

# Out of Hours Doctor

Full or part time hours



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## **OUT OF HOURS DOCTORS (Full and Part Time)**

**Salary Scale: £99,673 - £113,636 per annum (pro rata where applicable)**

Forth Valley Urgent Out of Hours care service is a dynamic forward looking team that is developing new ways of working to secure care for the future. You are invited to join the core team of Out of Hours GPs that lead the service and deliver consistent high quality care. Successful applicants will have the opportunity to develop the service and their own role in it for the future.

Reporting to the Specialist Leads you will be responsible for delivering Urgent primary care services, this includes the hours 6pm - 8am on weekdays, the weekends and the Public Holidays. We are looking for motivated GPs to provide and develop high quality clinical care within a multidisciplinary team.

Personalise your work pattern to get the best out of your work life balance over a ten week rota. You will be supported by in-house training and Supporting Professional Activities (SPA) time for professional and service development. The successful applicant must have previous experience of in and out of hours general practice care and maintain registration as a General Practitioner.

Informal enquiries should be made to Karyn Webster (OOH Specialist Lead) [karyn.webster@nhs.scot](mailto:karyn.webster@nhs.scot)

To apply for this post, please visit the job posting on the NHS Scotland Job Train website. Applicants should have full GMC registration and a licence to practise.

Closing Date: 30th June 2023

Interview Date: TBC

Please quote Reference 132469 on all correspondence

NHS Forth Valley is an equal opportunities employer

## Introduction to NHS Forth Valley

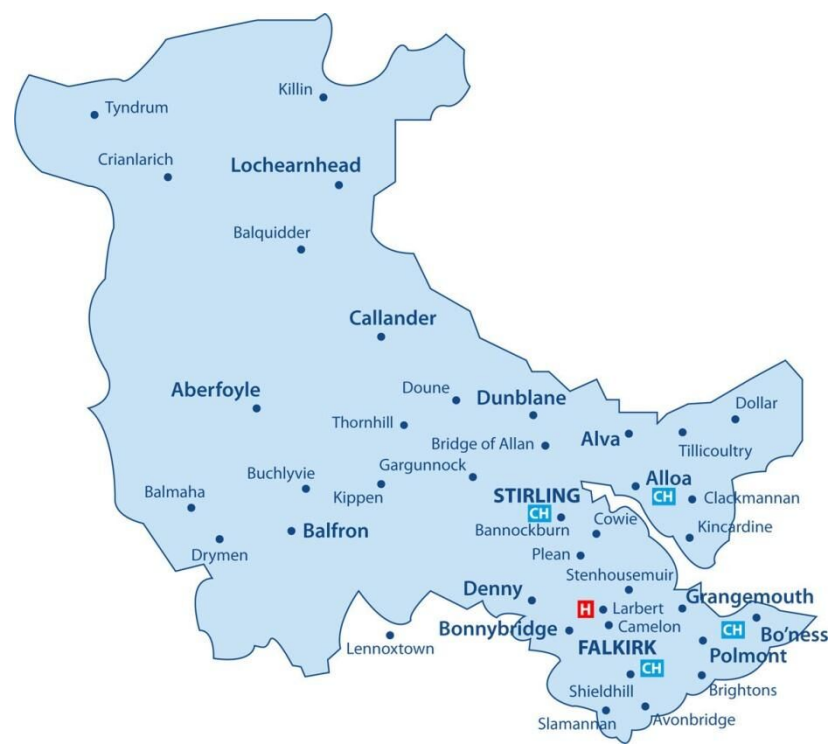
NHS Forth Valley is one of 14 regional health boards in Scotland and serves a population of nearly 310,000 in a diverse geographical area which covers the heart of Scotland and covers three council areas, [Clackmannanshire](#), [Stirling](#) and [Falkirk](#).

NHS Forth Valley has an annual budget of approximately £570 million and is the largest employer in the area, with approximately 8000 staff from a wide range of professional and support occupations. Acute Services are based in our modern, purpose built 860 bedded, Forth Valley Royal Hospital, which opened in 2011 and provides inpatient and outpatient services. It is supported by a network of four [community hospitals](#), 56 health centres, day centres providing care and support for patients with mental illness and learning disabilities and a wide range of community based services.

We are home to the [Scottish Centre for Clinical Simulation and Human Factors](#), one of the most advanced training facilities of its kind where medical staff are able to hone their skills using computerised mannequins. In addition, NHS Forth Valley has been named in a survey of trainee doctors as one of the top places to be in the UK for medical education and training.

There are two Health and Social Care Partnerships (HSCP) which cover the Forth Valley area – one for [Clackmannanshire and Stirling](#) and one for [Falkirk](#).

Further information is available at [www.nhsforthvalley.com](http://www.nhsforthvalley.com)



## The Forth Valley Area

Forth Valley, in the heart of Scotland, is an exciting place to live and work. Transport links are second to none with excellent motorway and rail links and two international airports nearby, Edinburgh and Glasgow. House hunters in the Forth Valley area are spoiled for choice. On offer are a large array of established and new properties in a variety of attractive settings.



Education in the area is first class, with excellent provision of pre-school, primary and secondary education. State schools in the area have strong reputations and there is also easy access to the area's private schools in Dollar and Crieff. On the further education front, Stirling boasts an excellent University and access to the University cities of Glasgow and Edinburgh is easy. There are also further education Colleges in Falkirk, Stirling and Alloa.

### Stirling Area

A wee city with a big history, Stirling punches well above its weight for historic attractions and spectacular scenery, not to mention shopping, places to eat and exciting events. Visit Stirling and take in the magnificent views from [Stirling Castle's](#) hill-top esplanade towards the [National Wallace Monument](#) on the edge of the rolling Ochil Hills before looking north east for the mountain peaks of [Loch Lomond & The Trossachs National Park](#). Find out more about the area on [Your Stirling](#).

### Falkirk Area

The Falkirk area is steeped in history with a wealth of attractions, including two of the world's most unique, including, [The Falkirk Wheel](#) and [The Kelpies](#) in [The Helix Park](#). Plus the Falkirk area has a significant section of the [John Muir Way](#). [Falkirk](#) is a historic town centre with a traditional high street and lots of things to be doing with two large shopping centres. Find out more about the area on [Visit Falkirk](#).

### Clackmannanshire Area

Clackmannanshire lies between the majestic Ochil Hills and the River Forth and provides the perfect year-round base to explore the stunning countryside, rich history, medieval castles and tower houses. For leisure, there are six golf courses, a luxury spa and a major shopping outlet. Find out more about the area on [Discover Clackmannanshire](#).

## Job Description

Job Title:	Out of Hours Doctor (Part Time or Full Time)
Reports To:	Speciality Leads
Managerially Responsible To:	Service Manager
Clinically Responsible To:	Specialty Lead
Hours of Work:	Time within: 18:00 to 08:00 weekdays, all weekend, public holidays

### 1. **Background**

NHS Forth Valley (NHSFV) serves a population of approximately 310,000 over 2,643 square kilometres. The region ranges from remote rural areas in the North West to heavily industrialised areas in the South East. A central acute hospital is based at Larbert with community hospitals in Stirling, Falkirk and Alloa.

Out of Hours services are provided by Forth Valley Health Board, through clinician led unscheduled primary care services from 18:00 to 08:00 weekdays, all weekend, public holidays and protected learning time sessions for general practices. Care is delivered from three centres:

- Forth Valley Royal Hospital: working closely with the Emergency Department
- Stirling Care Village : co-located with a Minor Injuries Unit, Xray and 3 GP practices
- Clackmannanshire Community Healthcare Centre.

### 2. **Job Purpose**

The Out of Hours Doctor will form part of the core team of salaried clinicians. They will operate from any of the Forth Valley Out of Hours Primary Care Emergency Centres as well as on home visits. Clinical care will be provided at consultations within the centres, at home visits, by telephone and professional to professional support of health professionals by telephone. They will support GP and other health professional trainees working in OOH services, They will establish and maintain quality standards, develop and initiate new systems of working and encourage and promote the development of clinical governance. It is envisaged that the Out of Hours Doctor will support the Specialty Leads and work as part of a multi-disciplinary team of professional and administrative colleagues to provide a range of appropriate Out of Hours (OOH) Services to the population within Forth Valley. In addition, they will be expected to participate in audit and research and will have a key role in contributing to the strategic development of the Out of Hours Services.

#### **4. Key Results Areas**

The Out of Hours Doctor will:

1. As part of a core team of Out of Hours Doctors, provide high quality out of hours medical services to the public within Forth Valley in line with local and national priorities.
2. Provide consultation and appropriate clinical management of patients attending each of the Forth Valley OOH Centres.
3. Where clinically indicated, provide consultation and appropriate management for patients during a home visit. A fully equipped car with driver will be available for all home visits.
4. Develop and encourage positive working relationships with local GP Practices, housing, social work, voluntary services, drug and alcohol, mental health, dental, secondary care and other appropriate services.
5. Maintain awareness of and requirements of local service protocols and drug formulary.
6. Keep contemporaneous, accurate and legible records of all patient contacts and contribute to electronic data recording and audit as directed by the service.
7. Participate in operational and strategic planning for the development of Out of Hours Services.
8. Pursue continuing professional and personal development.
9. Participate in, and in some cases lead, development, implementation and maintenance activity and projects within the Out of Hours Service. Including clinical treatment protocols and guidance as relevant to the FVOOH service and National Guidelines in OOH. Also including clinical governance, audit activity and research.
10. Participate in the education of GP trainees, Advanced Nurse Practitioner's and Paramedic practitioners.
11. Hold and maintain current GMC registration and ensure they are appraised and validated in line with GMC guidelines.

#### **5. Assignment and Review of Work**

Self directed within agreed objectives as set by the Service Manager and Specialty Lead. The post holder will be subject to both informal review and formal annual appraisal with the specialist lead and clinical director. Medical Defence indemnity will be provided by NHS Forth Valley.

#### **6. Communications and Working Relationships**

**Internal**           OOHs Management Team  
Clinical Director and Medical Director  
Members of Primary Care Teams  
Senior Managers and Clinicians  
Other OOH Staff including community & Palliative care nursing

**External**      NHS 24  
 Scottish Ambulance Service  
 Acute & Community Pharmacy  
 General Public  
 Managers and clinicians across NHSFV

**7.      Indicative Job Plan**

**Specialty:**            Unscheduled Primary Care  
**Contract:**            Full time / part time  
**Grade:**                Out of Hours Doctor  
**Places of Work:**    OOH PCEC at CCHC, FVRH and SCV

**Responsible for:** Provision with clinical and administrative colleagues of an unscheduled primary care service during the out of hours period for NHS Forth Valley. With responsibility for the prevention diagnosis and treatment of illness and for the proper functioning of the OOH service.

<b>(A) Direct Clinical Care (DCC)</b>	
<b>Type of activity</b>	<b>Description of activity including when and where activity is conducted.</b>
<b>Telephone consultation</b>	<p>Clinical telephone consultation with patients and other care providers regarding patients. To assess and where considered clinically appropriate form a diagnosis, advise on and provide treatment for the patient. When considered necessary for safe care, the patient to be redirected to a face to face consultation, a home visit arranged or to another care provider.</p> <p>Access to and use of the Adastra case management system. Documenting the consultation in the case management system.</p> <p>Providing consultations to all patients in Forth Valley according to the priority displayed in Adastra, as allocated by NHS24 or Forth Valley OOH hub operator, and the time of call request.</p> <p>Use of telephones in any of the OOH centres.</p> <p>Consultations to be provided in between scheduled home visit and face to face consultations, or as a priority when requested by OOH hub staff.</p>

<p><b>Face to face consultation</b></p>	<p>Clinical face to face consultation with patients attending the OOH centres. To assess and where clinically appropriate form a diagnosis, advise on and provide treatment for the patient. When considered necessary for safe care, the patient to be referred on to another care provider.</p> <p>Access to and use of the Adastra case management system. Documenting the consultation in the case management system.</p> <p>Providing consultations to all patients in Forth Valley according to the priority displayed in Adastra, as allocated by NHS24 or Forth Valley OOH hub operator, and the time of appointment made.</p>
<p><b>Home visit consultation</b></p>	<p>Home visit consultation to patients on behalf of NHS Forth Valley. To assess and where clinically appropriate form a diagnosis, advise on and provide treatment for the patient. When considered necessary for safe care, the patient to be referred on to another care provider.</p> <p>Access to and use of the OOH laptops through remote connection to the Adastra case management system to receive and review cases from the vehicles. Use of the OOH laptops through remote connection to the Adastra case management system to document the consultation and when onward referral of the patient is required, to forward the consultation notes to the secondary care provider.</p> <p>Providing consultations to all patients according to the priority allocated by NHS24 or Forth Valley OOH hub operator.</p>
<p><b>Community Hospital visit</b></p>	<p>Provide the care as described for a home visit. Additionally document the consultation in the written clinical notes used in the community hospital, and record changes to medication on the written medication chart or directly on the HEPMA system if appropriate.</p>
<p><b>Dispense medication</b></p>	<p>Where it is considered clinically appropriate due to pharmacy opening times or ability to access a pharmacy, to dispense medication from stock available on home visits or in the OOH centres. To record the stock issued on the Adastra case record and on the paper prescription.</p>
<p><b>Professional to professional telephone support</b></p>	<p>Provide telephone decision support to other clinical professionals. Scottish Ambulance Service calls to be replied to within 15 minutes.</p>
<p><b>Patient related administration linked to clinical work.</b></p>	<p>In addition to the administration related to the above activities, transcribe consultation records sent from other NHS areas where the patient has opted to attend an OOH PCEC outside of Forth Valley.</p>

**(B) Supporting Professional Activities (SPA)**

Type of activity	Description of activity including when and where activity is conducted.
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<b>Audit</b>	Assist in OOH Audit activities, as agreed and discussed with specialist leads.
<b>Continuing professional development</b>	Activities to support GP appraisal and personal development plans.
<b>Local clinical governance activities</b>	Attend Significant Event Analysis (SEA) meetings. Contribute completed SEA reports to the SEA meeting. Complete a SEA report on any complaints received  Where agreed: Attend and contribute to OOH clinical governance meetings.  Act as clinical lead for shifts, supporting the hub operator in the clinical prioritisation of workload.
<b>Training</b>	Provide supervision and support to GPSTs working in the OOH service. Support advanced nurse practitioners, and paramedic practitioners.
<b>Appraisal &amp; Revalidation</b>	Completion of annual GP appraisal in line with Forth Valley or equivalent GP appraisal scheme. Provide evidence of completion of appraisal when requested.
<b>Job planning</b>	Preparation for and completion of annual job planning.

### **(C) Facilities and Resources**

<b>Details of the facilities and resources necessary to support delivery of the doctor's duties and objectives for all programmed activities</b>	<p>Primary care level service facilities for consulting with patients, including but not exclusively:</p> <p>Consulting room, chairs, desk, PC, lighting, power, heat and hand washing facilities.</p> <p>Primary care examination equipment including stethoscope, ophthalmoscope, otoscope, Blood pressure monitoring, oxygen saturations monitoring, thermometer, urine multi-stick testing and pregnancy testing.</p> <p>Vehicles and drivers to facilitate home visits. OOH centre receptionist staff, OOH hub operators and OOH operational management.</p> <p>Access to and use of Aداstra call management system, NHS clinical email, use of Clinical Portal and other clinical reference systems as agreed relevant to OOH service delivery.</p> <p>Facilities in line with SPA agreed responsibilities and service objectives.</p>
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There may be an opportunity for additional shifts if desired specifically covering for annual leave, public holidays and covering protected learning days.



8. **Qualifications and Experience Specified for the Post**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Certificate of Completion of Training (CCT) or PMETB approved training programme, with an RCGP qualification being advantageous	An RCGP qualification being advantageous
<b>Experience</b>	An experienced primary care practitioner with a firm grasp of issues surrounding Out of Hours Primary Care Services  Previous experience of working in an out of hours setting	
<b>Communication</b>	Well developed influencing skills combined with a facilitative and supportive style of working.	
<b>Other</b>	Self motivated  Able to work without supervision, using own initiative to prioritise and complete tasks  Recent evidence of continued academic and professional development.	

## Contractual Details

Contracted activities for this appointment will be defined and agreed with the post holder, the Specialty Leads and the Service Manager.

These posts are available on a full and part time basis.

The terms and conditions of service applicable to this appointment are the NHS Forth Valley Out of Hours Doctor terms and conditions of service as amended from time to time.

These posts are offered on a substantive basis.

NHS Forth Valley will require each Out of Hours Doctor to agree with the Specialty Leads and Service Manager, a job plan of fixed and other commitments, which will be reviewed on an annual basis and revised as necessary to meet the requirements of the local and national service issues.

Out of Hours Doctors will be required to participate in an annual appraisal.

NHS Forth Valley does not negotiate salary placements. On commencement of employment, salary will be determined in accordance with the NHS Forth Valley Out of Hours Doctor terms and conditions of service

Formal appointment to this post will be conditional upon satisfactory completion of all pre-employment checks, including satisfactory medical screening.

This appointment will be superannuable under the NHS Superannuation Scheme, which is contracted out of the State Earnings Related Pension Scheme (SERPS). New employees will automatically be enrolled in the scheme unless they opt out. For further information, please contact the Scottish Public Pensions Agency (SPPA) on 01896 893100 or visit [www.sppa.gov.uk](http://www.sppa.gov.uk)

The employment is subject to three calendar months notice on either side.

Annual leave entitlement is six weeks per year (pro rata for part time post holders), with additional statutory holiday entitlement as agreed by the Local Negotiating Committee and published annually.

## General Employment Information

### Equality in Employment

NHS Forth Valley fully supports the principle of equality in employment and opposes all forms of unlawful and / or unfair discrimination which cannot be shown to be justified. NHS Forth Valley is committed to ensuring equality of treatment for both present and potential employees.

### Human Resources Policies and Services

NHS Forth Valley is the largest employer in Forth Valley, and is committed to ensuring its employment and Human Resources policies and procedures reflect best practice. As a progressive employer, NHS Forth Valley is committed to supporting and developing all employees.

### The Medical Workforce Team

In recognising the needs of services, operational requirements and medical staff, the operational Medical Workforce team provides a range of services for all grades of medical and dental staff. For assistance or information, please contact:

Jacqui Crilley	Medical Workforce Manager	01324 618334 <a href="mailto:jacqui.crilley2@nhs.scot">jacqui.crilley2@nhs.scot</a>
Lynsey Doherty	Deputy Medical Workforce Manger	01324 618330 <a href="mailto:lynsey.doherty@nhs.scot">lynsey.doherty@nhs.scot</a>
Laura Bayley	Medical Workforce Adviser (Contracts)	01324 618332 <a href="mailto:laura.bayley@nhs.scot">laura.bayley@nhs.scot</a>
Elsbeth Gillespie	Medical Workforce Adviser (Contracts)	01324 618329 <a href="mailto:elsbeth.gillespie@nhs.scot">elsbeth.gillespie@nhs.scot</a>
Hunter Rice	Medical Workforce Adviser	01324 618328 <a href="mailto:huntrice@nhs.scot">huntrice@nhs.scot</a>

### Pre-Employment Screening

#### Criminal Convictions - Protecting Vulnerable Groups (PVG) Scheme

The Protecting Vulnerable Groups (PVG) scheme has replaced the previous disclosure arrangements for people who work with vulnerable groups. The duties of this post require the post holder to undertake regulated work with children and young people (individuals

aged under 18 years) and / or protected adults (individuals aged 16 or over who is provided with (and thus receives) a type of care, support or welfare service).

The post holder will be required to be a member of the PVG Scheme and to consent to NHS Forth Valley obtaining a Scheme Record or Scheme Record Update, as appropriate. Any failure to disclose convictions could result in the withdrawal of an offer of employment.

Any applicant wishing to discuss any existing criminal convictions and how these may impact upon an application for employment should contact the Medical Workforce Manager in the first instance.

### **Occupational Health Screening**

This post involves the performance of exposure prone procedures and therefore the successful applicant will be required to produce evidence of their Hepatitis B and C Immunity Status prior to appointment and to undergo satisfactory health screening. Any offer of employment will be subject to satisfactory Occupational Health assessment.

### **Confidentiality**

During the course of their employment with NHS Forth Valley, employees may have access to information about staff or patients or other aspects of NHS Forth Valley's activities, about which they have a duty to maintain confidentiality at all times. In common with all other staff, the post holder will have, in addition, a responsibility to ensure that information relating to his or her work and the operation of the Forth Valley Acute Services in general is kept and maintained securely in accordance with the requirements of the Data Protection Act (1998), the Board's policies and good practice. In particular, the disclosure of commercial or other confidential information which may affect the Board's business interests or endanger the survival of any of its services will be regarded as a fundamental breach of the mutual confidence which must exist between the employer and the employee.

### **Infection Control and Hand Washing Policy**

NHS Forth Valley is committed to providing as clean and safe environment as possible for staff, patients and visitors. The post holder will be required to comply with the Infection Control and Hand Washing Policies.

## **Health & Safety at Work**

All employees have a responsibility for their own health & safety and the health & safety of others who may be affected by what they do. Employees also have a duty to co-operate with their employer by following NHS Forth Valley policies and procedures and safe systems of work; by using equipment safely and by bringing any shortcomings in health and safety arrangements to the attention of their employer. Where something is provided in the interests of health & safety employees must not interfere or misuse it. All employees have a legal responsibility to report any shortcomings in terms of this in their area. Managers and supervisors have a responsibility for monitoring health & safety arrangements and ensuring staff are following policies and procedures and safe systems of work.

## **Partnership Agreement**

NHS Forth Valley is committed to partnership working. All employees are required to contribute to the development of partnership working by:

- supporting NHS Forth Valley in delivering its goals and objectives;
- supporting continuous improvement in individual performance and the performance of the relevant team / department, directorate and NHS Forth Valley;
- attending training, development and other activities aimed at improving individual skills for the benefit of the organisation and patient care.

## Application Process

To apply for this post, please visit the job posting on the NHS Scotland Job Train website.

Please quote reference number **132469** on all correspondence.

Please note the following dates:

**Closing Date: 30<sup>th</sup> June 2023**

**Interview Date: TBC**

Please note that we *do not* accept applications in the form of Curricula Vitae

### **Web Sites of Interest for Candidates**

**Scottish Health on the web:** <http://www.scot.nhs.uk/>

**Scottish Government:** [www.scotland.gov.uk](http://www.scotland.gov.uk)

### **Living & Working in Scotland**

<https://medicaljobs.scot.nhs.uk/working-in-scotland/>