

Appendix A: Job plan.

1. The agreed arrangement of your hours of work is as follows:

| Total average weekly sessions = 5 or 6 Ideally the following | AM | PM |
|--|----------------------------|----------------------------|
| Monday | <i>One surgery session</i> | <i>One Surgery session</i> |
| Tuesday | | |
| Wednesday | <i>One Surgery session</i> | <i>One Surgery session</i> |
| Thursday | | |
| Friday | <i>One surgery session</i> | <i>One surgery session</i> |
| Saturday | | |

Flexibility of the sessions in terms of start / finish times to be mutually agreed between the practitioner and the Partners.

2. On-call - The on-call commitment will be 5 or 6 session per 4 week rota either a.m. or p.m. In the event of absence of a colleague you may be asked to perform additional on call duties.

3. Extended hours - In exceptional circumstances you may be asked to work an extended hours session from 6.30 p.m. to 8.30 p.m. You will be paid at our standard hourly locum rate.

4. Duties - *Manage a Patient list* - You will be responsible, as the "Usual GP", for a caseload of patients with associated paperwork.

Surgeries - times to be mutually agreed. Appointments will be 10 minutes in duration with one block every 2 patients.

Telephone consultations - to be taken in addition to face to face surgeries after the morning session.

Home visits – will be shared equitably with colleagues.

Admin - Paper work/correspondence/results/reports will be completed during contracted hours.

Education - The Practice QUEST afternoon is monthly on a Wednesday. If you choose to attend this session (but do not normally work on this day) you will be paid at your sessional rate– attendance is encouraged. Should the training be less than 4 hours the remaining time will be allocated as paid admin time. This session allows the opportunity for continual professional development. A part of your CPD should involve participation in quality improvement activities such as audit of clinical practice.

Team meetings - To be attended as appropriate.

Mentoring and support - To be provided by colleagues and annual appraisal. You will be allocated a partner mentor at the surgery at the start of your employment. To be involved in the mentoring and support of trainees – as appropriate.

5. Expectations: - You will be expected to adhere to the aim and ethos of the practice at all times, which is to maintain a strong supportive team providing comprehensive and responsive general medical service to our patients. This will mean sharing the workload at busy times and during staff absence. The organisation of the team is always mindful that there is equity between staff when rotas are organised.