

Living Well, Caring Well, Working Together

**SALARIED GENERAL
PRACTITIONER
HMP Cardiff**

Job Description



CARDIFF AND VALE UNIVERSITY 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.

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. From September 2020, University Hospital of Wales was designated as the first Major Trauma Centre to launch in Wales.

Cardiff and Vale University Health Board's hospital sites include: 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.

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 an important job to do. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviours are:

We care about the people we serve and the people we work with	Treat people as you would like to be treated and always with compassion
We trust and respect one another	Look for feedback from others on how you are doing and strive for better ways of doing things
We take personal responsibility	Be enthusiastic and take responsibility for what you do.
We treat people with kindness	Thank people, celebrate success and when things go wrong ask 'what can I learn'?
We act with integrity	Never let structures get in the way of doing the right thing .

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high-quality services to patients. 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.

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: **HMP Cardiff**

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: £71,060 - £107,227 per annum (pro rata).

Hours of Work: Up to 3 sessions/week/plus contribution into Saturday Reception Rota (1 session in 5 weeks)

Reporting Arrangements

Operationally: **Head of Healthcare**

Accountability: **Clinical Board Director for HMP Cardiff**

Professionally: **Medical Director**

3. SERVICE AREA

HMP Cardiff is a category B remand prison for men, sited in central Cardiff. The facility accommodates an average of 780 men at any one time.

4. STAFFING OF THE TEAM

Dr Jake Hard, GP and Clinical Director
Justine Cosby Head of Healthcare
Julie Turner, Departmental Operations Manager
Chelsie Reames, Senior Nurse
Cari Sawyer, Primary Mental Health Team Lead
Katy Hellings, Nurse Lead
Drs Christie, Roberts, Venneman, Moller, Stritch- Salaried GPs
Substance Misuse Team
General Nursing Team
Primary Mental Health Team
Administration Team

5. DUTIES OF THE POST

Clinical

- To provide appropriate care and services to the patient population of HMP Cardiff for all age ranges and type of health care needs, working to a high quality and with other team members on a rota basis
- To respond to medical problems presented by patients, including history taking, examination and investigation where appropriate, diagnosis, treatment and referral as needed
- Ensuring that adequate and appropriate timely clinical records are maintained for all manual and computer systems, including Read/SNOMED coding to support audit and automated systems such as discharge letters
- To be part of a dynamic and adaptable clinical team that delivers both proactive and reactive care as appropriate and when necessary.
- To conduct clinical practice in accordance with contractual requirements within the parameters of the CVUHB organisational policies and procedures and ensure local/national guidelines are adhered to.
- To provide management of long-term conditions in line with national guidelines and pathways
- To prescribe in line with CVUHB Medicines Management guidelines and protocols to ensure safe prescribing and prudent use of resources
- Regularly review medications and monitor repeat prescribing
- To provide appropriate health promotion and preventative health care advice to all patients
- To initiate an MDT approach to patient care where appropriate to ensure a holistic and prudent approach to patient care

Management (as agreed with Clinical Director)

- To provide medical information for the development of systems appropriate for the C+V UHB needs
- To participate in departmental staff meetings and contribute to policy/protocol creation and implementation
- To attend other departmental, Locality and Health Board meetings as necessary in support of or to deputise for the Clinical Director of HMP Cardiff.
- To attend regional and national meetings as necessary and in agreement with the Clinical Director for HMP Cardiff.
- Support the in-depth evaluation of current service delivery and collaboration with service teams and external stakeholders to determine appropriate development pathways.
- Additional expenses of any kind will not be committed without the approval of the appropriate manager/budget holder

Quality and Safety

- To be familiar with and actively promote adherence to the regulatory framework including NICE and National Service Framework Guidance
- To be familiar with and adhere to the GMC Good Medical Practice guidance
- To undertake all work in accordance with the C+V procedures and operating policies



- Adhere to Cardiff and Vale prescribing guidelines
- To work actively to reduce unintended harm to patients
- To contribute patient safety campaigns
- To adhere to the Cardiff and Vale incident reporting protocols and utilise the DATIX reporting system where appropriate
- To respond in a timely manner to all requests in the investigation of a complaint and act in accordance with policy outlined in the Putting Things Right document
- To undertake regular audit of clinical services within your area of responsibility to ensure continuous improvement and service development
- Observe and maintain strict confidentiality of personal information relating to patients and staff
- Be responsible, with management support, for own personal development and to actively contribute to the development of colleagues

Personal Development

- To ensure you remain current and updated with all aspects of clinical practice associated with this job description and individual job plan
- To develop and/or maintain teaching and management skills in line associated with this job description to support service delivery and MDT development
- To participate in an annual Job Planning Review process
- To participate in the Annual GP Appraisal process

Teaching/Training (as agreed with Clinical Lead)

- To facilitate learning conditions for improved training opportunities in line with national and local recommendations
- To participate in GP registrar supervision if required (must have completed registrar supervisor training)
- Where agreed, to act as a Mentor to wider MDT members for further education courses and encourage the development of extended skills to enhance service delivery
- To provide appropriate health education and advice to patients to enable self-management and choice
- To undertake appropriate training to meet personal and mandatory educational needs and service development needs

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 and 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 Resourcing & Systems 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 5 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** – Immediately
20. **DETAILS FOR VISITING** – Contact Lynne Topham, Locality Manager, Lynne.Topham@wales.nhs.uk or Dr Jake Hard, Clinical Director, Jake.Hard@nhs.net

PERSON SPECIFICATION

Criteria	Essential	Desirable	Measured by
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 Welsh Medical Performers List • Evidence of continuous professional development 	<ul style="list-style-type: none"> • Academic excellence (prizes, merits, distinctions etc.) • MRCGP • Substance Misuse part 1 and 2 course 	Application and pre-employment checks
Experience	<ul style="list-style-type: none"> • Experience of working as a General Practitioner • Experience of and/or willingness to provide mentoring and support to alternative Clinicians 	<ul style="list-style-type: none"> • Experience of working in the prison setting • Experience of working with patients with a history of substance misuse • Experience of working with patients with Mental Health • A&E experience • Experience working with homeless 	Application & interview
Skills / Knowledge / Abilities	<ul style="list-style-type: none"> • Proven ability to handle a busy and varied primary care caseload and respond flexibly to workload fluctuations • Ability to take independent clinical decisions when necessary and to seek advice from senior doctors as appropriate • Evidence of effective team and multidisciplinary working • Effective and demonstrable communication skills in written and 	<ul style="list-style-type: none"> • Audit • Teaching / Training experience • Research interests relevant to the specialty 	Application & interview

	<p>spoken English adequate to enable effective communication about medical topics with patients and colleagues</p> <ul style="list-style-type: none"> • 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 • Values aligned to those of the Health Board 		
Personal qualities	<ul style="list-style-type: none"> • Motivated and efficient • Flexible approach • Commitment to learn and best practice • Evidence of ability to work both in a team and alone • Show empathy and compassion towards others – a natural disposition to put yourself in someone else's shoes. Sees and treats others as individuals (patient, families, colleagues) and treats people with dignity and respect. • Shows resilience, adaptability and flexible approach as situations arise and positivity when times are tough. 		Application & interview
Other requirements (e.g. on-call duty)	<ul style="list-style-type: none"> • Satisfactory immigration / right to work status • Satisfactory Occupational Health clearance • Satisfactory Disclosure (DBS) check or equivalent • Willing and able to contribute on a rotational basis to cover the Saturday afternoon reception clinic 		Application and pre-employment checks