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Bwrdd Iechyd Prifysgol
Caerdydd a'r Fro
Cardiff and Vale
University Health Board

Caring for People, Keeping People Well

SALARIED GENERAL PRACTITIONER
Safe@Home Service

Job Description

CARDIFF AND VALE UNIVERSITY LOCAL HEALTH BOARD

JOB DESCRIPTION

SALARIED GENERAL PRACTITIONER

1. THE HEALTH BOARD

Cardiff and Vale University Health Board was established in October 2009 and is one of the largest NHS organisations in the UK. We have a responsibility for the promotion of health and well-being of around 475,000 people living in Cardiff and the Vale of Glamorgan, the provision of local primary care services, running of health centres, community health teams, hospitals – providing treatment and care when health and well-being isn't the best it could be.

The Health Board is responsible for the delivery of NHS primary care services in Cardiff and the Vale of Glamorgan, including general practitioners, community pharmacists, dentists and optometrists.

The Health Board's hospitals comprise Barry Hospital, Cardiff Royal Infirmary, Children's Hospital for Wales, University Hospital Llandough, Rookwood Hospital, St. David's Hospital, University Dental Hospital, and University Hospital of Wales.

We are increasingly focusing the planning and delivery of our care based on neighbourhoods and localities to help ensure people receive care as close to home as possible where it is safe and effective to do so. We also provide specialist services for people across South Wales and in some cases the whole of Wales.

The Health Board also serves a wider population of 2.5 million people across South and Mid Wales and manages a number of services of a regional and sub-regional nature namely cardiology, cardiac surgery, PICU, neurology, neurosurgery, medical genetics, bone marrow transplantation, renal transplant and toxicology. On-site services include 24/7 PCI, stroke thrombolysis, ophthalmology, maxillo-facial, trauma, general medicine, general surgery, urology and paediatrics.

Phase II of the Children's Hospital for Wales was completed in 2015 and has seen re-development and consolidation of all paediatric specialities into a dedicated Children's hospital with five theatres, PICU, Medical and Surgical Wards OPD, Radiology and an admission and assessment unit.

We are also a teaching Health Board with close links to Cardiff University which boasts a high-profile teaching, research and development role within the UK and abroad; and enjoy strengthened links with the University of South Wales and Cardiff Metropolitan University. Together, we are training the next generation of clinical professionals.

1.1 Values & Behaviours

Cardiff and Vale University Health Board has identified a framework of Values and Behaviours which should underpin the work of its staff in order to achieve success for the organisation (see below). These can also be closely aligned with the principles of 'Good Medical Practice' standards as published by the General Medical Council.

The Health Board is committed to ensuring that the staff they employ have values and behaviours which are aligned with those of the organisation, thereby ensuring

that appointees will be able to make an ongoing contribution to the positive culture of the organisation and meet the required standards of behaviour to patients, carers and the public and to one another.

As part of the UHB's commitment to Values Based Recruitment, interview candidates can expect to be asked questions which encourage them to talk about themselves and provide insight into their personal values and behaviours.

OUR VALUES	OUR BEHAVIOURS How we are with patients, families, carers and colleagues	
	What we want to see from individuals and teams...	What we don't want to see from individuals and teams...
Kind and caring		
Welcoming	We will smile, be friendly, welcoming, polite and approachable	We will not be abrupt, rude, show aggressive behaviour, shout or bully
Put people at ease	We will put others at ease, be patient, calm and reassuring	We will not ignore people or fail to offer support and we won't leave people scared and anxious
Values other people's time	We will make time for people, consider their needs and make people feel comfortable	We will not be 'too busy', in a rush or say we can't make time for others
Compassionate	We will be kind, compassionate and look out for others	We will not make people feel stupid, belittled or treat people as an inconvenience
Respectful		
Understanding	We will put ourselves 'in other people's shoes' and show empathy and understanding	There will be no hierarchy, no egos, no lack of understanding for other's needs
Attentive and helpful	We will be helpful and attentive to the needs of others, protect people's dignity and respect people's time	There will be no poor planning and inefficiency, we will not waste people's time or keep people waiting
Respectful	We will value everyone as an individual and treat people equally and fairly	We will not put people under pressure or show favouritism, not be unfair or leave people feeling disempowered
Appreciative	We will recognise people's strengths, say thank you and celebrate success, empower and bring out the best in others	We will not blame and criticise or make judgments or assumptions. We will not take people for granted or forget to say 'thank you'
Trust and integrity		
Listens	We will take time to listen to and consider other people's views	We will not ignore other people's views or ideas or be dismissive of other's opinions
Clear communication	We will communicate honestly and openly, offer clear explanations, keep people informed and updated	We will not have unclear communication, a lack of transparency or give misleading or contradicting information
Teamwork	We will involve others, work as a team, share information and follow-up	We will not make decisions in isolation and fail to communicate with other teams / services
Speaks up	We will seek and give feedback, encourage and support people who speak up	We will not make people feel afraid to speak up and constructively challenge or reject feedback
Personal responsibility		
Positive	We will be enthusiastic, positive, proactive and have a 'can do' approach	We will not be negative, moan, complain, and we will not 'sit back'
Professional	We will be professional, consistent, a role model and lead by example	We will not be unprofessional, inconsistent or lack pride in our work
Excel	We will take ownership and responsibility for providing a safe and excellent service	We will not pass the buck, say 'it's not my problem' and fail to deliver on our promises

Keep improving	We will be committed to learning and improving and developing ourselves and others	We will not put up barriers to new ways of learning and doing things
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1.2 NHS Wales Core Principles

The NHS is about people, working with people, to care for people. NHS Wales values all its staff – from Wales, the UK, EU and non-EU foreign nationals. As part of NHS Wales' ongoing commitment to strengthen the values and behaviours of Health Boards and Trusts, the following Core Principles have been developed which further help staff respond better to the demands for its services: -

- ✓ We put our patients and users of our services first
- ✓ We seek to improve our care
- ✓ We focus on wellbeing and prevention
- ✓ We reflect on our experiences and learn
- ✓ We work in partnership and as a team
- ✓ We value all who work for the NHS

These Core Principles describe how everyone within NHS Wales is expected to behave and help us all to achieve the highest quality in everything we do.

2. THE JOB ITSELF

Title of the Post: Salaried General Practitioner

Base: Whitchurch Locality Offices/Vale Wellbeing Matters Service

In view of the fact that the Health Board is currently undertaking a review of its services and the locations at which they are undertaken, it is important to be aware that work patterns may change and the place(s) of duties modified.

Contract Type Permanent

Salary: £66,676 - £100,612 per annum (pro rata).

Hours of Work: Up to 10 sessions per week – Minimum requirement of 3 sessions per clinician preferred

Reporting Arrangements

Operationally: Community Director for Safe@Home Service / Safe@Home Operational Manager

Accountability: Clinical Board Director for Primary, Community & Intermediate Care or nominated Deputy

Professionally: Medical Director

3. SERVICE AREA

Safe@home is a new multi-agency and multi-professional integrated urgent response service which addresses a current gap in our range of intermediate care services. Its aim is to provide an immediate and safe alternative to ambulance conveyance, EU attendance and admission to hospital when it is safe and appropriate to do so.

Safe@home challenges our current NHS delivery models, turning on its head the assumption that people in medical crisis need to attend the EU and receive treatment in secondary care.

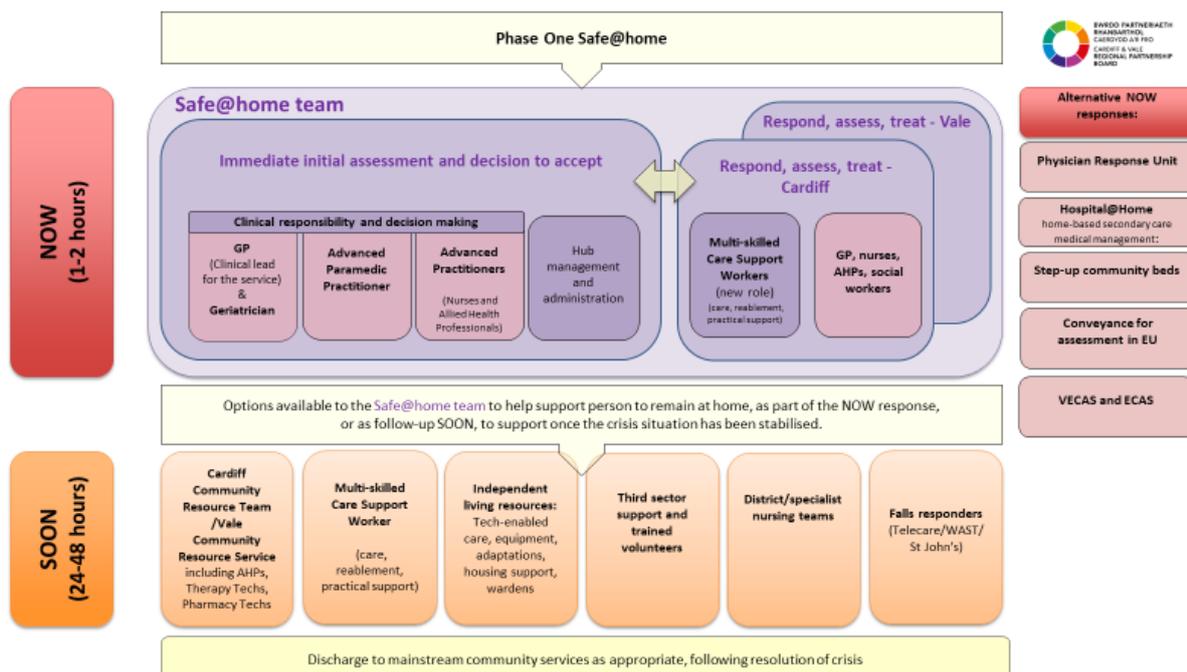
The postholder will be instrumental in developing the new service model that is locally aligned to national policy drivers and quality standards in NHS Wales, promoting and facilitating the relevant clinical engagement and ownership needed in both primary and secondary care.

Duties to include;

- a) Ensuring the senior review and assessment of all patients in residential, nursing, own homes before conveyance into hospital with a clear and concise care plan.
- b) Establishing clear communication channels between secondary care and primary care clinicians focusing on the appropriateness of admission.
- c) Establishing clinical pathways and plans to assist in more urgent care being provided in the community avoiding the need to attend the emergency unit.

4. STAFFING OF THE TEAM

The following depicts the make up of the multi-agency and multi-professional integrated urgent response service.



5. DUTIES OF THE POST

- Act as the senior decision maker to ensure the right patients are accepted into the service.
- To work as part of the Safe@Home response service providing clinical advice, support and undertaking medical assessments and patient reviews as required.
- To undertake virtual ward rounds for patients on the Safe@Home caseload and support the teams with effective discharge back to their usual place of care

(Community Services, patients own GP, Care/Residential Homes, etc), when clinically safe to do so.

- To be available to offer remote clinical advice and support to multidisciplinary teams delivering intermediate care in the community.
- Conducting physical examinations, tests or procedures to diagnose patients, which may include attending the patient's home/usual place of residence.
- Maintaining accurate medical records for all patients
- Making recommendations for lifestyle changes to improve the patients' quality of life
- Prescribing medication, treatment or therapy to patients
- Explaining test results and medical procedures to patients
- As required, develop and arrange appropriate care plans for patients that enable the patient to remain safely within the community.
- To ensure the safety of all patients within the Safe@home service (caseload).
- To liaise and work with Consultant Geriatricians to access diagnostics and facilitate referral /entry to other pathways when clinically appropriate. For example, Community Step Up Beds.
- Work in partnership with the WAST to facilitate the safe transfer of patients into the Safe@Home Service to prevent an unnecessary admission/conveyance to hospital.
- Ensure that there are effective governance arrangements in place, to maintain and operate a safe and stable service.
- Participation in the supervision and teaching of staff within the Safe@Home Service, undertaking hot reviews and supporting reflective practice.

6. CONTINUING EDUCATION

It is important for the appointee to keep abreast of current knowledge / legislation and developments regarding his or her particular speciality. In addition, the appointee would be expected to participate fully in CPD and to pursue specific goals in accordance with their personal development plan. In a reciprocal way the Health Board will play its part to facilitate this process by providing designated time and study leave in line with the Health Board Policy.

Study leave may be granted for educational purposes to attend courses at the discretion of the Clinical Board Director (or nominated Deputy), provided the clinical service is covered and planned well in advance - at least six weeks notice is required. A Study leave approval form must be completed and authorised.

7. TEACHING

The appointee will be expected to help in teaching aspects of diagnosis, treatment and management of diseases to junior medical staff and nursing staff.

8. RESEARCH

Personal clinical research will be encouraged in addition to participating in current programmes.

9. ADMINISTRATIVE

- 9.1 You will be responsible for undertaking the administrative duties associated with the care of patients and the administration of the department.
- 9.2 You are required to comply with the appropriate Health and Safety Policies as may be in force. As part of this, all employees have an individual responsibility to adhere to the Infection Control Policy and to protect themselves, the patient, visitors and colleagues from the risk of infection. The individual responsibility will include the requirement to attend training at intervals determined by the Health Board and understand Infection Control issues as they pertain to their workplace. They will report any identified infection risk and take necessary precautions/actions to prevent transmission.
- 9.3 Under the provisions of the Data Protection Act 1998 it is the responsibility of each member of staff to ensure that all personal data (information that is capable of identifying a living individual) relating to patients, staff and others to which they have access to in the course of employment is regarded as strictly confidential. Staff must refer to the Health Board's Data Protection Policy (available via Health Board intranet) regarding their responsibilities.
- 9.4 Travel as necessary between hospitals / clinics / surgeries will be required but a planned and cost-effective approach will be expected.
- 9.5 You will be required to participate in and contribute to Clinical Audit in line with the Health Board's policy on the implementation of Clinical Governance.
- 9.6 The successful candidate will become a member of the **Primary, Community & Intermediate Care Clinical Board** and will be encouraged to attend departmental meetings.

10. MAIN CONDITIONS OF SERVICE

- 10.1 This post is covered by the terms and conditions of service, including pay, which apply to medical and dental staff employed in Wales as amended from time to time. Details of these may be obtained from the Medical Workforce Department.
- 10.2 Subject to the Terms and Conditions of Service you will be expected to observe policies and procedures of the Health Board drawn up in consultation with the profession where they involve clinical matters.
- 10.3 The post is pensionable, unless the appointee opts out of the scheme or is ineligible to join. Remuneration will be subject to deduction of pension contributions in accordance with the Department of Health and Social Security regulations.
- 10.4 The salary applicable is on the Salaried GP pay scale and will be specified in the Contract.
- 10.5 The appointee will be required to maintain his/her private residence in contact with the public telephone service.
- 10.6 There must be no conflict of interest between NHS work and private work. All Salaried General Practitioners undertaking private practice must therefore demonstrate that they are fulfilling their NHS commitments.

10.7 The appointee is entitled to annual leave at the rate of six weeks and two days per annum (pro rata), rising to six weeks and three days per annum (pro rata) upon completion of 10 years total NHS service, and eight public holidays per annum (pro rata). Applications for annual leave must be submitted in writing at least six weeks before the leave is taken. It must also be requested having first taken into account your colleagues leave so as to enable adequate clinical cover to be maintained.

11. JOB LIMITATION

At no time should you work at a level exceeding your competence. All medical staff therefore have a responsibility to inform those supervising their duties if they have any concerns regarding this or if they feel that they are not competent to perform a particular duty.

12. PROVISIONAL WORK PROGRAMME

The duties described in Section 4 are provisional and will be the subject of annual review and will form a composite part of the Job Plan which will be agreed between the post holder and the Clinical Board Director or a nominated deputy. The Job Plan will comprise sessions relating to both direct clinical care and supporting professional activities and will be confirmed on appointment, as it will be dependent on the number of sessions undertaken by the post holder.

13. REVIEW OF THIS JOB DESCRIPTION IN RELATION TO JOB PLANS

This job description will form a composite part of a Job Plan which will include your main duties, responsibilities and expected outcomes. The Job Plan will be agreed on an annual basis between you and your Clinical Board Director or nominated Deputy.

Annual job plan reviews will also be supported by the appraisal system which reviews a Salaried General Practitioner's work and performance and identifies development needs as subsequently reflected in a personal development plan.

14. APPRAISAL / REVALIDATION

All licensed doctors are required to 'revalidate' every five years in order to maintain their licence to practise. To inform this process, it is important that licensed doctors participate in annual appraisal reviews which are based on the General Medical Council's 'Good Medical Practice' principles and include a Patient and Peer Multi-Source Feedback process.

Annual appraisal is also a requirement of remaining on the Medical Performers List.

It remains the responsibility of individual GPs to ensure they complete annual appraisal, and the responsibility of the UHB Medical Director to monitor GP compliance with their contracts, which includes completion of appraisal.

The appraisal process for Salaried GP's is managed by the GP Appraisal Unit of the Wales Deanery. Time will be allocated in your job plan to prepare for your appraisal.

All licensed doctors / dentists who are registered with the General Medical Council are required to 'revalidate' every five years in order to maintain their licence to practise. To inform this process, it is important that GMC licensed doctors / dentists participate in annual appraisal reviews which are based on the General Medical Council's 'Good Medical Practice' principles and include a Patient and Peer Multi-Source Feedback process

The post holder will be expected to use the Medical Appraisal & Revalidation System (MARS).

15. CONDITIONS OF APPOINTMENT

15.1 You must provide us with evidence which is acceptable to the Occupational Health Department, that you are not a carrier of Hepatitis B. This would normally be a pathology report from a laboratory in the UK or alternatively a report from another NHS Occupational Health Department within the UK. It will not be possible to confirm this appointment unless this condition is met. Before starting work you may therefore need to attend the Occupational Health Department for assessment. If this is not possible, then you must attend on the day you start work.

15.2 The Health Board will require the successful candidate to have, and maintain, full registration with the General Medical Council with a licence to practise throughout the duration of the contract.

15.3 As you will only be indemnified for duties undertaken on behalf of the Cardiff and Vale University Health Board, you are strongly advised to ensure that you have appropriate Professional Defence Organisation Cover for duties outside the scope of the Health Board, and for private activity within the Health Board.

15.4 The Ionising Radiation (Medical Exposure) Regulations 2000

The Ionising Radiation (Medical Exposure) Regulations 2000 impose a legal responsibility on Health Boards for all staff who refer patients for medical radiation exposure such as diagnostic x-rays to supply sufficient data to enable those considering the request to decide whether the procedure is justified.

16. DISCLOSURE OF CRIMINAL BACKGROUND OF THOSE WITH ACCESS TO PATIENTS

It is the policy of the Health Board that in accordance with the appropriate legislation, pre-employment Disclosure Checks are undertaken on all newly appointed Doctors and Dentists. The Disclosure & Barring Service is authorised to disclose in confidence to the Health Board details of any criminal record including unspent and spent convictions, cautions, reprimands and final warnings.

Applicants being considered for this post must provide this information on the application form before they can be considered.

Any information disclosed will be treated in the strictest confidence and all circumstances will be taken into account before any decision is reached. The successful applicant will be required to complete a DBS Disclosure Check application form and to provide the appropriate documentation. Applicants should

be aware that a refusal to comply with this procedure may prevent further consideration for the post.

17. GENERAL INFORMATION FOR APPLICANTS

- 17.1** Applicants who are related to any member or senior office holder of the Cardiff and Vale University Health Board should clearly indicate in their application, the name of the member or officer to whom they are related and indicate the nature of the relationship. A candidate deliberately concealing such a relationship would be disqualified.
- 17.2** An offer of appointment will be subject to the receipt of three satisfactory references.
- 17.3** The nature of the work of this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemption Order 1975). Applicants are, therefore, not entitled to withhold information about convictions under the Act and, in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the Health Board. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.
- 17.4** Travelling expenses will be reimbursed for only one pre-interview visit, and only then to those candidates selected for an interview. Shortlisted candidates who visit the Health Board on a second occasion, say on the evening prior to the interview, or at the specific request of management, will be granted travel and appropriate subsistence expenses on that occasion also. In the case of candidates travelling from abroad, travelling expenses are payable only from the point of entry to the United Kingdom.
- 17.5** Reimbursement of removal and associated expenses will only be offered in exceptional circumstances following consideration and agreement by the Medical Director and in accordance with the criteria as laid out in the Health Board Policy.

18. CARDIFF AND THE VALE OF GLAMORGAN GENERAL INFORMATION

The Locality – Working here

University Hospital of Wales is located within 30 minutes of the main city centre, close to the A48 (main road into Cardiff from the M4). There is a nearby train station. For those wishing to travel to work by car there is free on-site parking.

Cardiff and Vale UHB has two workplace day-care nurseries. One 60 place nursery at UHW and a 30 place nursery at UHL. Both nurseries care for children from 3 months to 5 years and are open from 7.00am to 6.00pm.

There is an on-site Sports & Social Club for staff which offers a swimming pool, gym facilities, various sports activities and drop-in exercise classes.

Cardiff is a city which has developed significantly over recent years and has excellent facilities to cater for all interests. We have a large and very diverse population with many cultural groups.

The Locality – Living here

Cardiff is surrounded by the delightful countryside of ‘the Vale’ and coastal areas of Barry and Penarth. The Brecon Beacons National Park and Gower Peninsula are less than an hour’s drive away.

Wales’ capital city offers a startling range of unique attractions, top class entertainment and quality shopping with a difference – all within walking distance. Innovative architecture sits alongside the historic buildings such as Cardiff Castle, Cardiff Museum, and City Hall whilst Cardiff Bay offers entertainment for everyone.

Leisure and Recreation

There are major shopping centres in the St David’s Centre, Capitol Shopping Centre and Queens Arcade. Cardiff Bay, Europe’s largest waterfront development, is within walking distance from the city centre. This offers numerous restaurants, bars and cafes alongside boat trips, entertainment venues and wetlands.

Cardiff was crowned European Capital for Sport in 2014. Whatever your interest whether its football, rugby, cricket, cycling, ice hockey, athletics, golf, tennis or water sports (and the list goes on), Cardiff has it.

Housing

There is a choice of housing in a number of residential areas sited in both rural and urban areas in the surrounding countryside and within easy reach of all the Health Board locations. Penarth and Barry offer the opportunity to live by the sea whilst there are new city developments in Cardiff Bay along with beautiful village locations within the Vale of Glamorgan.

Education

There is a complete range of educational facilities ranging from nursery to higher education with Universities at Cardiff, Newport and Pontypridd all within easy reach. There are more than 100 excellent primary schools and nurseries and 19 secondary schools within the Cardiff City Council area operating alongside 16 independent schools.

Transport

Transport facilities in Cardiff and the Vale of Glamorgan are excellent due to the extensive public transport network.

There is a well-developed rail network operating through Cardiff Central Station and air travel is easily facilitated from Cardiff International Airport or Bristol International which is an hour away.

19. DATE POST IS VACANT – January 2024

20. DETAILS FOR VISITING – Please refer to Advert

CARDIFF AND VALE UNIVERSITY LOCAL HEALTH BOARD

**PERSON SPECIFICATION FORM FOR
SALARIED GENERAL PRACTITIONER**

REQUIREMENTS	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> ➤ Full GMC Registration with a licence to practise and entry on the GP Register ➤ Certificate of Completion of Training (CCT) in General Practice / Certificate Confirming Eligibility for General Practice Registration (CEGPR), or equivalent ➤ Included on a Welsh Medical Performers List ➤ Evidence of continuous professional development 	<ul style="list-style-type: none"> ➤ Academic excellence (prizes, merits, distinctions etc.) ➤ MRCGP
EXPERIENCE	<ul style="list-style-type: none"> ➤ Vocational GP training ➤ Must currently be a practising GP, with a minimum of 3years post qualification experience. ➤ Adequate ongoing GP clinical work ➤ Experience of providing GP/ Primary Care clinical advice ➤ Managing difficult/ complex change 	<ul style="list-style-type: none"> ➤ Developing multi-disciplinary / multi-agency collaborative working
SKILLS KNOWLEDGE ABILITY	<ul style="list-style-type: none"> ➤ Proven ability to handle a busy and varied caseload and respond flexibly to workload fluctuations ➤ Ability to take independent clinical decisions when necessary and to seek advice from senior doctors as appropriate ➤ Commitment to team approach and multi-disciplinary working ➤ Effective counselling and communication skills ➤ Understanding of clinical risk management and clinical governance ➤ Commitment to participating in and understanding of the management process ➤ Good IT proficiency ➤ Ability to develop and sustain relationships with a wide range of individuals and within groups ➤ Ability to work across organisations to deliver a common objective ➤ Ability to draft letters, reports and protocols in a timely manner 	<ul style="list-style-type: none"> ➤ Audit ➤ Research interests relevant to specialty ➤ Teaching / Training experience

PERSONAL QUALITIES	<ul style="list-style-type: none"> ➤ Flexible approach ➤ Motivated and efficient ➤ Commitment to learn and best practice ➤ Demonstrable skills in written and spoken English adequate to enable effective communication about medical topics with patients and colleagues 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> ➤ Satisfactory Immigration Status ➤ Satisfactory Health Clearance ➤ Satisfactory Disclosure Check ➤ Ability to travel as required to fulfil the obligations of the role. 	<ul style="list-style-type: none"> ➤ Ability to communicate in Welsh – verbal/written.

“This document is available in Welsh / Mae’r ddogfen hon ar gael yn Gymraeg