



Information for applicants

SALARIED GP

HULL

PUTTING OUR PATIENTS AND OUR PEOPLE FIRST



Table of Contents

1. Background	3
2. Job Description	3
3. Person Specification	8
4. Terms and Conditions	9
5. Application	10



1. Background

Haxby Group is a high-quality, community-based healthcare organisation, with general practice at its heart. We deliver exceptional care from 10 GP surgeries across York, Scarborough, and Hull, serving more than 95,000 patients. Haxby Group has been rated Outstanding by the Care Quality Commission (CQC) in York and Hull. It has been rated as Good in Scarborough.

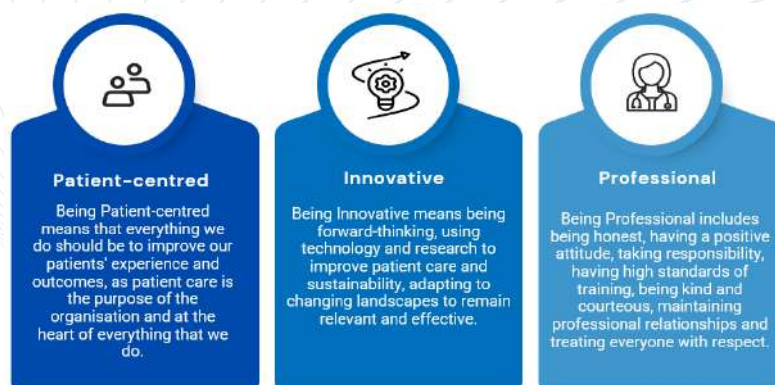
We are dedicated to improving the health of the communities we serve and have an innovative approach to ensuring we provide outstanding care. We are actively involved in research projects with the aim of improving patient care, and our digital-first ethos has contributed to reducing waiting times for access to services.

Our large and diverse team of Doctors, Nurses and Advanced Practitioners have decades of expertise, providing a range of care in a safe, friendly environment, with support from highly experienced Health Care Assistants, Clinical Pharmacists, and other non-GP clinicians. Supporting the patients and our clinical team are the large front of house and back-office teams ranging from Patient Services, Care Navigators, Clinical Administration Support and more.

Alongside the full range of NHS GP services, we provide minor surgery, vasectomies, and contraceptive procedures as well as providing some non-NHS services.

As the host for the Workforce and Training hub in Humber North Yorkshire, we offer training services through Haxby Group Training. We are committed to training all our staff, from Clinical Administration and Call Handlers, through to our Nursing team, and including all stages of undergraduate and postgraduate medical education. As a Primary Care Training and Workforce Hub in Humber Coast and Vale, we also provide support for a growing network of local practices, co-ordinating local schemes on behalf of Health Education England.

We have a clear mission "To deliver high quality, compassionate care to our local communities with an innovative and ethical mindset" and we achieve this by applying our organisational values:



More information can be found at www.haxbygroup.co.uk



2. Job Description

Job Title: GENERAL PRACTITIONER

Reports to: LOCAL MEDICAL DIRECTOR

Structure:

General Practitioner > GP mentor > GP Line Manager/Local Medical Director

Job Summary:

You will manage a caseload and deal with a wide range of health needs in a primary care setting, ensuring the highest standards of care for all registered and temporary patients. As a senior member of staff you will be expected to set an example to others, assist in supervision, education and training and to play a full role in target achievement and service development.

You must work at all times within your own competence and use your own judgement, knowledge and common sense in your day-to-day activities.

Clinical Responsibilities:

- In accordance with the Practice timetable, as agreed, you will make yourself available to undertake a variety of duties including surgery consultations, telephone consultations and if appropriate email consultations, visiting patients at home and in nursing homes, checking and signing repeat prescriptions and dealing with queries, paperwork and correspondence in a timely fashion. Work will take place at the Hull practices or, subject to prior agreement, at Haxby Group in York.
- Making professional, autonomous decisions in relation to presenting problems, whether self-referred or referred from other health care workers within the organisation.
- Assessing the health care needs of patients with undifferentiated and undiagnosed problems.
- Screening patients for disease risk factors and early signs of illness.
- Participating in health promotion activity and some specialist services such as obesity, addictions and sexual health clinics (for which appropriate training will be given as required).
- Pro-active engagement with the practice population and wider community to promote healthy living, encourage uptake of services and optimise health-seeking behaviour. This may include visits to local schools, community centres and other groups as necessary.



- Cover all the clinical management of the patients in surgery as appropriate including initiating investigations, reviewing results, making referrals to secondary care or to other providers as appropriate.
- In consultation with patients and in line with current Practice disease management protocols as well wider guidance such as that from the National Institute for Clinical Excellence, developing care and treatment plans.
- Providing counselling and health education.
- Ensuring appropriate follow up of (both registered and temporary) patients.
- Recording clear and contemporaneous computerised consultation notes to agreed standards.
- Collecting data for audit purposes.
- Compiling and issuing computer-generated acute and repeat prescriptions (avoiding hand-written prescriptions whenever possible).
- Prescribing generically whenever appropriately and in accordance with the Practice prescribing formulary, NICE guidance and Good Prescribing Practice (as defined by British National Formulary guidance).
- Working with and support other members of the primary health care team in delivering high quality primary care.
- Promoting the application of standards and codes of Practice set by the Royal College of General Practice, General Medical Council, Department of Health, and local NHS trust.
- Play a leading role in the practice achieving agreed QOF and other key performance indicator targets.
- Take lead responsibility for targets and services allocated, such as a QOF area of Enhanced Service.
- In general the post-holder will be expected to undertake all the normal duties and responsibilities associated with a GP working within primary care.

Other Responsibilities:

- Involvement and contribution to the mentoring, supervision and training of the broad multi-professional clinical team.
- Awareness of and compliance with all relevant Practice policies/guidelines, e.g. prescribing, confidentiality, data protection, health and safety.
- Commitment and contribution to achievement of the highest possible quality standards such as the QOF and other agreed Key Performance Indicator targets.
- A commitment to life-long learning and audit to ensure evidence-based best practice.
- Contributing to evaluation/audit and clinical standard setting within the organisation.
- Attendance at regular in-house governance and educational meetings and training as well as events at other agencies as appropriate.
- Assistance with the training of other staff members.
- Contributing to the development of computer-based patient records.



- Contributing to the summarising of patient records and Read-Coding patient data.

Business Responsibilities:

- Gather statistics and information as required.
- Undertake assigned tasks, project support, or development.
- Maintain accurate documentation and records using IT as per Haxby Group protocol.
- Follow agreed policies and protocols, seeking guidance from Team Leaders and Managers if required.
- Promote service uptake within the community.
- Uphold and promote Haxby Group's ethos and culture.
- Ensure resource rationalisation.
- Assist in expanding the business's professional offerings.
- Attend in-house governance, educational, and staff meetings.
- Plan, develop, and support new working processes to enhance quality.
- Train staff for optimal performance.
- Build and maintain relationships with other healthcare professionals and external bodies.
- Always behave professionally.

Safeguarding:

- Commit to safeguarding Adults at risk (vulnerable adults), children, and young people.
- Adhere to legislation and policies on Child Protection and Safeguarding Adults and be aware of your duties and responsibilities.
- Recognise signs of abuse and neglect.
- Inform the Safeguarding Lead of any concerns promptly.
- Stay up to date with safeguarding training requirements.

Learning and Development:

- Participate in training programmes, performance reviews, and personal/professional development.
- Develop and use a Personal Development Plan.
- Utilise learning opportunities and share knowledge with the team.
- Undertake mandatory and statutory training.

Team Working:

- Assist and support your line manager in providing a quality service.
- Provide cover during team members' absences.
- Support and facilitate change.
- Undertake additional tasks as required.



- Work effectively as a team member, supporting others.
- Accept delegation from senior staff and manage time effectively.
- Participate in team activities to improve patient care.
- Contribute to team effectiveness by reflecting on activities and making suggestions.
- Support local projects as agreed.
- Delegate duties safely and competently.

Confidentiality:

- Respect patients' privacy and maintain confidentiality.
- Access and share information only with authorised persons as per policies.

Health & Safety:

- Promote and maintain health, safety, and security per the Health & Safety Policy.
- Use personal security systems and manage work risks effectively.
- Keep up with training to update knowledge and skills.
- Use infection control procedures and maintain tidy, hazard-free work areas.
- Report potential risks and accidents promptly and as per the policy.

Equality and Diversity:

- Support equality, diversity, and rights of patients, carers, colleagues and visitors.
- Respect the privacy, dignity, and beliefs of all individuals.
- Behave in a welcoming, non-judgmental manner.

Quality:

- Strive for quality within Haxby Group.
- Alert the team to quality and risk issues.
- Manage time, workload, and resources effectively.
- Work within limitations and cooperate with audits.
- Contribute to achieving high quality standards and initiate improvement projects.
- Work with the Registered Manager to meet CQC standards.
- Collaborate with other agencies to meet patients' needs.

Communication:

- Communicate effectively with team members, patients, carers and visitors.
- Recognise and respond to alternative communication needs.



Other:

- This job title and job description is neither exhaustive nor exclusive and is subject to periodic review and amendments.

3. Person Specification

	Essential	Desirable
Physical Requirements	Able to undertake the requirements of the post.	Reliable. Flexible. Excellent attendance record.
Knowledge/Qualifications/Skills	Post CCT Qualified GP GMC full registration Vocational Training Certificate or equivalent (JCPTGP) Membership of recognised defence union (MPS/MDU) GMC certificate of good conduct letter (can be acquired after interview but before starting work) Currently on a performers list Never been removed from a performers list for a detrimental reason A demonstrable commitment to professional development Understands the importance of evidence-based practice and clinical effectiveness Evidence of recent self-directed learning or development MRCGP Excellent communication (oral and written) and inter personal skills Excellent keyboard and computer skills Problem solving and a 'solutions focused' approach	DRCOG DFP DCH Recognised qualifications for GP registrar training



Experience	Experience of Microsoft Office applications Experience of GP Clinical IT systems	System One experience Previous drug misuse, sexual health or obesity management experience Minor surgery experience
Competencies/Qualities/Attributes	Ability to listen and empathise Good time management Understanding of Clinical Governance and quality issues as well as health and social policy Interest in research Ability to relate to the interviewing team Ability to work as part of a multi-disciplinary team Initiative and drive Pleasant and articulate Able to work under pressure Self-motivated and positive Empathetic, honest, caring Adaptable and forward looking Enthusiastic and energetic Diplomatic and considered Hard working, willing and flexible Observance of strict confidentiality Ability to use own judgement, resourcefulness and common sense.	Strong interest in education
Other	Flexibility of working hours/ able to work at the desired times Non smoker Good sickness record	Car driver/clean licence

4. Terms and Conditions

Salary: Dependent on skills and experience. Pay progression will be dependent upon annual performance appraisal.

Annual holiday: 30 days plus bank holidays, pro rata for part time staff.



Training: Induction training plus other annual training subject to an agreed personal development plan in accordance with the BMA standard Contract Terms and Conditions.

Study leave In accordance with the BMA standard Contract Terms and Conditions

Working hours: Your working hours will be based around the opening times of Haxby Group which is 7.30 am to 8 pm Monday to Friday and until 1 pm on Saturday morning.

To facilitate communication and training you will also be required to attend evening meetings, events and training that fall outside your normal working hours. These will be reimbursed as overtime paid at the normal hourly rate, or as time taken in lieu.

Haxby Group is part of the Improving Access to General Practice scheme meaning that some surgeries are also open on a Sunday morning and Bank Holidays. Your participation in this scheme is on a voluntary basis in both York and Hull.

Benefits: BMA model contract including NHS Pension. Reimbursement of GMC subscription and Medical Defence fees pro rata to sessions worked. Ride to work scheme. Membership of the Simply Health Well-being Plan after probation.

5. Application

To apply you must complete an application form.

Human Resources contact details:

Address: HR Department, Haxby Group, 109-119 Front Street, Acomb, York, YO24 3BU.

Or E mail: HR.Team@haxbygroup.co.uk Tel: 01904 928077 / 928076

All applications will be acknowledged however previous applicants need not apply.

For more information regarding the post please contact the HR Team on the above numbers.