

SALARIED GP JOB PLAN/AGREEMENT 2018 - 19

NAME:

NUMBER OF SESSIONS:

SESSION PLAN:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM						
PM						

OR

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM						
PM						

Frequency of appointments: 15 minute appointments with blocks if requested.

Number of appointments:

Currently 11 surgery appointments and 10 telephone appointments in the morning; 10 surgery appointments and 10 telephone appointments in the afternoon. This will be under regular review and feedback welcomed.

All GPs will also take a share in Urgent Care Clinics which involve one of the following Urgent Care Clinics depending on which axis (approximately one session per week);

16 urgent care appointments and 8 telephone

OR

10 urgent care appointment and blocks to advise UC Nurses

OR

Overseeing Urgent Care GP @ Clifton Axis with 16 telephone, no face to face, but advising UC practitioners.

Home Visits:

Daily home visits as necessary-we aim to work as a team and allocate visits with reference to patient needs, geography and workload at the different sites. It would be highly unusual to have over 3 visits. It is accepted that support may be sought from other sites (or offered) depending on patient need, geography and workload.

On Call Duties/ late visits:

There will be some on call duties to take urgent calls and occasional late home visits. We have a rota for this with a visiting doctor on each axis (Clifton, Acomb/Woodthorpe, Monkgate) with 3 surgery appointments blocked for the visiting doctor at the end of the day in case a visit is required

Administrative Work/Correspondence/Results/Prescriptions:

Including electronic and paper requests, various task lists.

Training and Supervision

As we are a training practice we would expect all GPs to be involved at times in formal and informal debriefing and support of junior colleagues.

Team Meetings:

Attendance at MDT, complaints, SEA and safeguarding meetings during your working sessions is important. Attendance at the regular Salaried GP meetings is also encouraged (and if you attend on your non clinical day you can claim TOIL). You are welcome to attend Partners' meetings and Management Board Meetings by prior arrangement and in your own time/study time for your professional development.

Additional responsibilities/ enhanced services (eg HYMS, training, enhanced services, QOF responsibilities etc- as per discussion at appraisal and in line with with personal and practice PDP- to be completed for individual GP):

Educational: Debriefing:

Informal discussion, debriefing and support available with other team members

Mentoring and Support:

Mentoring and support will be available by your internal appraiser with mutually agreed frequency and format. You will have an internal annual appraisal which we will align with the anniversary of you starting at YMG.

CPD time:

You will have 2 hours protected CPD time per month for professional development that is in alignment with practice development needs. You will also have 1 week pro rata of study leave. Internal and external appraisal is taken within practice time. At present in addition salaried GP team development meetings will take place quarterly, again with a focus on activity aligned with practice development needs.

Private Reports/Medical Insurance etc.

These are divided amongst GPs and to the usual GP where possible, and any income is retained by the practice.

Extended hours:

The practice offers extended opening hours and it is expected that all GPs participate in the rota. The new system is currently being redesigned. GPs offer early or late sessions on a six month basis, and starting and finishing times are adjusted accordingly to achieve the same overall length of working day. Saturday working is on a rota for a session 8-1pm seeing 17 patients. We would not expect the

number of Saturdays worked to be more than 4 per year pro-rata providing the current system remains. Each session worked will attract one session of TOIL that will be added to holiday cards.

Extra sessions/overtime:

Occasionally you may be asked if you are available to work an extra session (although the practice policy will be to keep this to an absolute minimum going forward). Extra sessions will be paid at your normal sessional rate.

Salary:

Your salary will be adjusted annually as discussed in appraisal in accordance with the recommendation of the DDRB for salaried General Medical Practitioners.

In addition there will be consideration at the annual appraisal as to whether individual doctors move up a point on the salary scale, based on performance, activity, development and contribution in the practice.

Please also refer to practice documents including Study Leave Policy and Staff Handbook.

This document confirms your agreement to accept the YMG salary scale on a permanent basis, all other terms and conditions/contractual benefits (other than those outlined above) will remain the same.

Signed (by Salaried GP):

Signed (by Appraiser/ HR lead):

Date: