the post holder is familiar with the relevant procedures and guidelines and undertakes training at the appropriate level for their role.



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## Our Values

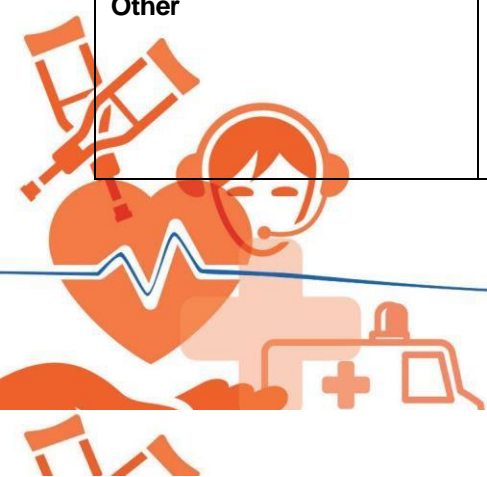


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## Person Specification

	ESSENTIAL	DESIRABLE
<b>Education and Qualification</b>	<ul style="list-style-type: none"> <li>Fully qualified GP with GMC registration</li> <li>Annual appraisal and revalidation (when appropriate)</li> <li>General practice (Vocational Training Scheme) with MRCGP examination or equivalent</li> <li>On the relevant medical performers list (with no conditions preventing working or restrictions on practice)</li> <li>Enhanced Disclosure &amp; Barring Service check</li> <li>Full professional indemnity</li> </ul>	<ul style="list-style-type: none"> <li>Membership of relevant Specialist Societies or Associations</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>Be a practising GP</li> <li>Demonstrate an established and respected career</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and/or experience of the 111 service / telephone triage / OOHs as appropriate</li> <li>Clinical Governance</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>Good clinical skills in assessment, diagnosis and management</li> <li>Excellent communication and interpersonal skills – written, verbal (Particularly listening skills)</li> <li>Clear, fluent and articulate in verbal and written presentation to patients, the public, clinical colleagues and managers</li> <li>Managing a rapidly changing workload</li> <li>Skilled at dealing with difficult situations</li> <li>Acting with integrity – behaving in an open and ethical manner</li> <li>A desire to keep the focus on patients' needs and improving outcomes</li> <li>Able to adapt to flexible working patterns and demands</li> <li>Self audit and reflection</li> <li>Organised and efficient in record keeping and completion of paperwork</li> <li>Time management – being able to prioritise work and work under pressure</li> <li>Computer literate (Microsoft office) and can work with or rapidly adopt skills in New Clinical IT systems</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to develop and support other clinicians</li> <li>Good at influencing others to change their behaviour through negotiation and dispute resolution</li> <li>Able to provide coaching, mentoring and clinical supervision</li> <li>Able to influence professional colleagues particularly in areas relating to conduct, attitude, behaviour and standards</li> <li>Clear understanding of professional responsibility and accountability.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>UK work permit (if required)</li> </ul>	<ul style="list-style-type: none"> <li>Hold a current UK driving license</li> <li>Willingness to travel to other sites within the geographical area and other external sites as appropriate</li> </ul>



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## General

All employees of HUC must understand and actively participate in Safeguarding, Health and Safety and Equality and Diversity Policies and Procedures to ensure that people who use our services, other employees and stakeholders are safe and respected whilst in HUC's care. Each employee must take joint responsibility with their line manager for their own personal and professional development at work.

Any offers of employment are subject to pre-employment checks and these include DBS Disclosure, References and Social Media checks

## Terms of Employment

Remuneration:

This appointment attracts a competitive salary

Performance Related Bonus Scheme

Evening, weekend and overnight enhancements

25 days' annual leave + public holidays\*

5 days' study leave per year\*

NHS Pension Scheme

Indemnity Reimbursement\*

GMC Reimbursement (exclusions apply)

Company sick pay

Wide-ranging continuous professional development programme including support with appraisal/revalidation

Supportive environment with senior clinical-on-call support available all times.

Access to employee perks and discounts, through NHS schemes and our own benefit & wellbeing site

Employee Assistance Programme

Career development opportunities including the Regional Clinical Leadership Fellow Scheme, clinical supervision and involvement with educational programmes audit, peer reviews and much more

\*When part time, some benefits will be pro-rata

## Process and timescales

### How to Apply

To apply for this post, please submit:

- A comprehensive CV
- A supporting letter that addresses the criteria set out in the person specification that tells us why you are particularly interested in this role.



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