

Sessional G.P.

Borders Emergency Care Service

Job Description & Person Specification

1 Job Details

Job Title:	Sessional General Practitioner – Out of Hours
Location:	Melrose (BGH) and other NHS Borders Sites
Responsible to:	Clinical Lead for Out of Hours
Ultimately accountable to:	Medical Director, NHS Borders
Hours of Work:	Flexible – depending on your availability Sessional shifts will be offered from time on a flexible basis to suit the service and the sessional G.P.

2 Job purpose

The sessional GPs form one pillar of the clinical team for the Borders Emergency Care Service providing integrated care across both the Primary Care and the Borders General Hospital setting. They will establish and maintain quality standards, develop and initiate new systems of working and encourage and promote the development of clinical governance. It is envisaged that the sessional GPs will work as part of a multi-disciplinary team of professional and administrative colleagues to provide a range of appropriate unscheduled care services to the public within Borders.

3 Dimensions

A key focus for BECS Out of Hours services in the Borders is the development of an Integrated Emergency care service across the Borders. This is intended to link a central Emergency Care Centre based at the Borders General Hospital (and incorporating the Primary Care Out of Hours service and Emergency Department) and a network of Minor Injury (Illness) units, Community staff (i.e. Out of Hours nursing service) and ambulance paramedics.

NHS Borders is responsible for delivering a full range of health services to the local population including primary care, mental health care and learning disability services and secondary care services. Services in the community include a range of community hospitals and day services.

In addition NHS Borders commissions a range of services from other providers (e.g. tertiary providers) and works closely with key partners such as Scottish Borders Council to ensure appropriate integrated care services are in place.

4 Key Duties

The GP will check drugs and equipment provided when coming on shift.

The GP will respond to calls passed from NHS24 to Borders Emergency Care Centre/Borders Emergency Care Services.

The GP will provide medical advice and services in the setting of the BECC or Community Hospital as Primary Care Centres or in the patients home where a home visit is appropriate.

The GP will also provide medical advice and services cover to Community Hospital and Residential Home patients , other NHS units and partner stakeholders if required.

The GP will be based as agreed in the monthly rota, this may be modified as needed to fill the needs of the service, although every effort will be made to avoid this and any additional time commitment would have to be agreed by the GP. Any additional time provided will be remunerated at the hourly rate for that shift.

The GP will comply with appropriate NHS Borders policies as they would in-hours, e.g. Child Protection, Vulnerable Adults.

The GP will liaise with Nursing staff (evening service, visiting nurses, A&E, MIU and other Community Hospital staff) as necessary.

The GP will liaise with other medical staff as necessary.

The GP will liaise with SBC SW staff as necessary.

The GP will provide the BECS receptionist with sufficient information to complete Taycare procedures when it is not possible for the GP to do this directly on screen.

The GP will hand over controlled drugs at/by the end of their shift to relieving GP or nurse as appropriate for that site.

5 Assignment and review of work

The post holder will be required to work in a self-directed manner within agreed objectives as set by the Medical Director of NHS Borders or Deputy. NHS Borders will provide medical indemnity for shifts worked in the NHS primary care out of hours service.

6 Communication and working relationships

Internal	The Borders Emergency Service Management Team Visiting Nurse Service Local GPs Palliative Care Other OOH Staff Mental Health Services Emergency Department Members of Primary Care Teams Secondary Care Clinicians
-----------------	--

External	Voluntary and non-statutory agencies NHS 24 Scottish Ambulance Service Social Work General Public Lothian and Borders Police
-----------------	---

7 Most challenging aspect of the post

To improve the OOH care of patients in a changing clinical and organisational environment and to participate in the development of a new and evolving clinical service.

- Clinical skills, to maintain and develop own clinical skills and those of other staff working in the out of hours service. This includes mentoring of GP trainees and other allied health professionals who are developing their skills
- Working in a self directed manner with limited contact with other clinicians and management support.
- Developing relationships with Public, GP Practices and hospital colleagues.
- Identifying and delivering the benefits of re-design and new ways of working.

8 Qualifications and/or experience needed for the post

- Certificate of Completion of Training (CCT) in General Practice issued by PMETB. Alternatively an equivalent evidence of completion of G.P. vocational training e.g. Certificate of Prescribed Experience from JCPTGP
- Candidates should be fully registered in the GMC register for General Practice with a licence to practice by the date of taking up appointment.
- Self motivated, able to work efficiently without supervision, using own initiative to complete tasks in a timely fashion.
- Decisive, confident working style with the ability to deal with competing priorities
- Well-developed influencing skills combined with a facilitative and supportive style of working.
- MRCGP.
- Previous experience of working in an out of hours setting essential.
- Previous experience of working in an emergency centre environment desirable.
- Recent evidence of continued academic and professional development.
- Certification in ALS proficiency.
- Technical proficiency in Minor Injury management

Terms and conditions

Salary

Rates for the most common out of hours shifts are detailed below, paid monthly in arrears, normally on the last day of each month. Once a shift has been requested and assigned any change is the responsibility of the sessional General Practitioner.

The bank holidays 25th/26th December and 1st/2nd January are outwith the contract and will be covered separately.

Day	Time	Hourly Rate
Weekday	Backshift	£60
Weekend	Day & Backshift	£70
Weekday	Night	£80
Weekend	Night	£80

Pensions:

The appointment is usually pensionable (depending on personal eligibility for the NHS pension scheme), and your salary would be subject to deduction of employees' contributions in accordance with the NHS (Superannuation) Regulations unless you decline to join the NHS Pension scheme. For information on whether you are eligible to join the NHS (Superannuation) scheme please refer to the Scottish Public Pensions Agency website.

Hours of work:

Entirely flexible depending on the availability of the sessional G.P. and the needs of our service. Sessional shifts will be offered from time on a flexible basis to suit the service and the sessional G.P. For the avoidance of doubt, NHS Borders is under no obligation to offer you any shifts under this arrangement, and you are under no obligation to accept the offer to work any shifts. If you need to withdraw from a shift you have booked we would ask that you notify the Service Lead as soon as possible.

Induction and Orientation

There would be an full induction to the BECS service on a supernummary basis prior to undertaking your first clinical shifts. Any orientation shifts are payable at the rates above after 5 clinical shifts are subsequently undertaken.

Rota Planning:

The Service Manager will prepare a rota template in advance indicating the shifts available for sessional G.P.s.

Employee Deductions

For HMRC purposes you are treated as an employee. Deductions are made for employee's NI contribution and NHS Borders will pay the employer's contribution. Income tax is deducted at source according to the individual's tax code. If joining the NHS pension scheme a deduction will be made for employee pension contribution and NHS Borders will pay the employer's contribution.

Working Time Regulations

You are expected to co-operate with the Board in protecting your own health and safety and that of patients, colleagues and members of the public by abiding by the principles of the Working Time Regulations (WTR) and NHS Circulars MEL(1999)1 and HDL(2003)3. You are requested to notify the Board if working hours from your other employment exceeds an aggregate of 48 hours on average. Payment for statutory annual leave under the regulations is incorporated in the hourly rates shown above. Further information is available from the Human Resources Department.

Equal Opportunities:

In NHS Borders, we believe that all staff should be treated equally in employment. We will not discriminate against any member of staff, or job applicant, on grounds of:

- | | |
|--|--|
|  age; |  race, colour or ethnic origin; |
|  gender or choice of sexual |  religion or belief; |
|  lifestyle; |  disability; or |
|  being married or not; |  Trade Union membership. |

Smoking policy:

We operate a no smoking policy. When selecting staff, we do not discriminate against applicants who smoke but staff must observe our policy on smoking.

Hepatitis B:

We offer Hepatitis B immunisation through our Occupational Health Service (OHS). If you think you may be at risk of contracting Hepatitis B through your job, you should ask for this immunisation at OHS.

Work involving exposure-prone procedures:

You must adhere to the document "Protecting Health Care Workers and Patients from Hepatitis B", and the NHSiS Management Executive Directive on this issue. You must be immune to Hepatitis B, and if you cannot prove that you are immune, OHS will undertake the necessary procedures to find out whether you are Hepatitis B positive or not.

Health and Safety at Work:

You must look after the health and safety of yourself and anyone else who may be affected by what you do at work. You must also co-operate with us to make sure that we keep to legal and organisational safety regulations. You can get more information from the Trust's Health & Safety Adviser, based at OHS.

Rehabilitation of offenders:

The Rehabilitation of Offenders Act does not apply to this post. An enhanced PVG / Disclosure Scotland check will be made.

This job description is not definitive and may be subject to future amendments following negotiation and consultation.

Person specification – Sessional G.P.

	Essential	Desirable
1 Qualifications	<ul style="list-style-type: none"> • MBChB (or equivalent primary medical degree) • Certificate of Completion of Training (CCT) in General Practice issued by PMETB (or equivalent e.g. Certificate of Prescribed Experience from JCPTGP) • Full registration with GMC in the GP register with a licence to practice. 	<p>MRCGP (or equivalent)</p> <p>ATLS, ALS, APLS</p>
2 Experience	<p>A primary care practitioner with a firm grasp of issues surrounding Out of Hours Primary Care Services</p> <p>Working knowledge of OOH practice management systems including Adastra.</p>	<p>Orthopaedic experience</p> <p>Surgical experience</p> <p>General Medicine experience</p> <p>Primary Care experience</p> <p>Previous Accident & Emergency experience</p>
3 Skills	<ul style="list-style-type: none"> • Efficiency in managing patients in a broad range of clinical presentations • Practical emergency skills such as resuscitation, triage, suturing and immediate treatment. • Ability to expedite a patient's journey through the emergency care systems • Technical proficiency in Minor Injury management 	<ul style="list-style-type: none"> • Good IT skills • Insight into the functioning of an emergency service (A&E, general practice, medical receiving) • IT skills
4 Personal qualities	<ul style="list-style-type: none"> • good teamworking and interpersonal skills • communication skills with patients, relatives, staff and agencies. • Leadership capabilities • Skilled in communication • Good stress management • Self motivated, able to work efficiently without supervision, using own initiative to complete tasks. • Decisive, confident working style with the ability to deal with competing priorities • Well-developed influencing skills combined with a facilitative and supportive style of working. 	<p>Innovative and enthusiastic</p>
5 Research and training	<ul style="list-style-type: none"> • Understands principles of audit • Recent evidence of continued academic and professional development. 	<ul style="list-style-type: none"> • Experience of teaching undergraduates and postgraduates

		<ul style="list-style-type: none"> • Evidence of participation in audit.
--	--	---

How To Apply

Please submit a full C.V., **immediately** including the names and addresses of two referees one of which should be current or most recent employer, and a supporting statement by post, fax or e-mail:

By post: Resourcing Team, Human Resources Department,
 Borders General Hospital, Melrose, TD6 9BS.
 Tel: 01896 826162

By fax: Fax Number 01896 826159

By e-mail: recruitment@borders.scot.nhs.uk

Please quote reference: MED648

Informal enquiries / visits are welcome, please contact Dr Craig Wheelans,
 Clinical Lead /Salaried GP on , Tel: - **01896 827005**

**Please find attached an Equal Opportunities Monitoring Form &
 Confirmation of Right to Work in the UK statement which we would
 be grateful if you could complete and return with your CV.**

Name:	
Job reference number:	Sessional BECS GP MED 648

Equal opportunities monitoring

We want to ensure that our job opportunities are open to all. The only way we can ensure there is equal opportunity is to monitor applications we receive. Therefore this form asks you for your ethnic origin, gender, disability, religion, sexuality and age. **The information you provide in this part of the form (Part D), is confidential and is not used in the selection process. It will be separated from the rest of the form when we receive it.**

1) You are:

Female ☐ Male ☐

2) Have you undergone, are you undergoing or do you intend to undergo gender reassignment? For example, this includes having changed your sex (gender).

No ☐ Yes ☐ Prefer not to say ☐

3) What is your age? I am ____ years old and my date of birth is: ____ / ____ / ____

4) Do you have a physical or mental health condition or disability that

- has a substantial effect on your ability to carry out day to day activities?
- has lasted or is expected to last 12 months or more?

No ☐ Yes ☐ Prefer not to say ☐

If Yes, please describe here the nature of the disability and any special arrangements for interview / work location:

(Continued on next page)

5) What is your ethnic group?

Choose **one** section from A to F, then **tick** the appropriate box to indicate your cultural background

A: White ☐ Scottish ☐ Irish ☐ Other British

☐ Any other White background

B: Mixed ☐ Any mixed background

C: Asian; Asian Scottish; Asian British

☐ Pakistani ☐ Indian ☐ Chinese

☐ Bangladeshi ☐ Any other Asian background

D: Black; Black Scottish; Black British

☐ Caribbean ☐ African

☐ Any other Black background

E: Other ethnic background

☐ Any other background

F: Prefer not to answer ☐

6) To which religion, religious denomination or body do you actively belong?

☐ (Christianity)- Church of Scotland

☐ Hinduism

☐ (Christianity) - Roman Catholic

☐ Sikhism

☐ Christianity (Other)

☐ Judaism

☐ Other faith / belief

☐ Islam

☐ Buddhism

☐ No religion (none)

☐ Prefer not to answer

7) Which of the following best describes your sexual orientation?

☐ Bisexual

☐ Gay Man

☐ Heterosexual (straight)

☐ Lesbian/Gay Woman

☐ Other

☐ Prefer not to answer

CONFIRMATION OF RIGHT TO WORK IN THE UK STATEMENT

PLEASE NOTE THIS DOCUMENT MUST BE COMPLETED AND RETURNED BY ALL APPLICANTS

Candidate Name:

Post Applied For: MED 648 – Sessional GP

Post Ref: MED 648 – Sessional GP

**We need to know if you are eligible for employment in the UK
PLEASE READ ALL QUESTIONS CAREFULLY BEFORE COMPLETING THIS FORM
PLEASE TICK BOXES WHERE ANSWER IS YES/NO**

1. Are you a British citizen or a European Economic Area National?

Yes ☐

☐ No

If you answered NO, please answer all questions from 2 - 5 and read and sign the declaration at Section 6.

If you answered YES, please read and sign the declaration at Section 6.

RIGHT TO WORK IN THE UK

2. Do you have the right to work in the UK?

Yes ☐

☐ No

3. What is your nationality?

LEAVE TO REMAIN STATUS

**4. Date Leave to Remain Issued
Date Leave to Remain Expires**

**Day:
Day:**

**Month:
Month:**

**Year:
Year:**

5. PLEASE INDICATE WHICH IMMIGRATION STATUS APPLIES TO YOU:

**Tier 1 General/Post Study
Work – Points Based System**

**International Graduate
Scheme**

**Tier 2 Certificates of
Sponsorship (formerly Work
Permits)**

Refugee/Asylum

**Student Visa/Tier 5 Points
Based System**

**Clinical Attachment or
Dental Observer**

**Spousal/Dependent or
Ancestral Visa**

Medical Training Initiative

Other (please specify)

**PLEASE NOTE THAT YOU WILL BE REQUIRED TO PROVIDE APPROPRIATE
DOCUMENTATION PRIOR TO ANY APPOINTMENT BEING MADE.**

**PLEASE NOTE THAT DOCUMENTS IN FOREIGN LANGUAGES MUST BE
ACCOMPANIED BY CERTIFIED TRANSLATIONS INTO ENGLISH.**

Candidate Name:

Post Applied For: MED 648 – Sessional GP

6. DECLARATION

- **I confirm that the information provided on this form is correct to the best of my knowledge.**
- **I understand that ALL applicants regardless of nationality are required to provide proof of the right to work in the UK.**
- **I understand that it is my responsibility to ensure that I complete this document correctly and that I will be required to provide proof of my right to work in the UK prior to any formal offer of employment being made.**
- **I understand that applications from candidates who require a Certificate of Sponsorship will only be considered if no suitable UK or EEA national is identified for this post. For further information on the UK Border Agency's new Points Based System which governs the way individuals from outside the EEA can work in the UK please visit www.bia.homeoffice.gov.uk**
- **I understand that failure to enclose this completed form will mean that my application may not be considered for Shortlisting.**

SIGNATURE

DATE