**Salaried GP**

**Interview Pack**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version:** | **Review date:** | **Edited by:** | **Approved by:** | **Comments:** |
| v1.1 | 07/03/2024 | Sultan Mohamed | Nine Taylor |  |
|  | April 2026 |  |  | Next review |
|  |  |  |  |  |
|  |  |  |  |  |

**Table of contents**

[1 Introduction 3](#_Toc137710307)

[1.1 Purpose 3](#_Toc137710308)

[1.2 Status 3](#_Toc137710324)

[2 Preparing to recruit 4](#_Toc137710325)

[2.1 Processes prior to recruitment 4](#_Toc137710326)

[3 Job description and person specification 4](#_Toc137710327)

[4 Shortlisting process 5](#_Toc137710328)

[4.1 Who to shortlist 5](#_Toc137710329)

[4.2 Shortlist criteria 5](#_Toc137710330)

[4.3 Shortlist decisions 5](#_Toc137710331)

[5 Interview 6](#_Toc137710332)

[5.1 Interview planning by the organisation 6](#_Toc137710333)

[5.2 Interview process 6](#_Toc137710334)

[5.3 Other selection methods 7](#_Toc137710335)

[5.4 Interview tips 8](#_Toc137710336)

[5.5 Interview questions and expected answers 9](#_Toc137710337)

[5.6 Rules for interview questions 9](#_Toc137710338)

[5.7 Interview scoring 10](#_Toc137710339)

[5.8 Interview expenses 10](#_Toc137710340)

[5.9 Informing the candidate 10](#_Toc137710341)

[Annex A – Pre-employment checks 12](#_Toc137710342)

[Annex B – Job description and person specification 14](#_Toc137710343)

[Annex C – Shortlisting form – Essential criteria 21](#_Toc137710344)

[Annex D – Shortlisting form – Desirable criteria 24](#_Toc137710345)

[Annex E – Salaried GP interview questions 25](#_Toc137710346)

[Annex F – Interview scoring matrix 28](#_Toc137710347)

[Annex G – Consent to obtain references 29](#_Toc137710348)

# Introduction

## Purpose

The purpose of this document is to aid existing partners and management during the recruitment and interview process and to identify those candidates who meet the selection criteria for the position of Salaried GP at Sheerwater Health Centre.

This Interview Pack has the following sections:

1. Pre-employment requirements
2. Job description and person specification
3. Shortlisting
4. Interview
5. Other methods to consider at interview
6. Successful/non-successful letters
7. Reference request form

The recruitment process should identify those candidates who have the potential to carry out the duties associated with the role in accordance with the **Recruitment Policy**.

In addition to the Recruitment Policy and Procedure, this should be read in conjunction with the following policies, procedures, and guidance documents:

* **Caldicott and Confidentiality Policy**
* **DBS Policy**
* **Equality and Diversity Policy**
* [Right to work in the UK – Guide to checking documents](https://practiceindex.co.uk/gp/forum/resources/right-to-work-in-the-uk-guide-to-checking-documents.839/)\*
* **Smartcard Policy**
* **Staff Immunisation Policy**
* [Staff Occupational Health Policy](https://practiceindex.co.uk/gp/forum/resources/staff-occupational-health-policy.1102/)
* [CQC GP Mythbuster No 2 – Disclosure and barring service (DBS) checks for primary healthcare staff](https://www.cqc.org.uk/guidance-providers/gps/gp-mythbusters/gp-mythbuster-2-who-should-have-disclosure-barring-service-dbs-check)
* [CQC GP Mythbuster No 37 – Immunisation of healthcare staff](https://www.cqc.org.uk/guidance-providers/gps/gp-mythbuster-37-immunisation-healthcare-staff)

\*Employers should note that from 1 July 2021, EEA citizens and their family members require immigration status in the UK. They are required to provide evidence of lawful immigration status in the UK in the same way as other foreign nationals.

These requirements are further detailed within the [Right to work in the UK policy – Guide to checking documents](https://practiceindex.co.uk/gp/forum/resources/right-to-work-in-the-uk-guide-to-checking-documents.839/).

## Status

The organisation aims to design and implement policies and procedures that meet the diverse needs of our service and workforce, ensuring that none are placed at a disadvantage over others, in accordance with the [Equality Act 2010](https://www.legislation.gov.uk/ukpga/2010/15/contents). Consideration has been given to the impact this policy might have regarding the individual protected characteristics of those to whom it applies.

This document and any procedures contained within it are non-contractual and may be modified or withdrawn at any time. For the avoidance of doubt, it does not form part of your contract of employment. Furthermore, this document applies to all employees of the organisation and other individuals performing functions in relation to the organisation such as agency workers, locums and contractors.

# Preparing to recruit

## Processes prior to recruitment

The following section is an extract from the **Recruitment Policy** which gives a comprehensive insight into the range of processes all of which are required prior to successfully employing a new member of the team.

It should be noted that pre-employment checks can only start to be conducted following a conditional offer having been given.

* Identify the vacancy
* Raise or update the post’s job description and person specification
* What is the job advertisement process?
* Agree a closing date
* Where can applications be received from?
* Shortlist candidates
* Interview appointments
* Other required actions needed by the interviewee
* Will expenses be payable to an interviewee?
* Conditional offers
* Pre-employment checks
* Unconditional offers
* Internal promotions or transfer
* Confidentiality and record keeping

A pre-employment checklist can be found at [Annex A](#_Annex_A_–_1).

Either of the job application forms ([long](https://practiceindex.co.uk/gp/forum/resources/job-application-form-long.1662/)) and ([short](https://practiceindex.co.uk/gp/forum/resources/job-application-form-short.1661/)) can be used to initiate the process.

# Job description and person specification

Once agreement to recruit has been authorised, it is essential to review the existing job description and person specification to make sure these are up to date and compliant with legislation.

A job description is an important part of the recruitment and selection process. A job description describes the main tasks and responsibilities of the job and will include the job title, role summary and main duties of the role. A job description ensures that managers are clear about the job content and applicants understand the duties and content of the role.

A person specification provides details of the essential and desirable qualifications, skills and experience, personal qualities and knowledge required to fulfil the duties identified in the job description. The person specification is a key part of the recruitment process and is used to compile the job advertisement and assist with shortlisting and the interview questions. Both the essential and desirable criteria in the person specification will be used to filter candidates at the shortlisting stage. Additionally, the person specification will also detail what qualities are assessed at what stage of the selection process, i.e., application, interview or, if relevant, assessment stage.

The Salaried GP job description and person specification can be found at [Annex B](#_Annex_B_-_1). Confirmation of its currency should be made prior to advertising the post.

# Shortlisting process

## Who to shortlist

The number of candidates to shortlist will depend on the following factors:

* Number of applicants
* Quality and standard of applications
* Suitability of candidates for the role
* Timescale to complete the recruitment process

## Shortlist criteria

Two forms have been established to support those involved in the recruitment process at Sheerwater Health Centre. The forms are for both ‘essential’ and ‘desirable’ criteria and will ensure that applicants are processed equally against these in line with the person specification.

These forms can be found at [Annex C](#_Annex_B_-) and [Annex D](#_Annex_D_–).

## Shortlist decisions

Depending on the number of applications, it may or may not be feasible to provide feedback to all applicants. However, it is imperative that shortlisting decisions are based on the evidence received (CVs, application forms, etc.) and how the evidence meets the specified criteria. Records of the shortlisting decisions are to be retained to demonstrate to unsuccessful candidates how the decision was reached should they challenge the outcome.

Any questions regarding the job application forms or the recruitment process are to be directed to Nine Taylor, the practice manager at Sheerwater Health Centre.

Those not selected for an interview will receive a [letter](https://practiceindex.co.uk/gp/forum/resources/recruitment-rejection-not-selected-for-interview.1203/) advising that they have not been successful at the shortlisting stage.

# Interview

## Interview planning by the organisation

At interview, remember that the process is two-way as, in addition to the interviewee expecting to be at their best, the organisation should also do so as any candidate will be scrutinising how the organisation performs.

Therefore, prior to the recruitment stage, and on the interview day, the following considerations must be followed:

* Ensure that the organisation website is current as candidates will look at this not only for research purposes but also to ensure that it looks professional
* As social media now plays a big part in day-to-day life, the candidate is likely to be looking at the organisation and even the interviewer’s social media sites to gain an insight into the business and prospective new employer. Take care not to be controversial. It is a good idea to keep posts private or restrict access
* Prepare to sell the organisation. Ideally, the organisation’s main characteristics and culture, any new developments or exciting plans, the steps the organisation takes to keep employees happy and motivated, induction measures, training and mentorship schemes and, lastly, how this role will fit into the organisational structure and contribute to the organisation’s successes
* Plan your time and be punctual and therefore ensure that appropriate timescales are allocated between candidates to allow for this. This additional time will also allow you to prepare for the next candidate. Should an interview overrun, then ensure that the next candidate is fully briefed and made comfortable as knowingly keeping interviewees waiting is not only impolite, it creates a poor impression of the organisation

Failure to prepare and consider the above may result in that ideal candidate not choosing Sheerwater Health Centre.

## Interview process

All shortlisted applicants will be contacted via telephone/email or receive a [written letter](https://practiceindex.co.uk/gp/forum/resources/recruitment-invitation-to-interview.1205/) inviting them to attend an interview.

The following is an extract from the **Recruitment Policy** and further clarifying information can be found in that policy.

* The invitation will ask applicants to inform the organisation if any adjustments need to be made for them to attend the interview
* The invitation will also remind the applicant of the documentation that they will be required to present at interview.
* The interview will normally be carried out by a minimum of two people and, wherever possible, one of the interview panel members should be the line manager for the vacant role. When conducting panel interviews, determine who will ask which question and in what order.
* The interview panel will appoint a chair or lead person who will be responsible for making a final decision when the panel is unable to make a unanimous decision. The panel should meet prior to the interview and plan the sequence of the interview questions and the structure of the interview.
* The interview questions will assess the information highlighted in the “assessed by interview” section within the person specification.
* Any tests that form part of the interview process will assess the information highlighted in the “assessed by assessment/test” section within the person specification.
* All applicants will be assessed against the same criteria and standard questions as detailed will be asked to establish how well (or not) the applicants meet the criteria.
* Follow up questions and more in-depth discussion may be required to enable the panel to make a fair assessment (and this may vary between applicants). Questions also serve to substantiate details from the application form and explore any gaps and anomalies.
* Discriminatory questions, e.g., questions in relation to childcare arrangements, health, future plans for a family and trade union duties, will not be asked.
* Pregnancy and/or disability are not reasons to reject a suitable applicant. The organisation has a duty to make any reasonable adjustments that would enable a disabled applicant to take up a post.
* The person chairing the interview will ensure that any essential information on the application form is checked with all applicants. Checks will also be made to ensure that applicants have the professional or vocational qualifications that are essential for the role. This is best done at the end of the interview.
* All applicants should be informed at the end of the interview when a decision is likely to be made and how this will be communicated to them.

## Other selection methods

Any test undertaken by an applicant (before or after shortlisting) will be relevant to the person specification requirements and free of bias and will be used in conjunction with an interview.

Tests should only be used to demonstrate skills and abilities that cannot be better tested with interview questions.

Psychometric tests can be used to measure ability, e.g., verbal reasoning, numerical reasoning or personality testing. Psychometric tests are often used to test a particular job or career area. Any such tests will be facilitated by a qualified practitioner.

Shortlisted applicants who are to be tested at interview will be advised in the invitation to interview of the type of test(s) they will be asked to undertake and the likely duration.

Other methods that could be considered:

1. **Test/practical exercises**

Any tests should be appropriate to the post and the person specification in question – so a proof reading/in-tray test (email or letter drafting) or an Excel spreadsheet exercise might be appropriate for admin/reception staff dependent on the requirements for the position.

Instructions should be clear, sufficient time should be allowed for the test to be completed and the results should be clearly measurable.

1. **Presentation**

Short presentations are extremely useful for positions where the ability to give presentations (or communicate to a wide audience) is a requirement for the job role. Alternatively, a presentation may be used to assess the candidate’s ability to plan, research, analyse and present information.

1. **Written work**

The candidate might also be requested to complete a written piece of work. This could be used for managerial positions where the panel would want to ascertain that the candidate has in-depth or a higher level of understanding.

1. **Psychometric assessment**

These tests/results should only form part of the selection process in conjunction with a formal interview and must be undertaken by trained individuals. Generally, these tend to work more effectively for managerial positions where it is useful to assess someone’s response to a set of circumstances (linked to the job description and person specification).

## Interview tips

It is the chair’s responsibility to guide both the candidate and panel members through the interview. The main areas which should be addressed are:

* Icebreaker/making the candidate comfortable
* Smiling and making good eye contact is often said to be the most important part of the interview
* Bear in mind the candidate may be nervous, try to put them at ease with an ice breaker such as asking how their journey to the interview was
* Asking the candidate if they are comfortable and if they require water will also help to put them at ease
* Explain the purpose of the interview
* Explain very briefly how the interview will be structured, introduce who is on the panel and what their role is within the organisation
* Explain the type of interview you are conducting and its nature. If you want them to ask questions, specify if they are to do so as they have them or wait until the end of the interview
* Indicate how long the interview usually takes
* Do not count on your memory to recall their answers. Explain to the candidate that notes will be taken during the interview
* Each panel member should ask all their questions before passing back to the chair. A ‘ping pong’ method can be confusing for the candidate and the panel
* Ask the interviewee if they have any questions
* Advise the candidate of the process for informing them of the interview outcome. Check contact details if necessary
* Discuss expenses, as applicable

## Interview questions and expected answers

Refer to [Annex E](#_Annex_E_-) for the list of interview questions and the expected answers for a Salaried GP.

Additionally, the interview scoring matrix follows the set of questions at [Annex F](#_Annex_F_–).

## Rules for interview questions

The job description, person specification and analysis of the application form should provide a useful framework for the interview. Questions and the format of the interview should be prepared in advance and agreed by the panel.

Candidates should be asked similar questions which must be based on the person specification for the post. It is quite reasonable that the interviewer should want to talk about particular points with different candidates and ask questions in various ways having considered the evidence in the application forms. However, the interviewer should make sure that they cover the same topics and issues in the same depth with each of the candidates.

Ideally, the format will include open, probing and behavioural questions that are more likely to allow the candidate to discuss their skills, provide more detail and relate their answers directly to their experience by providing examples. Evidence about a candidate's experience outside the workplace can be helpful provided that it relates to the job. It often helps to encourage candidates to give a wide range of examples that show how they can meet the organisation’s requirements.

Importantly, the interviewers must not stray into a candidate's personal circumstances or ask/refer to any potentially discriminatory characteristics (e.g., marital status, health, sexual orientation, plans for a family etc.).

## Interview scoring

Only once all shortlisted applicants have been interviewed can a decision to appoint be made. A structured scoring system will be used for selecting the most suitable applicant. Each applicant should be scored against each selection criteria for which questions were asked during the interview. Each applicant should be scored against the same criteria.

To ensure that the interview process is objective, an interview score sheet is to be used to evaluate candidates fairly during the shortlisting and interview process. Each interviewer scores the candidate on the same set of criteria and the panel can then meet and compare the scores of the candidates.

Notes should be written up immediately after each interview. Subjective opinions or feelings about applicants will not form part of the decision-making process.

## Interview expenses

Interview expenses are payable via prior arrangement.

## Informing the candidate

Following the interviews, unsuccessful applicants will be notified. Ideally this should be by telephone but when this is not possible, an email or letter should be sent. Applicants will be offered the opportunity for feedback. Any feedback will be handled sensitively.

The following letters can be forwarded to candidates depending on whether they are successful or unsuccessful. Subsequently, a withdrawal of offer letter can be used should there be an amended decision following a conditional offer having been made.

* [Rejection letter for an unsuccessful interview](https://practiceindex.co.uk/gp/forum/resources/recruitment-rejection-unsuccessful-interview.1204/)
* [Unconditional offer of employment](https://practiceindex.co.uk/gp/forum/resources/unconditional-offer-of-employment.843/)
* [Conditional offer of employment](https://practiceindex.co.uk/gp/forum/resources/conditional-offer-of-employment.838/)
* [Withdrawal of offer of employment](https://practiceindex.co.uk/gp/forum/resources/withdrawal-of-offer-of-employment.840/)

A reference consent form is to be signed by the successful candidate to allow Sheerwater Health Centre to contact those listed as being a referee. This form can be found at [Annex G](#_Annex_G_–).

#

# Annex A – Pre-employment checks

**The following may be asked following a conditional offer of employment.**

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Seen/received** | **Signed** |
| **Employment references**1.2.CQC KLOE S1 asks *“How do systems, processes and practices keep people safe and safeguarded from abuse?”* | 1.2. | 1.2. |
| **Health screening** Provide the successful applicant with the **Staff health questionnaire** following a conditional offer of employment.[CQC GP Mythbuster 37: Immunisation of healthcare staff](https://www.cqc.org.uk/guidance-providers/gps/nigels-surgery-37-immunisation-healthcare-staff) | . |  |
| **Professional registration**Is registered with the [General Medical Council (GMC)](https://www.gmc-uk.org/registration-and-licensing)CQC KLOE E3 asks *“How are the learning needs of all staff identified? Do staff have appropriate training to meet their learning needs that covers the scope of their work, and is there protected time for this training?* |  |  |
| **Identity and right to work in the UK**[Right to work in the UK – Guide to checking documents](https://www.gov.uk/guidance/right-to-work-checks-employing-eu-eea-and-swiss-citizens)  |  |  |
| **Criminal convictions/DBS disclosures**Refer to the **DBS Policy** and [CQC GP Mythbuster 2: Disclosure and barring service (DBS) checks for primary healthcare staff](https://www.cqc.org.uk/guidance-providers/gps/nigels-surgery-2-who-should-have-disclosure-barring-service-dbs-check) |  |  |
| **Registration authority ID (for Smartcard)**Refer to the **Smartcard Policy** |  |  |

# Annex B – Job description and person specification

|  |  |
| --- | --- |
| **Job title** | Salaried GP |
| **Line manager** | [Insert name and position] |
| **Accountable to** | [Insert name and position] |
| **Hours per week** | [37.5] |

|  |
| --- |
| **Job summary** |
| To work as an autonomous practitioner, responsible for the provision of medical services to the practice population, delivering an excellent standard of clinical care whilst complying with the GMS contract. Furthermore, the post holder will adhere to the GMC standards for good medical practice, contributing to the effective management of the practice, leading by example, maintaining a positive, collaborative working relationship with the multidisciplinary team. [amend as required]  |
| **Mission statement** |
| **TO PROVIDE OUR PATIENTS WITH HIGH QUALITY ACCESSIBLE CARE IN A SAFE, RESPONSIVE AND COURTEOUS MANNER****AIMS AND OBJECTIVES:**•         To provide high quality, safe, professional Primary Health Care GP services to our patients •         To treat our patients and staff with courtesy, dignity and respect at all times •         To provide a patient centred approach listening to, and understanding, their needs and empowering them to make decisions regarding their care •         To promote best practice by utilising specialist expertise within the practice team and from external sources •         To encourage a learning culture of continuous professional development for all members of staff•         To promote health and well-being for all patients with a focus on prevention of disease•        To maintain an informed team to support each other and provide excellent delivery of services |
| **Generic responsibilities** |
| All staff at Sheerwater Health Centre have a duty to conform to the following:**Equality, Diversity and Inclusion**A good attitude and positive action towards [Equality Diversity & Inclusion](https://www.england.nhs.uk/about/equality/workforce-eq-inc/) (ED&I) creates an environment where all individuals can achieve their full potential. Creating such an environment is important for three reasons – it improves operational effectiveness, it is morally the right thing to do and it is required by law.Patients and their families have the right to be treated fairly and be routinely involved in decisions about their treatment and care. They can expect to be treated with dignity and respect and will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Patients have a responsibility to treat other patients and our staff with dignity and respect.Staff have the right to be treated fairly in recruitment and career progression. Staff can expect to work in an environment where diversity is valued and equality of opportunity is promoted. Staff will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Staff have a responsibility to ensure that they treat our patients and their colleagues with dignity and respect.**Safety, Health, Environment and Fire (SHEF)**This organisation is committed to supporting and promoting opportunities for staff to maintain their health, wellbeing and safety. The post holder is to manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients and monitor work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, procedures and guidelines.All personnel have a duty to take reasonable care of health and safety at work for themselves, their team and others and to cooperate with employers to ensure compliance with health and safety requirements. All personnel are to comply with the:* [Health and Safety at Work Act 1974](https://www.hse.gov.uk/legislation/hswa.htm)
* [Environmental Protection Act 1990](https://www.legislation.gov.uk/ukpga/1990/43/contents)
* [Environment Act 1995](https://www.legislation.gov.uk/ukpga/1995/25/contents)
* [Fire Precautions (workplace) Regulations 1999](https://www.legislation.gov.uk/uksi/1999/1877/contents/made)
* [Coronavirus Act 2020](https://www.legislation.gov.uk/ukpga/2020/7/contents/enacted)
* Other statutory legislation which may be brought to the post holder’s attention

**Confidentiality**At Sheerwater Health Centre, we are committed to maintaining an outstanding confidential service. Patients entrust and permit us to collect and retain sensitive information relating to their health and other matters pertaining to their care. They do so in confidence and have a right to expect all staff will respect their privacy and maintain confidentiality.It is essential that, if the legal requirements are to be met and the trust of our patients is to be retained, all staff must protect patient information and provide a confidential service. **Quality and Continuous Improvement (CI)**To preserve and improve the quality of this organisation’s outputs, all personnel are required to think not only of what they do but how they achieve it. By continually re-examining our processes, we will be able to develop and improve the overall effectiveness of the way we work.The responsibility for this rests with everyone working within the organisation to look for opportunities to improve quality and share good practice and to discuss, highlight and work with the team to create opportunities to improve patient care.Sheerwater Health Centre continually strives to improve work processes which deliver healthcare with improved results across all areas of our service provision. We promote a culture of continuous improvement where everyone counts and staff are permitted to make suggestions and contributions to improve our service delivery and enhance patient care. Staff should interpret national strategies and policies into local implementation strategies that are aligned to the values and culture of general practice.All staff are to contribute to investigations and root cause analyses whilst participating in serious incident investigations and multidisciplinary case reviews.**Induction**In addition to the induction process at Sheerwater Health Centre, where a full induction programme is provided, when attending any practice within the network the post holder will also be required to complete their practice induction programme.**Learning and development**The effective use of training and development is fundamental in ensuring that all staff are equipped with the appropriate skills, knowledge, attitude and competences to perform their role. All staff will be required to partake in and complete mandatory training as directed by the practice manager. It is an expectation for this post holder to assess their own learning needs and undertake learning as appropriateThe post holder will undertake mentorship for team members and disseminate learning and information gained to other team members to share good practice and inform others about current and future developments (e.g., courses and conferences). The post holder will provide an educational role to patients, carers, families and colleagues in an environment that facilitates learning.**Collaborative working**All staff are to recognise the significance of collaborative working and understand their own role and scope and identify how this may develop over time. Staff are to prioritise their own workload and ensure effective time management strategies are embedded within the culture of the team.Teamwork is essential in multidisciplinary environments and the post holder is to work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working and work effectively with others to clearly define values, direction and policies impacting upon care deliveryEffective communication is essential and all staff must ensure they communicate in a manner that enables the sharing of information in an appropriate manner. All staff should delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence.Plans and outcomes by which to measure success should be agreed.**Managing information**  All staff should use technology and appropriate software as an aid to management in the planning, implementation and monitoring of care and presenting and communicating information. Data should be reviewed and processed using accurate SNOMED/read codes to ensure easy and accurate information retrieval for monitoring and audit processes. **Service delivery**Staff will be given detailed information during the induction process regarding policy and procedure. The post holder must adhere to the information contained within this organisation’s policies and regional directives, ensuring protocols are always adhered to.**Security**The security of the organisation is the responsibility of all personnel. The post holder must ensure they always remain vigilant and report any suspicious activity immediately to their line manager.Under no circumstances are staff to share the codes for the door locks with anyone and they are to ensure that restricted areas remain effectively secured. Likewise, password controls are to be maintained and are not to be shared.**Professional conduct**All staff are required to dress appropriately for their role.**Leave**All personnel are entitled to take leave. Line managers are to ensure all their staff are afforded the opportunity to take a minimum of [insert number] days’ leave each year and should be encouraged to take all their leave entitlement. Public holidays will be calculated on a pro-rated basis dependent on the number of hours worked. |

|  |
| --- |
| **Primary key responsibilities**  |
| The following are the core responsibilities of the Salaried GP. There may be, on occasion, a requirement to carry out other tasks; this will be dependent upon factors such as workload and staffing levels:1. The delivery of highly effective medical care to the entitled population
2. The provision of services commensurate with the GMS contract
3. Generic prescribing adhering to local and national guidance
4. Effective management of long-term conditions
5. Processing of administration in a timely manner, including referrals, repeat prescription requests and other associated administrative tasks
6. On a rotational basis, undertake telephone triage and duty doctor roles
7. Maintain accurate clinical records in conjunction with good practice, policy and guidance
8. Work collaboratively, accepting an equal share of the practice workload
9. Adhere to best practice recommended through clinical guidelines and the audit process
10. Contribute to the successful implementation of continuous improvement and quality initiatives within the practice
11. Accept delegated responsibility for a specific area (or areas) or the QOF
12. Attend and contribute effectively to practice meetings as required
13. Contribute effective to the development and maintenance of the practice including clinical governance and training
14. Ensure compliance with the appraisal process
15. Prepare and complete the revalidation process
16. Commit to self-learning and instil an ethos of continuing professional development across the practice team
17. Support the training of medical students from all clinical disciplines
18. Support the partners in achieving the strategic aims of the practice, making recommendations to enhance income and reduce expenditure
19. Review and always adhere to practice protocols and policies
20. Encourage collaborative working, liaising with all staff regularly, always promoting a culture of continuous improvement
 |

|  |
| --- |
| **Secondary responsibilities** |
| In addition to the primary responsibilities, the salaried GP may be requested to:1. Participate in practice audits as requested by the audit lead
2. Participate in local initiatives to enhance service delivery and patient care
3. Participate in the review of significant and near-miss events applying a structured approach i.e., root cause analysis (RCA)
 |

|  |
| --- |
| **Person specification – Salaried GP**  |
| **Qualifications** | **Essential** | **Desirable** |
| Qualified GP | ✓ |  |
| MRCGP | ✓ |  |
| Vocational Training Certificate or equivalent JCPTGP | ✓ |  |
| General Practitioner (Certificate of Completion of Training CCT) | ✓ |  |
| **Eligibility** |
| Full GMC registration | ✓ |  |
| National Performers List registration | ✓ |  |
| Appropriate defence indemnity (MPS/MDU) | ✓ |  |
| Eligibility to practice in the UK independently | ✓ |  |
| **Experience** | **Essential** | **Desirable** |
| Experience of working in a primary care environment | ✓ |  |
| Experience of continued professional development | ✓ |  |
| Experience of QOF and clinical audit | ✓ |  |
| Minimum of two years as a salaried GP  | ✓ |  |
| Experience of medicines management |  | ✓ |
| Experience of ICB initiatives  |  | ✓ |
| General understanding of the GMS contract | ✓ |  |
| **Clinical knowledge and skills** | **Essential** | **Desirable** |
| Outstanding level of clinical knowledge and skills commensurate with that of an experienced GP  | ✓ |  |
| **Skills** | **Essential** | **Desirable** |
| Excellent communication skills (written and oral) | ✓ |  |
| Strong IT skills | ✓ |  |
| Clear, polite telephone manner | ✓ |  |
| Competent in the use of Office and Outlook | ✓ |  |
| EMIS/Systmone/Vision user skills | ✓ |  |
| Effective time management (planning and organising) | ✓ |  |
| Ability to work as a team member and autonomously | ✓ |  |
| Excellent interpersonal skills | ✓ |  |
| Problem solving and analytical skills | ✓ |  |
| Ability to follow clinical policy and procedure | ✓ |  |
| Experience with audit and able to lead audit programmes | ✓ |  |
| Experience with clinical risk management | ✓ |  |
| **Personal qualities** | **Essential** | **Desirable** |
| Polite and confident | ✓ |  |
| Flexible and cooperative | ✓ |  |
| Motivated, forward thinker | ✓ |  |
| Problem solver with the ability to process information accurately and effectively, interpreting data as required | ✓ |  |
| High levels of integrity and loyalty | ✓ |  |
| Sensitive and empathetic in distressing situations | ✓ |  |
| Ability to work under pressure/in stressful situations | ✓ |  |
| Effectively able to communicate and understand the needs of the patient | ✓ |  |
| Commitment to ongoing professional development | ✓ |  |
| Effectively utilise resources | ✓ |  |
| Punctual and committed to supporting the team effort | ✓ |  |
| **Other requirements** | **Essential** | **Desirable** |
| Flexibility to work outside of core office hours | ✓ |  |
| Disclosure Barring Service (DBS) check | ✓ |  |
| Occupational Health clearance | ✓ |  |
| Project lead as required with CQC, ICB and QOF  |  | ✓ |

# Annex C – Shortlisting form – Essential criteria

The essential criteria for the role of Salaried GP are detailed below and are aligned to the person specification for this position.

The candidate will be asked at interview for confirmation/examples of where they meet the essential criteria. Where applicable, the relevant documentation/certificates are to be supplied

|  |  |
| --- | --- |
| **No** | **Essential criteria**  |
| 1 | Qualified GP |
| 2 | MRCGP |
| 3 | Vocational Training Certificate or equivalent JCPTGP |
| 4 | General Practitioner (Certificate of Completion of Training CCT) |
| 5 | Full GMC Registration |
| 6 | National Performers List registration |
| 7 | Appropriate defence indemnity (MPS/MDU) |
| 8 | Eligibility to practice in the UK independently |
| 9 | Experience of working in a primary care environment |
| 10 | Experience of continued professional development |
| 11 | Experience of QOF and clinical audit |
| 12 | Minimum of two years as a salaried GP |
| 13 | General understanding of the GMS contract |
| 14 | Outstanding level of clinical knowledge and skills commensurate with that of an experienced GP |
| 15 | Excellent communication skills (written and oral) |
| 16 | Strong IT skills |
| 17 | Clear, polite telephone manner |
| 18 | Competent in the use of Office and Outlook |
| 19 | EMIS/Systmone/Vision user skills |
| 20 | Effective time management (planning and organising) |
| 21 | Ability to work as a team member and autonomously |
| 22 | Excellent interpersonal skills |
| 23 | Problem solving and analytical skills |
| 24 | Ability to follow clinical policy and procedure |
| 25 | Experience with audit and able to lead audit programmes |
| 26 | Experience with clinical risk management |
| 27 | Polite and confident |
| 28 | Flexible and cooperative |
| 29 | Motivated, forward thinker |
| 30 | Problem solver with the ability to process information accurately and effectively, interpreting data as required |
| 31 | High levels of integrity and loyalty |
| 32 | Sensitive and empathetic in distressing situations |
| 33 | Ability to work under pressure/in stressful situations |
| 34 | Effectively able to communicate and understand the needs of the patient |
| 35 | Commitment to ongoing professional development |
| 36 | Effectively utilise resources |
| 37 | Punctual and committed to supporting the team effort |
| 38 | Flexibility to work outside of core office hours |
| 39 | Disclosure Barring Service (DBS) check |
| 40 | Occupational Health clearance |

|  |  |  |
| --- | --- | --- |
| **Candidate** | **Criteria: place ✓ in the box if the candidate meets the criteria or 🗶 if he/she does not** | **Overall score** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** | **22** | **23** | **24** |  |
| *A N Example* | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | 🗶 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | 🗶 | ✓ | *✓* | *✓* | *✓* | *✓* |  |
|  | **25** | **26** | **27** | **28** | **29** | **30** | **31** | **32** | **33** | **34** | **35** | **36** | **37** | **38** | **39** | **40** | **41** |  |  |  |  |  |  |  |  |
|  | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | 🗶 | 🗶 | 🗶 | 🗶 | ✓ | ✓ |  |  |  |  |  |  |  |  | 34/40 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

# Annex D – Shortlisting form – Desirable criteria

The desirable criteria for the role of Salaried GP are detailed below and are aligned to the person specification for this position.

|  |  |
| --- | --- |
| **No** | **Desirable criteria**  |
| 1 | Experience of medicines management |
| 2 | Experience of ICB initiatives  |
| 3 | Project lead as required with CQC, ICB and QOF |

|  |  |  |
| --- | --- | --- |
| **Candidate** | **Criteria – place ✓ in the box if the candidate meets the criteria or 🗶 if they do not** | **Overall score** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** |
| *A N Example*  | ✓ | ✓ | ✓ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 3/3 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

# Annex E – Salaried GP interview questions

|  |  |  |
| --- | --- | --- |
| **No** | **Question** | **Appropriate responses** |
| 1 | To put candidate at ease, ask them to take a few minutes to tell you about themselves.**Note**:**This answer cannot be scored** | *The ability to speak clearly and put together coherent and sensible answers. Candidate should try to answer questions about themselves without giving too much, or too little, personal information.**They may begin by sharing some of their personal interests and experiences that do not relate directly to work, such as a favourite hobby or a brief account of where they grew up, their education and what motivates them.* |
| 2 | What do you believe is the biggest challenge you might face should you be successful in your application for this post? | *A realistic and honest answer; this could be dealing with patients who are extremely emotional or distressed due to clinical conditions and how they can overcome this to deliver extremely effective care.* |
| 3 | Why do you want this job? | *Why the applicant is a good fit for the position and what they might hope to accomplish.* *This question gives the applicant an opportunity to show you, the interviewer, what they know about the job and the organisation and the services it provides. Candidate should be specific about what makes them a good fit for the role.* |
| 4 | Why should we hire you? | *Does the applicant have all the required qualifications and experience and do they align with the person specification?* *Response should be confident, concise and focused.* |
| 5 | Do you believe that ‘the patient is always right’, and what would you do if the patient was in fact wrong? | *Tact and diplomacy and the ability to investigate issues and present them without causing more problems, as well as their ‘service’ ethos and responsiveness to patient needs.* |
| 6 | Have you ever been in a situation where something has gone wrong with how you performed your work, and what did you learn from it? Did it result in any procedural changes in your organisation? | *Ability to learn from mistakes and reduce risks to the organisation.* |
| 7 | What is your greatest strength? | *An answer which shows that the applicant has the attributes for that job which will set them apart from other applicants.**Candidate should give examples of where they can demonstrate from experience.* |
| 8 | What is your greatest weakness? | *Examples where in annual appraisal weakness may have been highlighted and what steps the candidate has taken to correct this.* |
| 9 | What are your personal goals and what is your five-year career plan? | *A motivated and driven individual who has a clear understanding of their own career development.**Also, that they are likely to stay long term (5+ years) with the organisation rather than move on after a year or so.* |
| 10 | What are your specialist interests and how do they align to the strategic aims of the organisation? | *An individual with a desire to learn specialist skills and someone who has researched the organisation and understands the aims and strategy of the organisation.* |
| 11 | What have you learnt about our organisation prior to attending this interview? | *A general awareness of the organisation, staffing and approximate list size, recent developments, etc.*  |
| 12 | Why do you want to leave (or have left) your present job? | *An honest answer that reflects the individual’s specific circumstances which focuses on the future, i.e., career progression etc., and is direct and factual especially if the departure from the last job was not under the best circumstances.**Was the applicant fired/made redundant/had a clash of personalities? If fired, the applicant’s response should frame the situation to minimise any negative perceptions about their ability to perform in future jobs or their ability to connect with co-workers* |
| 13 | How do you handle stress and pressure? | *Candidate to give an example of where they have successfully handled stress in a previous position. Be wary of an answer that claims that they never, or rarely, experience stress.* *Answer should ideally acknowledge workplace stress and explain how they have overcome it or have even used it to their advantage.* |
| 14 | Describe a difficult work situation and how you handled it. | *There is no right or wrong answer to this question. As for the question on stress and pressure, the candidate should share an example of what they did in a difficult situation.* |
| 15 | What are your salary expectations? See current [DDRB pay scales](https://www.gov.uk/government/organisations/review-body-on-doctors-and-dentists-remuneration)For T&Cs refer to [BMA model contract](https://www.bma.org.uk/media/3479/salaried_gp_model_contract_and_model_offer_letter_nov20.pdf) | *An answer in line with the advertised salary or, if it was caveated depending on experience, then the candidate to justify why they feel their experience warrants the salary they are requesting.* |

# Annex F – Interview scoring matrix

The interview scoring matrix details questions that have been answered for the role of Salaried GP. Q1 not scored.

|  |  |  |
| --- | --- | --- |
| **Candidate** | **Grade each answer between 1-10****(1 being the lowest and 10 the highest)** | **Overall score** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** |
| *A N Example* |  | 7 | 7 | 8 | 4 | 5 | 6 | 8 | 9 | 3 | 5 | 5 | 7 | 8 | 8 |  |  |  | 90/140 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

# Annex G – Consent to obtain references

**This form is to be given to the successful candidate**

I hereby authorise [insert organisation name] to take up references from those suggested on my application form. It is understood that references may be obtained from either:

* My previous employer(s)
* My present employer (once the offer of employment has been confirmed in writing)
* A personal referee

It is agreed that should any further supporting information be required to process this application, [insert organisation name] is authorised to request additional references as deemed appropriate.

Print name:

Signature:

Date: