

JOB DESCRIPTION

Fedbucks GP – Urgent Care Buckinghamshire

FedBucks is a not-for-profit GP federation of 45 GP practices covering a population of over 550,000 patients across Buckinghamshire. We began in 2016 and now employ around 300 members of staff at our head office site, and across our planned and unplanned care services.

As a GP Federation and Social Enterprise, we are proud to represent our member practices and to champion primary care by working with local general practice and system partners in the provision of community-based healthcare services. We are dedicated to providing safe and compassionate care to our patients across our range of planned and unplanned healthcare services in Buckinghamshire and believe in continuous commitment to quality service delivery and positive patient outcomes.

Patients are at the heart of everything we do, and we pride ourselves in our purpose in enabling excellent patient care and supporting general practice.

FedBucks is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. All staff are expected to share this commitment and to uphold the organisation's safeguarding policies and procedures at all times.

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

The duties of the post are subject to review from time to time in the light of changing requirements of the service.

Our Values





Job Title: FedBucks GP

Hours: 0800 – 0000 (8am to midnight)

Location: Stoke Mandeville Hospital or Wycombe Hospital / Princes Risborough

Reporting to: Lead GP – Dr Jen Brown

Job Summary

This is an exciting and rare opportunity to join the FedBucks Urgent Care service in Buckinghamshire and be part of a wider team providing community based urgent care that is both innovative and integrated.

As a FedBucks *GP*, working for the people of Buckinghamshire - your role will be varied, interesting, and ultimately rewarding.

Working as a salaried or self-employed GP with FedBucks offers competitive pay, flexibility, a good work-life balance, training and career development opportunities, and round-the-clock clinical and operational support.

Our multidisciplinary team delivers primary urgent care services across Buckinghamshire, supporting patients who need medical attention both during the day and when their own GP surgery is closed.

Daytime services are provided at Wycombe Hospital Urgent Treatment Centre (8am – 8pm 7 days a week) and through our telephone Clinical Assessment Service which offers in-hours telephone support to our member practices Monday to Friday, from 08:00 to 18:30.

We provide out-of-hours care on weekdays from 18:30 to 08:00, and as a 24-hour service at weekends and on bank holidays. Patients can access care through telephone consultations, face-to-face appointments in both Wycombe and Stoke Mandeville, and home visits.

We also provide a Clinical Assessment Service 24/7 to 150 care homes across Buckinghamshire, with the aim of reducing avoidable hospital admissions and managing over 60% of cases remotely via telephone consultations and Accurx video consultations.

We welcome applications from experienced GPs who are considering a career move or are seeking additional hours alongside another role, especially those working in Buckinghamshire already, and familiar with the pathways.

Responsibilities

- To provide timely high quality clinical care, telephone consultations (averaging 1 every 15 minutes), base appointments (17 - 20 minute appointments) and home visits (1 an hour, dependant on location).
- To monitor the assessment pool across our services for patient safety where appropriate.
- To provide appropriate care and services to patients in all age ranges and level of health care needs.
- To be competent in dealing with face-to-face base consultations, home visits and triage cases over the phone.
- Keep good quality, up to date medical records including ensuring appropriate documentation and coding is used to provide consistent RCGP audit requirements.
- To provide clinical advice and support to team members as requested.
- To develop and maintain high levels of communication with patients and carers ensuring effective care delivery.
- To promote effective communication processes between all team members to enable good working practices.
- To maintain communication processes with acute and other colleagues and partners in care to ensure care delivery.
- To support our Clinical Practitioner workforce in more complex cases.
- Remain circumspect for safeguarding concerns and manage appropriately.

Minimum Ongoing Training Required for the post

Applicants must have:

- Level 3 (minimum) Safeguarding training for both adults and children. (within the last 36 months)
- BLS (within the previous year)
- Mental Capacity and Deprivation of Liberty (within the last 36 months)
- Information Governance (within the last 12 months)
- Infection Prevention Control (within the last 24 months)
- Preventing Radicalisation (within the last 36 months)
- Oliver McGowan Tier 2 (Part 1 (online) and Part 2 (face to face))

PERSON SPECIFICATION



QUALIFICATIONS:

Qualifications and Eligibility	Essential	Desirable
Medical Degree	x	
Qualified General Practitioner with completed Certificate of Completion of Training whose name is included in the General Practitioner Register	x	
Full GMC Registration	x	
National Performers List registration	x	
DBS clearance	x	
Eligibility to practice in the UK independently	x	
Up to date revalidation / appraisal cycle	x	
Clinical Supervisor / Educational Supervisor training		x
Up to date statutory and mandatory training	x	

EXPERIENCE:

Experience	Essential	Desirable
Experienced in OOH, ideally in Buckinghamshire		x
Greater than 3 years post-CCT experience	x	
Greater than 12 months post-CCT experience working in General Practice		x
Evidence of working in General Practice in the UK in the last 12 months	x	
Evidence of working overnights in the UK in the last 12 months		
Experience of working in primary or secondary care in Buckinghamshire		x
Experience of working in Out Of Hours primary care		x
Experience teaching medical students, FY or GP trainees		x
Experience of clinical audit		x

REQUIRED SKILLSET:

Clinical Skills and Knowledge	Essential	Additional
Ability to take full and independent responsibility for clinical care of primary care patients	x	
Ability to make appropriate assessments and manage primary care presentations with urgent care presentations to patients of all ages and level of health care needs in each of telephone, in person and home visiting settings	x	
Ability to prioritise a patient list	x	
Ability to use the current evidence base to support clinical decision making	x	
Understanding of the particular challenges associated with urgent primary care presentations and assessments	x	
Understanding of the needs of vulnerable patient groups	x	
Understanding of recognition and reporting of child and adult safeguarding concerns and recognise that this is everyone's business	x	

Evidence of continued professional development	x	
Clear, accurate and robust record keeping	x	
Commitment to maintain awareness and work in line with our local policies and pathways	x	

Skills and Knowledge	Essential	Additional
Excellent written and oral communication skills with patients and colleagues	x	
Proficiency in Adastra and EMIS systems		x
Clear and polite telephone manner	x	
Effective time management	x	
Ability to effectively utilise resources	x	
Understanding and adherence to strict patient confidentiality and data governance	x	
Recognise people's needs for alternative methods of communication and respond accordingly	x	
Excellent teamwork and ability to work within and support our multi-disciplinary team	x	

PERSONAL ATTRIBUTES:

Personal qualities	Essential	Additional
Caring and compassionate approach to patients	x	
Ability to work and remain professional under pressure or in stressful situations	x	
Flexible and cooperative	x	
Excellent interpersonal skills	x	
Committed to providing high quality clinical services	x	
Punctual	x	
Ability to recognise own limitations and know where to ask for help	x	
Commitment to support the equality, diversity and rights of patients, carers and colleagues	x	

IMMUNISATION RECORDS:

Mandatory	Essential	Additional
MMR (or separate immunisations)	x	
Hepatitis B	x	
Varicella (or verification of illness)	x	



CAS one pager.pptx



Telephone triage one
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Triage Base UTC one
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Care Homes one
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Overnight GP one
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Miscellaneous

The post holder may be required to work across FedBucks sites in line with service needs.

The post holder must comply with FedBucks' policies and procedures, including Equal Opportunities, Health & Safety, Confidentiality, and Data Protection.

Participation in appraisal and continuous professional development is required.

There may be occasions when the post holder may be required to work on ad-hoc projects and at any other of the Fedbucks sites/offices in line with service needs.

The above job description is not intended to be exhaustive; the duties and responsibilities may therefore vary over time according to the changing needs of the service.

GENERAL



Confidentiality

In the course of your employment, you will have access to confidential information relating to FedBucks business. You are required to exercise due consideration in the way you use such information and should not act in any way, which might be prejudicial to the FedBucks interests.

Information which may be included in the category which requires extra consideration covers both access and to the general business of FedBucks and information regarding individuals. If you are in any doubt regarding the use of information in the pursuit of your duties, you should seek advice from your manager before communicating such information to any third party.

Data Protection

FedBucks processes personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. You must not at any time access, use, process, or disclose personal data obtained in the course of your employment except where such processing is lawful, necessary for the performance of your duties, and in accordance with FedBucks' policies and procedures.

If you are in any doubt as to the appropriate handling, use, or disclosure of personal data, you must seek advice from the Data Protection Officer (DPO) before taking any action.

Safeguarding

FedBucks is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. All staff are expected to share this commitment and to uphold the organisation's safeguarding policies and procedures at all times.

Equal Opportunities

To work in accordance with the Company's policies to eliminate unlawful discrimination and promote equality and diversity in the workplace. To positively always promote equality of opportunity in service delivery and employment in accordance with Company policies, regardless of age, disability, race, nationality, ethnic or national origin, gender, religion, belief, sexual orientation or domestic circumstances.

Health & Safety

Employees must be aware of the responsibility placed on them under the Health and Safety at Work Act (1974) to maintain a healthy and safe working environment for both staff and visitors. Employees also have a duty to observe obligation under FedBucks and departmental Health and Safety policies, and to maintain awareness of safe practices and assessment of risk.

Financial Regulations

All colleagues are responsible for security of the property of the FedBucks, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform with the requirements of the standing Orders, Standing Financial Instructions and other financial procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy and ensuring that financial conflicts of interests are managed appropriately.

Disclosure and Barring Service Check

FedBucks is committed to safeguarding patients, staff, and the public. DBS checks are carried out where legally required or permitted, based on the specific duties and responsibilities of each role.

The level of DBS check applied for will be determined by the nature of the role, including whether it involves regulated activity, patient contact, or access to vulnerable groups, in accordance with DBS eligibility legislation and guidance.

Where a DBS check is required, continued employment may be conditional upon a satisfactory outcome.

