



Sustainability and Strategic Planning

GP Positions Macduff Medical Practice Aberdeenshire



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Foreword



Dr Howard Wright

Dr Marguerita Smith

Dr Daniela Margaritescu

We are looking to recruit two General Practitioners to work in Macduff Medical Practice which has a GMS / 17J contract to provide medical services for c. 12,400+ people living in North Aberdeenshire around the twin towns of Macduff and Banff.

The Practice has gone through a period of phenomenal change since 2016 when it expanded from a 2 partner Practice with 2,700 patients to its current form. During this period of transformation we have retained our commitment to giving our patients proper attention and time: where 15 minute appointment times are standard, where there is good interdisciplinary team working and we embrace new ways of achieving good quality care.

To sustain us during this period of development, we have built a team of: 3 experienced GP Partners, 4 Practice Nurses with a further 2 under training, 2 Healthcare Support Workers, 1 Pharmacist, 2 Pharmacy Technicians, 2 Advanced Nurse Practitioners, and 2 ANPs under training. We also work with our community nurse teams and 3 First Contact Physiotherapists. We operate in a paper-light environment with an excellent administrative team to support our clinical ambition.

We moved to our current modern premises on the campus of the community hospital in Banff, in May 2019 and we are continuing to invest in our facilities.

We welcome applications from GPs with shared vision...

- The GP Principals are the senior clinical leaders / decision makers within our clinical team
- We wish to deliver a high standard of patient centred compassionate care
- Our challenge is to develop a new form of multi-professional practice to deliver that
- The clinicians delivering the care are supported by a friendly capable administration team
- Our premises and facilities are top quality and support best clinical practise
- The Practice develops as an effective enjoyable learning environment for all staff



28 Jan 24

This post requires the post holder to have a PVG Scheme membership/record. If the successful applicant is not a current PVG member for the required regulatory group i.e. child and/or adult, then an application will need to be made to Disclosure Scotland and deemed satisfactory before the successful post holder can commence work.

Interested applicants are most welcome to informally contact any of the GP Partners for additional information and to discuss specific matters of interest.

Dr Howard Wright howard.wright@nhs.scot

Dr Marguerita Smith marguerita.smith@nhs.scot

Dr Daniela Margaritescu Daniela.margaritescu@nhs.scot

Formal notes of interest with CV and covering letter should be directed to our Practice Manager, Keith Anderson keith.anderson@nhs.scot

Formal interviews will be held, but we value visits from applicants, so we can share our work environment and answer questions in a more relaxed way. If you would like to pay us a visit, just ask.

Chapter 1 – Person Specification

Requirements	Essential	Desirable
Experience	<ul style="list-style-type: none"> Broad general medical experience and skills development Interest in quality development Collaborative working 	<ul style="list-style-type: none"> Understanding of the healthcare issues common to remote small towns and rural communities
Qualifications Training	<ul style="list-style-type: none"> On the GMC GP Register and have a license to practice Fully qualified GP BASICS or willingness to undertake training MRCGP or equivalent Evidence of innovative approaches to work 	<ul style="list-style-type: none"> MRCGP or equivalent Evidence of innovative approaches to work
Knowledge and skills	<ul style="list-style-type: none"> Competent time management and organisational skills Excellent interpersonal skills Good communication skills Computer literate Teaching experience or willingness to learn Evidence of multidisciplinary team working Ability to work individually and as part of a team in challenging circumstances Proactive about life-long learning, development and personal achievement 	<ul style="list-style-type: none"> Practical emergency skills Audit, Clinical Governance and Research skills Awareness and understanding of nGMS Awareness of NHS strategy and future national & local plans for service development and delivery Awareness and understanding of broad public health issues
Disposition	<ul style="list-style-type: none"> Able to prioritise conflicting demands Good communication skills Flexible, positive and enquiring approach to work Focused and proactive Ability to work on own initiative Self-motivated, enthusiastic and able to deal with change Dependable Effective team worker 	<ul style="list-style-type: none"> Innovative



Requirements	Essential	Desirable
	<ul style="list-style-type: none">• Ability to work effectively under pressure and manage stress• Capability to build strong relationships based on mutual trust and respect• Willingness to explore and use technology	<ul style="list-style-type: none">•
Other	<ul style="list-style-type: none">• Full UK Driving License	<ul style="list-style-type: none">•



Chapter 2 – Introduction to Appointment

Job Title: Principal in General Practice

Post Summary:

We are looking to recruit two General Practitioners to work in Macduff Medical Practice which has a GMS / 17J contract to provide medical services for c. 12,400+ people living in North Aberdeenshire around the twin towns of Macduff and Banff.

The Practice has gone through a period of phenomenal change since 2016 when it expanded from a 2 partner Practice with 2,700 patients to its current form. During this period of transformation we have retained our commitment to giving our patients proper attention and time: where 15 minute appointment times are standard, where there is good interdisciplinary team working and we embrace new ways of achieving good quality care.

As a Principal GP you will deliver high quality medical care as part of a diverse professional team.

As part of a small group of Partners, you will have an opportunity to influence and help us shape future delivery models. We meet every week with our Practice Manager to determine our priorities and enable change in the direction we choose.

Successful candidates will have the option to develop specialist interests e.g. minor surgery, ultrasound, dermatology, teaching etc. should this be of interest. Several of our GPs have worked with Aberdeenshire Health and Social Care Partnership to develop 'shire wide' initiatives, so special interests can be developed at cluster or HSCP level. The GMED out-of-hours service can also offer sessions if this is desired.

First and foremost you would be part of the GP community in North Aberdeenshire. It's a great opportunity to work in this fascinating and rural location. As we live one hour from Aberdeen, our patients look for an extended Primary Care service. As well as support from GP colleagues in our Practice, we are part of a cluster of Practices along the northern coastal fringe of Aberdeenshire.

Chapter 3 – General Information about our Practice

We work from a purpose built health centre on the same site as Chalmers Hospital in Banff.

3 GPs, 2 Advanced Nurse practitioners with 2 undergoing training, 1 Clinical Pharmacists, a Practice Nursing team and administration team work together from one site. We employ regular GP locums, and have had Rural Fellow and Career Start GPs attached to our team in the recent past.



Spacious waiting areas

Our community nurse team are co-located in the health centre, and the midwife and health visitors within the community hospital.

Our nursing team have access to excellent facilities and have well equipped treatment rooms.

The community hospital has out-patient clinics, X-ray and ultrasound facilities, a minor injury unit, a minor surgical operating room, and a renal dialysis unit. We have access to 16 GP beds in single rooms. These allow us to manage frail elderly patients who need rehabilitation or palliative care.



Typical Treatment room

The ward also support day case activity e.g. IV therapies (antibiotics, iron, bi-phosphonates), blood transfusions, venesection. We have near patient technology to check biochemistry, cardiac troponin, and D-dimer level.

- We use VISION and DOCMAN
- We have embraced Microsoft Teams and Near Me video-consulting
- We have invested in IT teaching facilities
- We train 4th year medical and Physician Associate students from the University of Aberdeen

First and foremost you would be part of the GP community in North Aberdeenshire. It's a great opportunity to work in this fascinating and rural location. As we live one hour from Aberdeen, our patients look for an extended Primary Care service. As well as support from GP colleagues in our Practice, we are part of a cluster of Practices along the northern coastal fringe of Aberdeenshire.

We encourage GPs to exercise Special Interests: (Dr Smith - Family Planning and sexual health, dermatology and skin surgery, Dementia, Diabetes, student teaching, Dr Wright - Palliative Care). If you have a specialist area you would like to develop – we can work with you to do this.

- The GP Principals are the senior clinical leaders and decision makers within our clinical team.
- We wish to deliver a high standard of patient centred compassionate care, and our challenge is to develop a new and sustainable form of multi-professional practice to deliver that.
- The clinicians delivering the care are supported by a friendly and capable administration team.
- Our premises and facilities are top quality and support best clinical practise.
- The Practice develops as an effective enjoyable learning environment for all staff.

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Situational awareness for reception



Triple screen with Touch Panel set up



Chapter 4 – Main Duties and Responsibilities

The positions we are offering are full time; but we are open to discussion on job share and part time opportunities should this be your preference.

Location:

You will work from Macduff Medical Practice, and have your own consulting room, where you will undertake the majority of your GP work. If you are duty doctor, you will work from the duty area so you are in immediate proximity to the other duty team clinicians, and are accessible to the team.

Provide high quality care to patients:

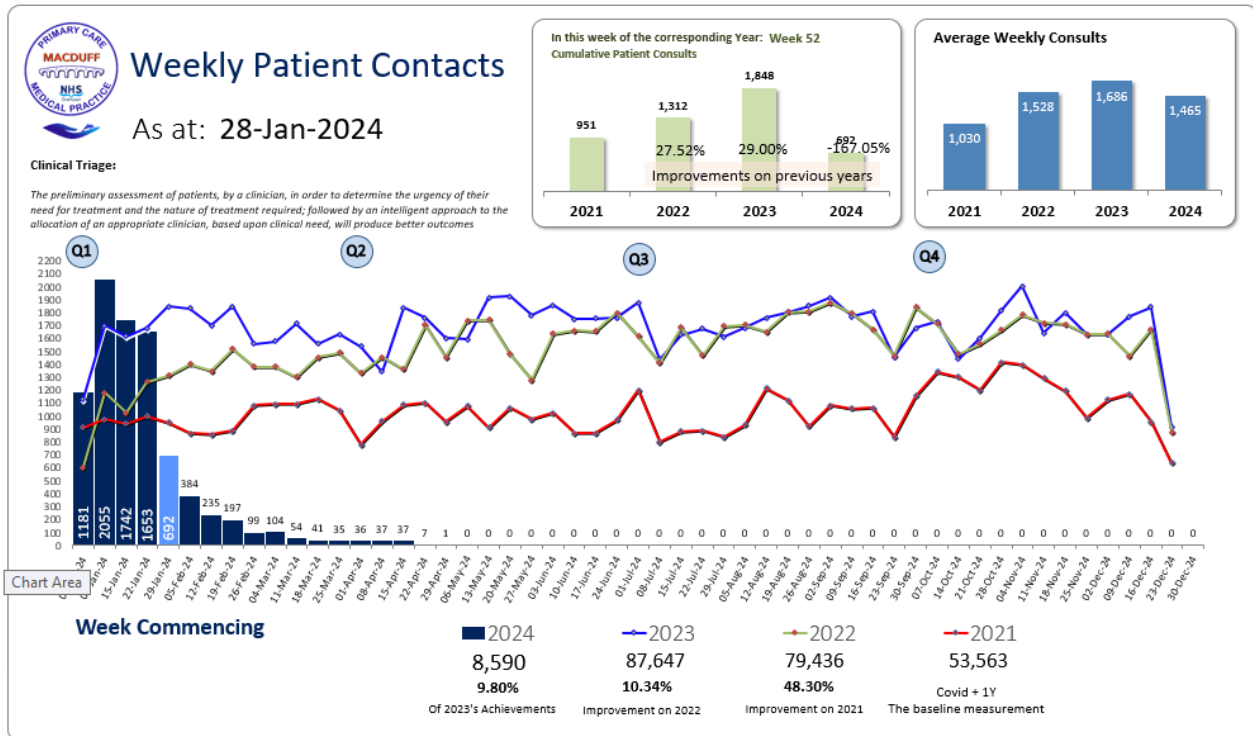
- Maintain GMC GP registration and hold a license to practice.
- Undertake the prevention, diagnosis and treatment of illness, disease, disorders and injury of patients.
- Ensure provision of continuing care, treatment and onward referral of patients, where appropriate.
- Provide a broad range of general medical services and enhanced services to the practice population.
- Provide emergency, preventative and anticipatory care along with the effective management of chronic disease.
- Provide services in the surgery and, where appropriate, in the patient's home.
- Actively participate in the multidisciplinary primary care team and work in co-operation with nursing, allied health and social work professional colleagues to provide a seamless service.
- Keep contemporaneous, accurate and legible records of all patient contacts and contribute to electronic data monitoring and audit as directed by NHS Grampian.
- Prescribe to the patient population in line with NHS Grampian policies and national standards.
- Support colleagues in ensuring Practice cover is available at all times.

Modern technologies

We have fully embraced the O365 concept; and much of operation is conducted using MS Forms, PowerAutomate, and MS Excel in order to provide consistent and auditable document. This also helps with keeping administrative costs to a minimum without the need to pay for third party systems such as eConsult.

Our statistics

Our system of Clinical Triage helps to ensure that the right information is taken in order to provide the triaging clinician the best situational awareness in order to set appropriate standards for the consultation. We have maintained a systematic approach to triaging patient requests since January 2021; and have improved year on year ever since.



Governance:

- Participate in clinical audit, incident reporting and analysis and to ensure resulting actions are implemented.
- Ensure clinical guidelines and protocols are adhered to and updated on a regular basis.
- Keep fully informed about best practise and share that knowledge with colleagues.
- Role model good practise for infection control to all members of the multidisciplinary team.
- Participate in medical audit and other aspects of clinical governance, continuing medical education, appraisal and revalidation procedures
- Subject to the provisions of Terms and Conditions of Service, a requirement to observe the Practice's agreed Policies and Procedures
- Comply with the Practice's Health and Safety policies

Strategy and Business Planning:

- Participate in the clinical and non-clinical objective setting process for the Practice.



Leadership and Team Working:

- Work collaboratively with all members of the team.
- Resolve conflict and difficult situations through negotiation and discussion, involving appropriate parties.
- Work with local managers and professional colleagues in the efficient running of services, and to manage local general practice waiting times and other service delivery targets and guarantees in order to ensure the quality delivery of services.

Special interests and skills

A specialist GP interest is not essential but would be welcomed. It must be practicable to develop this within the clinical environment of the Practice and Grampian

What is a working day like?

A normal day runs from 08:00 – 18:00 and the duty team absorbs most potential for interruption so the doctor's schedule runs smoothly. We work to 15 minute appointments. During this period of Covid working we have maintained that with a mix of telephone and video-consultations, but if we do see patients face to face we have booked 30 minutes per patient for more complex activity. This allows us time to don and doff PPE, and wipe the room down after a consultation.

A duty day is different, and although the day runs from 08:00 – 18:00, the duty doctor has a consulting room which links to the duty team office. The reception team, duty doctor and 2 emergency care practitioners, share the task of determining how best to absorb the demand for immediate care. The majority of house calls and care home contacts are performed by our Emergency Care Practitioners. There is capacity within routine surgeries to absorb most patients who request to be seen the same day. If that capacity is exceeded, then the duty doctor can see some cases. The majority of the duty doctor's tasks are the tasks only a GP can do, or to support the wider team in reaching the right diagnosis or clinical decision.



Normal Day	A typical day for a consulting GP																																																						
<table border="1"> <tr><td>08:00</td><td>CLINICIAN REVIEW AM</td></tr> <tr><td></td><td>*****ADMIN*AM*****</td></tr> <tr><td>08:30</td><td>*****GP*TRIAGE*****</td></tr> <tr><td>09:30</td><td></td></tr> <tr><td>09:31</td><td></td></tr> <tr><td>09:32</td><td></td></tr> <tr><td>09:33</td><td></td></tr> <tr><td>09:34</td><td></td></tr> <tr><td>09:35</td><td></td></tr> <tr><td>09:36</td><td></td></tr> <tr><td>09:37</td><td></td></tr> <tr><td>09:38</td><td></td></tr> <tr><td>09:39</td><td></td></tr> <tr><td>09:40</td><td></td></tr> <tr><td>09:41</td><td></td></tr> <tr><td>09:42</td><td></td></tr> <tr><td>09:43</td><td></td></tr> <tr><td>09:44</td><td></td></tr> <tr><td>09:45</td><td></td></tr> <tr><td>09:46</td><td></td></tr> <tr><td>09:47</td><td></td></tr> <tr><td>09:48</td><td></td></tr> <tr><td>09:49</td><td></td></tr> <tr><td></td><td>LUNCH - GP</td></tr> <tr><td></td><td>*****ADMIN*PM*****</td></tr> <tr><td>13:00</td><td>CLINICIAN REVIEW PM</td></tr> <tr><td>14:00</td><td></td></tr> </table>	08:00	CLINICIAN REVIEW AM		*****ADMIN*AM*****	08:30	*****GP*TRIAGE*****	09:30		09:31		09:32		09:33		09:34		09:35		09:36		09:37		09:38		09:39		09:40		09:41		09:42		09:43		09:44		09:45		09:46		09:47		09:48		09:49			LUNCH - GP		*****ADMIN*PM*****	13:00	CLINICIAN REVIEW PM	14:00		<p>One example of an appointments schedule is shown to the left - effectively allowing for 15 minutes per patient. Since 27 Jun 22 we have adopted a new strategy of Clinical Triage. This involves multiple clinicians taking patients from a pre-determined list from 09:30. Prior to 09:30 the GPs are free to get on with their clinical administration. The genesis of the strategy originates from the concept of eConsult, but is further simplified, and refined in some ways, in order to meet the needs of the Practice.</p> <p>The afternoon session is where you determine what it is you have decided to bring in or deal with from the morning's session.</p> <p>We have found that this strategy is better suited to meeting the demands of our patients whilst ensuring that there is time for dealing with calls, Daybook, Docman, results, dictation, signing letters.</p>
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Duty Day	A typical day for a Duty GP														
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Duty Day	A typical day for a Duty GP
	<p>last anything from 10 – 30 minutes.</p> <p>The Duty GP appointment screen should only be booked by the Duty GP and appointments are on a rolling basis- i.e. when one slot is booked the next slot automatically appears.</p> <p>Duty GP deals with acute cases throughout the day and works closely with the Duty ANP team which are next door. Also liaises with Community Nursing Team.</p> <p>The nursing team will contact the Duty GP to check ECGs, abnormal INR results, and to check any patients they have concerns about during a consultation.</p> <p>Med 3 certificates, death certificates, clinical meetings. Phone calls from specialist colleagues.</p> <p>Signs all prescriptions generated by pharmacy throughout the day and liaise with pharmacotherapy team.</p> <p>Surgery doors close at 6.00 pm.</p>



Chapter 5 – Contractual Information

Type of Contract	<ul style="list-style-type: none">• Substantive Partnership
Grade and Salary	<ul style="list-style-type: none">• Principal General Practitioner• Full share Partner• (After probationary period of 6 months completed satisfactorily)
Hours of Work	<ul style="list-style-type: none">• 8 sessions of 5 hours duration per week, pattern to be agreed
Superannuation	<ul style="list-style-type: none">• Participation in the SPPA scheme would be expected
General Provisions	<ul style="list-style-type: none">• You will be expected to abide by the currently agreed Partnership Agreement
Relocation Expenses	<ul style="list-style-type: none">• Relocation assistance is provided up to £5,000 or at the rate described in the relevant statement of financial entitlement / SFE on page 48: https://www.sehd.scot.nhs.uk/publications/GMS_Statement_of_Financial_Entitlements_2020-21.pdf
Expenses of Candidates for appointment	<ul style="list-style-type: none">• Candidates who wish to visit the Practice may be given assistance with appropriate travelling expenses at the discretion of the Practice.
Tobacco Policy	<ul style="list-style-type: none">• NHS Grampian operates a No Smoking Policy in all premises and grounds.
Disclosure Scotland	<ul style="list-style-type: none">• This post is considered to be in the category of 'Regulated Work' and therefore requires a Disclosure Scotland Protection of Vulnerable Groups Scheme (PVG) Membership.
Confirmation of Eligibility to work in	<ul style="list-style-type: none">• Macduff Medical Practice has a legal obligation to ensure that its employees, both EEA and non EEA nationals, are legally entitled to work in the United Kingdom. Before any



the UK

person can commence employment with us they will need to provide documentation to prove that they are eligible to work in the UK.

- Non EEA nationals will be required to show evidence that either Entry Clearance or Leave to Remain in the UK has been granted for the work which they are applying to do.
- Where an individual is subject to immigration control under no circumstances will they be allowed to commence until right to work in the UK has been verified.

Rehabilitation of Offenders Act 1974

- The rehabilitation of Offenders act 1974 allows people who have been convicted of certain criminal offences to regard their convictions as “spent” after the lapse of a period of years.
- However, due to the nature of work for which you are applying this post is exempt from the provisions of Section 4 of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions Orders 1975 and 1986). Applicants are, therefore, required to disclose information about convictions which for other purposes are ‘spent’ under the provision of the act in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action.
- Any information given will be completely confidential.

Medical Negligence

- It will be a condition that the successful candidate will have membership of a medical defence union. The Practice operates a whole Practice scheme with the Medical Defence Union of Scotland.

Notice

- During the probationary six month period, one month’s notice on either side must be given. The Partnership Agreement will set this out in full.

Principal Base of Work

- The Health Centre, Fife Street, Banff, AB45 1JD (which we rent from NHS Grampian) is the premises from which we operate. We have no branch surgery. We also work within [Chalmers Hospital](#).

Golden Hello

- The Practice (code 31437) is considered a remote and rural practice, so applicants who are eligible can apply for a Golden Hello of £10,000 as set out in appendix D of the current SFE , annex A:
[https://www.sehd.scot.nhs.uk/pca/PCA2019\(M\)13.pdf](https://www.sehd.scot.nhs.uk/pca/PCA2019(M)13.pdf)



Chapter 6 – Working within NHS Grampian

NHS Grampian (<http://www.nhsgrampian.org>) provides healthcare services to the North-East of the country, covering the local government areas administered by Aberdeen, Aberdeenshire and Moray Councils. They employ around 17,000 staff who deliver services to half a million people spread across 3,000 square miles (7,800 square kilometres) of city, town, village and rural communities. They have extremely close links to the University of Aberdeen (with its internationally renowned Medical School and new Dental School) and Robert Gordon University. These close links make NHS Grampian a centre of pioneering medical research in a number of fields.

We are proud of our heritage, proud of our area, history and traditions, and proud of the service we provide to the people of North-East Scotland.

Aberdeen is where most of our hospitals are located. Elgin, in Moray, is the site of [Dr Gray's hospital](#) which is the principal general hospital in the west of Grampian. In addition, there are a further 14 community hospitals, situated in each of the main towns. At NHS Grampian there are thousands of dedicated staff, all striving to provide the highest quality of healthcare, including almost every major medical specialty, to the population of North-East Scotland. NHS Grampian is extremely proud of all of them. People matter at NHS Grampian and they welcome applications from every sector of the community.

We enjoy close links with the University of Aberdeen (<http://www.abdn.ac.uk>) whose Medical School is renowned for preparing its medical students to become doctors.

Hospitals

Chalmers Hospital, based in Banff, is the local community hospital with 16 GP beds.

Aberdeenshire has a network of community hospitals which co-operate to provide a range of intermediate care services. Dr Iain Brooker is currently the medical director of Chalmers. There are similar units in Fraserburgh, Turriff and Huntly. [Fraserburgh has a stroke rehabilitation unit](#), [Turriff](#) provides cardiology assessment (exercise ECG, Holter and echocardiogram), Huntly provides an out-of-hours GMED base. Chalmers has ultrasound, x-ray, and minor surgery and endoscopy facilities. This is not an exhaustive list, but illustrates the collaborative network that exists across Aberdeenshire to provide a range of services closer to our community.

Our main hospital services are provided in Aberdeen, where the acute services share an integrated site at [Foresterhill](#). Mental Health services are based at [Royal Cornhill Hospital](#). This



centre is approximately 1 hour drive from Banff and Macduff. Dr Gray's Hospital is a small district general hospital, 45 minute drive in a westerly direction. We can access radiology services including CT scan there, and our patients value easier access to general surgical services at [Dr Gray's](#).

Our laboratory service is based in Aberdeen, and there is an excellent electronic ordering system for the tests we routinely request. NHS Grampian maintain a shared resource of guidelines available electronically on the intranet pages, which allows us to refer to secondary care efficiently.

Management Structure

NHS Grampian is responsible for both primary and secondary care services and is accountable directly to the [Scottish Government Health Directorate](#).

Primary Care is integrated into the overall structure via the Integrated Joint Board (IJB). The IJB operates through health and social care partnerships for Moray, Aberdeen City and Aberdeenshire.

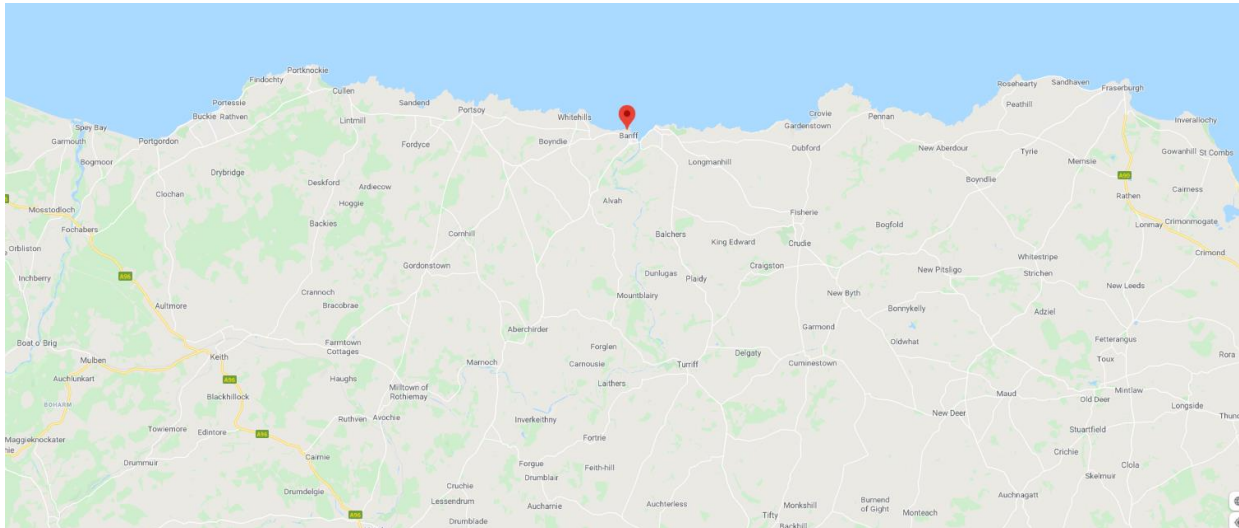
[Aberdeenshire HSCP](#) operates in three divisions covering geographical areas of south, central and North Aberdeenshire. Board philosophy is to involve and work closely with senior clinicians regarding major aspects of health care management and strategy.

Macduff Medical Practice is an independent contractor, operating as a partnership of doctors, within North Aberdeenshire HSCP. Within the Practice, all partners have equal standing, and we reach decisions by agreement.

Chapter 7 – Geography and where to stay for a visit

Travelling to Banff

Banff and Macduff are coastal towns on the Moray Firth on the northern fringe of Aberdeenshire.



A97, A98 and A947 trunk roads pass through the town. Aberdeen Airport lies on the NW edge of Aberdeen on the A947. Regular buses link to Aberdeen, Elgin and Inverness. Flights connect Aberdeen to the UK and Europe. The main rail line from Aberdeen to Inverness passes to the south with railway stations at Huntly or Keith most accessible.

Hotel accommodation



The Knowes Hotel



The County Hotel



Banff Springs Hotel

<https://goo.gl/maps/L6WAsH9cCrVw3Sbw5>