

**NHS BORDERS**  
**BORDERS EMERGENCY CARE SERVICE (BECS)**

**JOB DESCRIPTION**

**SALARIED GP - OUT OF HOURS SERVICE (Ref: MED649)**

***£83,113 to £96,241 pa pro rata***

***(Permanent part-time hours are available, minimum of 12 hours up to a maximum of 30 hours per week, flexible average hours contracts.)***



**SCOTT'S VIEW, MELROSE, SCOTTISH BORDERS**

# Job Description & Person Specification

## 1 Job Details

<b>Job Title:</b>	Salaried General Practitioner – Out of Hours
<b>Location:</b>	Melrose (BGH) and other NHS Borders Sites
<b>Responsible to:</b>	Clinical Lead for Out of Hours
<b>Ultimately accountable to:</b>	Medical Director, NHS Borders

### Hours of Work:

Part-time posts are available, , starting at a minimum of 12 hours per week up to a maximum of 30 hours per week (0.75 whole time equivalent) worked in accordance with an annualised hours arrangement. There is a great deal of flexibility and hours would be negotiated with the successful applicant. Due to the nature of the post the majority of working time will be “out of hours” i.e. 6pm-8am Monday to Thursday and 6pm Friday to 8am Monday. and some Public/Bank Holidays. The balance of these posts will be weighted to the 12 midnight till 8am period. However, due to operational requirements there will be times when other rostered shifts will need to be covered (eg protected learning time). The contracted hours are worked in accordance with the out of hours roster on an annualised hours arrangement – contracted hours are therefore represent an average commitment, but the salaried GP will receive a stable monthly salary.

There may be an opportunity for additional shifts if desired over and above contracted hours.

Training and appraisal will be part of the commitment and will take place “in hours”.

We are seeking to appoint to various part time posts posts, all of which will allow for flexibility in working hours. Consideration will be given to applications from those who wish to consider fixed term working, job share or flexible working arrangements.

Cover for primary care beds in community hospitals will be required at some sites. The postholder will be expected to support clinical colleagues, including medical, nursing and paramedic staff during their hours of work.

## 2 Job purpose

The salaried GPs will form one pillar of the clinical team for the new 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 salaried GPs will work as part of a multi-disciplinary team of professional and administrative colleagues to provide a range of appropriate out of hours services to the public within Borders. In addition, as a salaried GP you will be responsible for participating in audit and research. You will have a key role in participating in and influencing the strategic development of the out of hours service in Borders.

### 3 Dimensions

A key focus for the planned new 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 Accident & Emergency) 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 result areas

- a. As part of a core team of salaried GPs, Visiting Nurse services and Paramedics provide high quality out of hours services to the public within Borders in line with local and national priorities. This service operates in conjunction with A & E services at the Borders General Hospital.
- b. Provide consultation and clinical management of patients attending either the Borders Emergency Care Centre at Borders General Hospital or one of the Minor Injuries Units in Community Hospitals. Where appropriate this will include supporting the medical management of patients attending the A&E dept.
- c. Home Visits. Where clinically indicated provide consultation and management, including referral when appropriate. A fully equipped car with driver will be available for all home visits.
- d. Whilst NHS 24 will perform the majority of telephone triage, there will be a requirement to respond to patients (triage, consultation and appropriate management) by telephone.
- e. Develop and encourage positive working relationships with local GP practices, housing, social work, voluntary services, drug and alcohol, mental health, dental, secondary care and other appropriate services.
- f. Utilise all primary care and social work services and facilities, including GP hospital beds, to manage patients where clinically appropriate rather than admit to secondary care.
- g. Participate in the management of Child Protection and child sex abuse issues during the out of hours period in accordance with NHS Borders policies and procedures.
- h. Contribute to the out of hours management of patients in accordance with Mental Health legislation principles.
- i. Contribute to the management of patients in Borders Community Hospitals, including Central Borders Community Hospital.

- j. Keep contemporaneous, accurate and legible records of all patient contacts and contribute to electronic data monitoring and audit as directed by the service.
- k. Participate in operational and strategic planning for the development of the emergency care service where appropriate, and further development of the service.
- l. Pursue continuing professional personal development. A full-time employee in the out of hours service will have the same access to personal development time as daytime staff. There will be a requirement to focus this development towards activities relevant to the role. Support for appraisal and revalidation will be provided by NHS Borders.
- m. Participate in and in some cases lead, development activity and projects within the out of hours service. Including development/review of protocols, documentation, clinical governance, audit activity, training, research and liaison with NHS 24.
- n. Participate in the education and training of students, GP Registrars and other professionals as required.
- o. Comply with NHS Borders clinical, administrative, employment and management policies and guidance.

## 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. The post holder will be subject to both informal review and formal annual appraisal. NHS Borders will provide medical indemnity.

The post-holder will agree formal objectives with Medical Director of NHS Borders or Deputy. These objectives will be reviewed regularly throughout the year through appraisal and personal development planning.

## 6 Communication and working relationships

<b>Internal</b>	The Borders Emergency Service Management Team Visiting Nurse Service Medical Director Local GPs Palliative Care Other OOH Staff Mental Health Services Accident and Emergency Members of Primary Care Teams Secondary Care Clinicians Senior Managers and Clinicians of both Primary and Secondary Care Board Members
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<b>External</b>	Voluntary and non-statutory agencies NHS 24 Scottish Ambulance Service Social Work General Public Managers and Clinicians across NHS Borders Lothian and Borders Police
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## **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.
- 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 by the date of taking up appointment.
- 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.
- MRCGP qualification desirable.
- 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

## **9 Education / Development Opportunities**

There is an excellent library within the Borders General Hospital grounds run by Napier University with good Internet access. As well as a range of textbooks and journals, there is access the health e-library and to the online clinical enquiry and response service (CLEAR) from Healthcare Improvement Scotland and NHS Education for Scotland.

Post graduate and continuing medical education is actively encouraged and supported. There is a weekly Mental Health Educational afternoon during university term times, with Journal Club and Clinical Presentation slots.

All new salaried G.P.s are welcome to join the career doctor development programme. The programme has a duration of 6 days over a year (three two-day modules) and seeks to provide you with support for the development of leadership and management skills. The content of the programme includes modules on consultants as leaders, managing people and performance. Workshops provide a structured opportunity for facilitated discussion, learning through experience, reflective practice and networking with peer GPs/consultants. There are also opportunities for professional coaching and mentoring – an established doctor will be identified as a “buddy” in your first few weeks. The Training & Professional Development Department is available as consultancy and advisory facility to advise on development activities tailored to particular service needs and for individuals.

## Terms and conditions

### Grade and salary:

A salary scale from £83,113 to £96,241 pro rata to a full time post (nominally 40 hrs per week) is offered. Appointment on the scale will be on the basis of previous relevant experience, qualifications and expertise. Advancement will be by annual increment over 6 years. A guide for the pro rata equivalent of actual part-time salaries is shown in the table below.

<u>Year</u>	<u>F/T</u>	<u>30 hrs</u>	<u>24 hrs</u>	<u>20 hrs</u>	<u>12 hrs</u>
Entry / Yr 1	<b>£83,113</b>	£62,335	£49,868	£41,556	£24,934
Yr 2	<b>£85,302</b>	£63,976	£51,181	£42,651	£25,591
Yr 3	<b>£87,490</b>	£65,618	£52,494	£43,745	£26,247
Yr 4	<b>£89,678</b>	£67,259	£53,807	£44,839	£26,903
Yr 5	<b>£91,866</b>	£68,899	£55,119	£45,933	£27,559
Yr 6	<b>£94,054</b>	£70,540	£56,432	£47,027	£28,216
Yr 7	<b>£96,241</b>	£72,180	£57,744	£48,120	£28,872

### Hours of work:

Full-time is 40 hours per week and part-time hours, starting at a minimum of 12 hours per week up to 30 hours per week on average are available (0.75 whole time equivalent). The contracted hours are worked in accordance with the out of hours roster on an annualised hours arrangement. Due to the nature of the post the majority of working time will be “out of hours” i.e. 6pm-8am Monday to Thursday and 6pm Friday to 8am Monday, and some Public/Bank Holidays and the overnight 12 midnight till 8am period. However, due to operational requirements there will be times when other rostered shifts will need to be covered (egg protected learning time). Equity in the distribution of night shifts, evenings and weekend shifts is required. Exemptions from night shifts would not normally be agreed, other than in exceptional circumstances.

### Annualised Hours:

The annualised hours arrangement allows a Salaried G.P. to work a set number of hours over a 12-month period. The aim is to manage the unpredictable variations in the weekly rostered hours that would emerge from the need to cover the out of hours rota and ensure a safe and compliant working pattern. However the salaried G.P.s will receive a regular and fixed salary each month reflective of the total number of contracted hours in a 12-month period and still enable the G.P. to work the variable out-of-hours shifts.

### Rota Planning:

The Service Manager will prepare a rolling three-month rota template indicating the scheduled shifts for each salaried G.P. Annual leave (incorporating public holiday entitlement) should be notified in advance and will be marked on the template rota. As far as possible the template rota over this period will ensure that the contracted monthly hours are achieved.

### Annual leave:

You will be entitled to 8 weeks annual leave, pro rata in the case of part-time employment and inclusive of 10 public/extra statutory holidays or days in lieu with pay each year


between 1<sup>st</sup> April and 31<sup>st</sup> March. Details of other types of leave entitlement (such as sick leave) are set out in the Whitley Council handbooks.

**Superannuation:**

The post-holder is entitled to join the NHS superannuation pension scheme.

**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:

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|  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 extended 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

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

## How To Apply

Please submit a full C.V., 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 826167  
By fax:         Fax Number 01896 826159  
By e-mail:      recruitment@borders.scot.nhs.uk

Please quote reference: MED649

Informal enquiries / visits are welcome, please contact, or Dr Craig Wheelans, Clinical Lead/Salaried GP on , Tel: 01896 826789.

Please return the embedded questionnaire with your C.V.



application packt

## The Scottish Borders

- (a) Size of Area – 1,826 sq miles (6% of the area of Scotland)
- (b) Population – 116,168 (2% of the Scottish population)
- (c) The area has 12 main towns i.e. with over 1,500 population, the largest being Hawick (15,719), Galashiels (13,766) and Peebles (7,080). However, some 30% of the population live outwith towns of 1,000 population or more (compared to Scottish average of 12%).
- (d) Agriculture, textiles and tourism are the major industries throughout the Borders area.

The Borders covers a large and scenically beautiful area of the Southern Uplands of Scotland. Predominantly rural, it is historically a unique part of the country, the home of the Border Reivers, and where annually each town in the Borders maintains its links with the past during the season of Common Ridings. Seven-a-side rugby originated in Melrose, and the Melrose event in particular draws large crowds in April each year. There is also ready access to fishing, golf, swimming, shooting, horse riding, cricket, football, hiking and many other activities in addition to extensive cultural groups with music and art societies, drama, and small theatres in Melrose, Peebles and Selkirk as well as amateur opera. There are cinemas in Hawick, Kelso and Galashiels and a new arts centre in Peebles, which includes a cinema and live theatre.

The local state schools are first rate; many of the Consultants' children attend Earlston High School which is always near the top of the state school league tables. There are also private schools available in Edinburgh, and a local private school (St Mary's) in Melrose for children up to age 13 years. There is a purpose-built nursery in the grounds of the hospital for hospital employees' children.

After an absence of almost 50 years, the Borders Railway has now opened, with train services to central Edinburgh running every thirty minutes (journey time 50 minutes approx). Tweedbank Station is a few minutes walk from the Borders General Hospital. On opening the railway Her Majesty Queen Elizabeth said "The Borders railway brings so much promise for sharing and invigorating this most beautiful countryside as a place to work, live and enjoy". There are rail links to the rest of the country at Berwick Upon Tweed, and Carlisle and there is easy access to Edinburgh Airport (approximately 1 hour 15 minutes) and Newcastle Airport (approximately 1 hour 30 minutes).

As part of our policy there is assistance with temporary housing costs and relocation allowances if applicable. House prices in the Borders Region are significantly less than in major cities and also less than many other rural parts of Britain, particularly in the south.

Please see Websites:

Scottish Borders Tourist Board	- <a href="http://www.scot-borders.co.uk">www.scot-borders.co.uk</a>
Scottish Borders Information	- <a href="http://www.bordernet.co.uk">www.bordernet.co.uk</a>
Melrose	- <a href="http://www.melrose.bordernet.co.uk">www.melrose.bordernet.co.uk</a>
Southern Reporter	- <a href="http://www.borderstoday.co.uk">www.borderstoday.co.uk</a>
NHS Borders	- <a href="http://www.nhsborders.org.uk">www.nhsborders.org.uk</a>
Borders Properties	- <a href="http://www.bspc.co.uk">www.bspc.co.uk</a>

## NHS BORDERS

Our Values are at the heart of all that we do:

- Care and Compassion
- Quality and Teamwork
- Dignity and Respect
- Openness, honesty and responsibility

Patients are at the centre of everything we do in our daily working lives at NHS Borders ensuring they are safe, cared for efficiently, effectively by suitably experienced and qualified staff driving quality at the heart of patient care. We are a dynamic and forward thinking team with a wealth of clinical and leadership experience. We aim for an open and honest culture and believe in nurturing future stars in NHS.

NHS Borders has taken a lead as one of very few NHS Boards in Scotland with an entirely integrated structure for management of health services. Decision-making is firmly embedded with an integrated Clinical Executive, part of a natural evolution towards more integrated care, which has seen health and social services within the Borders develop nationally-recognised joint initiatives. The NHS Borders Board covers an area co-terminus with the local authority (Scottish Borders Council) and has developed close and effective links with Scottish Borders Council (SBC), including the creation of a Joint Health and Care Partnership Board moving forward the integration of health and social care.

The Clinical Executive (CE) is the body responsible for ensuring the overall management of services, operational service planning and service redesign. The CE is chaired by the Medical Director and includes the Director of Nursing, Clinical Chairs, General Managers from each of the Clinical Boards across NHS Borders (including the Mental Health Board) and SBC Social Care. The Clinical Executive therefore has the authority to manage resources across the area and to design care from a “whole system” perspective.

Clinical Governance is well established, forming part of the Risk Management of the whole organisation. Clinical Governance is seen as a positive support to all clinicians with active participation by all professions. There is a wide range of opportunities for the post-holder to be involved in this area of work.