



## **Presteigne Medical Centre**

**Shropshire Doctors Co-operative Limited  
Shropdoc Presteigne Medical Centre  
Lugg View, Presteigne, Powys, LD8 2RJ**

### **Appointment of Clinical Lead Salaried General Practitioner**

**Up to 5 sessions per week:**

**4 Salaried GP Session**

**1 Clinical Lead Session**

To work at Presteigne Medical Centre

Anticipated start date: May 2024

#### **CONTACT DETAILS FOR ENQUIRES ABOUT THIS POST**

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#### **Links to Additional Information**

- Shropdoc Homepage <https://shropdoc.org.uk/>
- Shropdoc Values and Behaviours Framework: <https://shropdoc.org.uk/about-us/our-mission-vision-and-values>
- Medical Training/Careers in Wales: <http://www.medicalcareerswales.com/defaultsite>
- Visit Wales: <https://www.visitwales.com/>



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## **JOB DESCRIPTION**

<u>Title:</u>	Salaried General Practitioner/Clinical Lead
<u>Professionally accountable to:</u>	Medical Director
<u>Managerially accountable to:</u>	Practice Manager
<u>Reports to:</u>	Medical Director/Practice Manager
<u>Base:</u>	Presteigne Medical Centre

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Shropshire Doctors Cooperative is a not-for-profit organisation, limited by guarantee. Established in 1996, Shropdoc was organised and governed by GPs for the purpose of providing medically necessary care out-of-hours (OOH) to those in Shropshire and surrounding areas, including Powys since 2004. Since July 2023, Shropdoc has the responsibility for Presteigne Medical Centre, a rural GP Practice on the Welsh Border with a population size of 3600 patients.

All our clinical services are led by clinical leads who work as part of a team with managerial colleagues, and we intend to replicate this model at Presteigne Medical Centre. The GP practice will have a Clinical Lead who will combine clinical work but have dedicated time to ensure the practice offers high quality patient care and takes responsibility for governance and the development of the practice. The role will involve working in a team with the Practice Manager who will take responsibility for all the non-clinical aspects of the practice.

We are looking for an enthusiastic, experienced, and self-motivated GP who is looking for an opportunity to come and work for us as a salaried GP with dedicated time to be the Clinical Lead and be involved in shaping new ways of providing primary care.

## **Purpose of the Post and General Responsibilities**

To provide General Medical Services to residents in Presteigne, Powys and to provide service, support and advice aimed at developing excellence in general medical services to the community within an unscheduled model of care.

This role will provide Salaried GP cover at Presteigne Medical Centre in Powys. The Salaried GP role will consist of:

- Working within a forward-thinking team, establishing solutions for best patient care and service delivery platforms alongside the renewal's agenda
- Understanding and contributing to the Urgent Primary Care platform within Powys to provide innovative solutions to urgent and emergency care.
- To embrace and promote the multidisciplinary model within Primary Care, further exploring and embedding remote consultation possibilities.
- Be a fundamental part of the Practice Team to scope, identify and implement service delivery pathways to support the care of patients in the community with a home first approach through clinically safe alternatives to admission to hospital.
- Provide direct clinical care for Presteigne Medical Centre. This would include triage, face to face consultations, telephone consultations, video consultations, home visits and remote working.
- Generic prescribing adhering to local and national guidance
- Promote evidence-based excellence in clinical practice
- Effective management of long-term conditions
- Processing of administration in a timely manner, including referrals, repeat prescription requests and other associated administrative tasks
- Maintain accurate clinical records in conjunction with good practice, policy and guidance
- Working collaboratively, accepting an equal share of the practice workload
- Adhere to best practice recommended through clinical guidelines and the audit process
- Contribute to the successful implementation of continuous improvement and quality initiatives within the practice
- Accept delegated responsibility for a specific area (or areas) or the QOF

- Attend and contribute effectively to practice meetings as required
- Contribute effectively to the development and maintenance of the practice including; clinical governance, training, financial management and HR
- Ensure compliance with the appraisal process
- Prepare and complete the revalidation process
- Commit to self-learning and instil an ethos of continuing professional development across the practice team
- Support Management Team in achieving the strategic aims of the practice
- Review and adhere to practice protocols and policies at all times
- Encourage collaborative working, liaising with all staff regularly, promoting a culture of continuous improvement at all times
- To be familiar with and actively promote adherence to the regulatory framework including NICE and National Service Framework Guidance and to actively promote professional standards

The post holder will work in close co-operation with, and support other clinical, medical professional and managerial colleagues in providing high quality healthcare

Integral to the responsibilities of the post are the following requirements:

- To ensure the provision of a first-class clinical service
- To analyse performance and audit data and implement any necessary actions (Fairly and Equitably)
- To provide effective leadership to all staff engaged in the specialty
- To sustain and develop teaching and research wherever appropriate
- To undertake all work in accordance with the Practices procedures and operating policies
- To conduct clinical practice in accordance with contractual requirements

### **Clinical Leadership Duties**

- Oversee Clinical Governance within the Practice including audits, SEA's, Clinical Complaints, Appraisals and escalating safeguarding concerns
- Collaborate with other members of the leadership team to ensure QOF and other income generating targets are achieved by the practice.

- Provide visible clinical leadership, in conjunction with the Federation management team
- Leads and develops the GP and Nursing Team
- Works with practice manager to lead the wider practice team including regular communications and practice meetings

### **Governance**

- Be the governance lead / Caldicott officer within the practice including assisting Shropdoc's Caldicott Guardian
- Develop clinical governance strategies, systems and processes and ensure the active participation by all medical staff
- Promote an organisational culture committed to learning from complaints, incidents, audit, research and development.
- Lead on clinical issues e.g.,
  - Ensuring appraisal, job planning and continuing professional development (CPD) takes place for doctors, nurses and allied health professionals
  - Monitor quality and appropriateness of clinical care
  - Peer support and review
  - Clinical protocol development
  - Correct clinical policies and procedures are in place
  - Clinical audit and research.
  - Investigation of incidents and complaints
  - Clinical record keeping and documentation

The post holder has a general duty of care for their own health, safety and wellbeing and that of work colleagues, visitors and patients within the hospital. This statutory duty is in addition to any specific risk management or clinical governance accountabilities associated with the post.

### **Location**

- The post holder will be expected to undertake their programmed activities at Presteigne Medical Centre.
- Exceptions will include travelling between work sites and attending official meetings away from the workplace.

The post holder will be flexible to service needs. While every effort will be made to maintain a regular job plan, service needs may require job plans to alter at times of crisis.

### **Review**

This job description will be regularly reviewed. It is intended as a guide to the general scope of duties and is not intended to be definitive or restrictive. It is expected that some of the duties will change over time and this will be subject to review in consultation with the post holder.

February 2024

### The Job Plan

In line with the terms and conditions, the final job plan is subject to the agreement of Shropdoc through the Medical Director, Practice Manager, and the appointee.

## Person Specification

### Salaried General Practitioners

Requirements	Essential	Desirable	Measurable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>- Full GMC Registration with Licence to Practice-</li> <li>- On the GMC GP Register*</li> <li>- On the Welsh GP Performers List* (WPL)</li> </ul> <p><b><i>*Must be approved for both within 3 months of the interview date</i></b></p>	<ul style="list-style-type: none"> <li>- Relevant Higher Degree e.g. MRCGP</li> </ul>	Application
<b>Clinical Experience</b>	<ul style="list-style-type: none"> <li>- Experience of NHS General Practice</li> <li>- Broad based experience in Primary Care</li> <li>- Knowledge of UK hospital systems (or equivalent)</li> <li>- Knowledge and participation in CPD</li> <li>- Competence in General Medical Services</li> <li>- Able to apply knowledge</li> <li>- Safe and effective written and verbal communication skills, including the use of telephone consultation</li> <li>- Meet the requirement of the GMC's "Good Medical Practice"</li> </ul>	<ul style="list-style-type: none"> <li>- Experience of Out of Hours</li> <li>- Experience with local NHS Services</li> <li>- Evidence of above average performance</li> <li>- Recent Minor Surgery experience</li> </ul>	Application/ Interview
<b>Clinical Governance</b>	<ul style="list-style-type: none"> <li>- Evidence of participation in clinical audit and understanding role of audit in improving medical practice</li> <li>- Comprehension of core philosophy and building blocks of Clinical Governance</li> </ul>	<ul style="list-style-type: none"> <li>- Knowledge of risk management</li> </ul>	Application/ Interview
<b>Research</b>	<ul style="list-style-type: none"> <li>- Experience and knowledge of critical appraisal of evidence</li> </ul>	<ul style="list-style-type: none"> <li>- Evidence of initiating, progressing and concluding research projects with publication</li> <li>- Research degree</li> </ul>	Application/ Interview
<b>Teaching</b>	<ul style="list-style-type: none"> <li>- Willingness to teach medical undergraduates and postgraduates</li> </ul>	<ul style="list-style-type: none"> <li>- Evidence of organising programmes and teaching medical students and junior doctors</li> <li>- Organisation of further teaching programmes in medical education</li> <li>- "Training the Trainers" experience</li> <li>GP trainer</li> </ul>	Application/ Interview

Requirements	Essential	Desirable	Measurable
<b>Management</b>	<ul style="list-style-type: none"> <li>- Knowledge of the management and structure of the NHS</li> <li>- Evidence Of Leadership and People management</li> </ul>	<ul style="list-style-type: none"> <li>- Evidence of management training</li> </ul>	Application/ Interview
<b>IT Skills</b>	<ul style="list-style-type: none"> <li>- Good IT skills</li> <li>- Able to access and use email effectively</li> </ul>		Interview
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>- Ability to cope with stressful situations and undertake responsibility</li> <li>- Excellent interpersonal skills and team-working skills</li> <li>- Ability to work as part of a multidisciplinary and multi-agency team</li> <li>- Ability to work flexibly in response to the changing needs of unscheduled primary care</li> <li>- Flexibility</li> <li>- Good listening skills</li> </ul>	<ul style="list-style-type: none"> <li>- Evidence Of leadership attributes</li> <li>- Motivational skills</li> </ul>	Interview
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>- All applicants to have demonstrable skills in written and spoken English adequate to enable effective communication about medical topics with patients and colleagues</li> <li>- Satisfactory pre-employment checks compliant with National Standards</li> <li>- Ability to fulfil all duties of post, including on-call commitments and travel to meet re requirements of the post</li> </ul>	<ul style="list-style-type: none"> <li>- Ability to speak Welsh or willingness to learn</li> <li>- Ability to speak other languages</li> </ul>	Application/ Interview