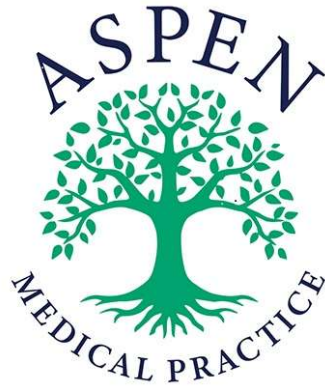




Recruitment Pack



Salaried General Practitioner



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Message from the Practice Manager



I am delighted that you are considering applying for a salaried GP role here at Aspen.

I hope that you find this pack helpful and we look forward to receiving your application.

Aspen Medical Practice was formed from the merger of four practices in 2018 and is now a single large practice looking after about 32000 patients. We have 140 employees who all work together as one multi-disciplinary team trying to provide the best service we can for our patients and their families.

Whilst patient care is key, we also value the wellbeing of our employees and offer free parking, access to the NHS pension scheme, enhanced sickness allowances, monthly protected learning time events, length of service recognition and much more. We listen to our staff via suggestion boxes, surveys and our staff forum and have made several changes in recent years in response to this.

You are welcome to ask questions or come and look around yourself, either before or after an application. Just contact our team at aspen.riskandcompliance@nhs.net.

Best wishes,

Paul Wainman - Practice Manager

OUR Dedicated

VALUES Forward thinking

VALUES People



Key Information

Role : **Salaried General Practitioner**

Application Closing Date : **28th June 2026**

Shortlisting : **w/c 29th June 2026**

Planned Interview Date : **Tuesday 14th July 2026**

Key Points to Note

1. Please take note of our working day requirements listed in the job description and person specification.
2. All longlisting, shortlisting and interview assessment will be performed against the essential and desirable criteria listed on page 13. If you are unable to meet the essential criteria you are unlikely to be successful in your application. Please indicate in your application how you meet these criteria.
3. Should this vacancy attract sufficient interest it may be necessary to close the vacancy at an earlier date. We therefore suggest that you apply at an early stage to avoid disappointment.



Salaried GP Job Description

1. Job Details

Job Title: Salaried General Practitioner (GP)

Contract Type: Permanent

Sessions: 4–8 sessions per week (full-time or part-time)

Working Days: Whilst we have some flexibility regarding working days, for operational reasons the post holder would be required to work:

- Monday and/or Wednesday
 - An extended access (EA) session on either a Saturday (including the hours 08:30-12:00), Friday (including the hours 18:30-20:00) or Thursday (including the hours 18:30-20:00).
-

2. Job Summary

The post-holder will provide high-quality, patient-centred primary care services to the registered population of Aspen Medical Practice in line with the GMS contract, national guidance, and evidence-based practice.

The successful candidate will:

- Deliver comprehensive general medical services to Aspen patients.
 - Manage a varied clinical caseload within a primary care setting.
 - Participate in the practice on-call rota and provide cover when necessary.
 - Contribute to clinical governance, audit, teaching, and practice development activities.
 - Receive protected PLT time in line with the Practice PLT schedule.
-

3. Person specification

Essential Criteria.

Applicants must:

- Hold a recognised medical qualification (MBBS, MBChB, or equivalent).
 - Hold MRCGP qualification.
 - Be fully registered with the GMC and licensed to practise in the UK.
 - Have the right to work in the UK.
 - Be able to offer either evening or Saturday EA sessions as part of the role.
 - Demonstrate excellent clinical, communication, and organisational skills.
-

- Be committed to delivering high-quality, patient-centred care within a multidisciplinary primary care team.

Desirable Criteria

Preference may be given to applicants who:

- Are proficient in the use of SystmOne.
 - Have additional clinical skills or specialist areas of interest that would enhance practice services.
 - Have qualified as a GP Trainer.
-

4. Key Responsibilities

Clinical Duties

The post-holder will:

- Provide routine and urgent GP consultations, including telephone consultations and home visits where required.
- Assess, diagnose, treat, and manage a wide range of acute and chronic conditions.
- Develop and implement patient-centred management plans in line with current clinical guidelines.
- Prescribe safely and appropriately in accordance with local prescribing guidance.
- Maintain accurate and contemporaneous clinical records in line with GMC Good Medical Practice.
- Process prescriptions, clinical correspondence, test results, and associated paperwork in a timely manner in line with Practice administration guidelines.
- Refer patients appropriately to secondary care and community services.
- Support preventative healthcare, health promotion, and chronic disease management.
- Participate in care home and nursing home support where required.
- Supervise and support members of the multidisciplinary team including, but not limited to, nurses, pharmacists, non-clinical team members.
- Participate in on-call duties in accordance with the Salaried GP Job Plan.

Governance and Practice Responsibilities

The post-holder will:

- Participate in clinical audit, quality improvement, and continuing professional development activities.
- Remain up to date with mandatory training requirements.
- Attend practice meetings and protected learning sessions.

- Comply with all practice policies relating to confidentiality, safeguarding, information governance, prescribing, and health and safety.
 - Contribute positively to team working and wider practice development.
 - Participate in annual appraisal and revalidation requirements.
-

5. Confidentiality

The post-holder will maintain strict confidentiality regarding patients, staff, and practice business in accordance with practice policies, GDPR, and professional guidance.

6. Health & Safety

The post-holder will:

- Comply with practice health and safety and infection prevention policies.
 - Identify and appropriately manage risks within the workplace in line with Practice policies.
-

7. Equality, Diversity and Inclusion

The post-holder will:

- Support equality, diversity, and inclusion in all aspects of the role.
 - Treat patients, carers, and colleagues with dignity, respect, and professionalism at all times.
-

8. General

This job description is intended as a guide to the main responsibilities of the role and may be amended following discussion with the post-holder to meet the needs of the practice.



SALARIED GP – EXAMPLE JOB PLAN

Name: _____

Job Title: _____

Practice / PCN: _____

Contract type: _____

Start date: _____ Review date: _____

Number of sessions per week: _____

Working pattern (days/times): _____

(Specify exact working days, start/finish times if relevant, and whether breaks are protected.)

1. Role Purpose

The postholder is employed as a **Salaried GP** within the multidisciplinary primary care team. They will provide high-quality clinical care to the registered patient population, including acute, urgent, chronic disease and palliative care management, while working collaboratively with clinical and non-clinical colleagues.

2. Core Clinical Duties

- Face-to-face consultations
- Telephone / online / triage consultations
- Referrals and follow-up of referrals
- Follow-up and Continuity of Care of patients you have seen at least for the current episode of presentation
- Prescribing and medicines management
- Duty and Navigations doctor sessions
- Home visits (*if required*)
- *Non-GMS sessions**
- *Care home sessions**
- *Learning Disability sessions**
- *Skin sessions**
- *Minor op sessions**
- *Contraceptive clinic sessions**
- *Diabetes clinic sessions**

3. Workflow & Administrative Duties

To be completed as part of clinic sessions:

- Action pathology results
- Review documents and correspondence
- Sign repeat prescriptions
- Respond to patient queries/tasks
- Complete notes contemporaneously to legal standard

Admin time allocation per session: 1 hour 10mins

4. Clinic sessions

GPs are put on the rota for the various following

- 1) Face-to-face clinic
- 2) Visiting doctor
- 3) Duty doctor
- 4) Navigation doctor
- 5) Non-GMS doctor*
- 6) Enhanced Access doctor*

Face-to-face clinic templates

F2F GP (am)		F2F GP (pm)	
08:30	Routine appt		Sick note request
08:45	Routine appt		Sick note request
09:00	Routine appt		Follow up Tel call BLOCKED
09:15	Catch-up BLOCKED		Follow up Tel call BLOCKED
09:30	Routine appt		Follow up Tel call BLOCKED
09:45	Routine appt		Follow up Tel call BLOCKED
10:00	ADMIN TIME (BLOCKED)	14:00	Routine appt
10:15	ADMIN TIME (BLOCKED)	14:15	Routine appt
10:30	ADMIN TIME (BLOCKED)	14:30	Routine appt
10:45	Emergency Appt BLOCKED	14:45	Catch-up BLOCKED
11:00	Emergency Appt BLOCKED	15:00	Routine appt
11:15	Catch-up BLOCKED	15:15	Routine appt
11:30	Emergency Appt BLOCKED	15:30	ADMIN TIME (BLOCKED)
11:45	Emergency Appt BLOCKED	15:45	ADMIN TIME (BLOCKED)
12:00	Emergency Appt BLOCKED	16:00	ADMIN TIME (BLOCKED)
	Sick note request	16:15	Emergency Appt BLOCKED
	Sick note request	16:30	Emergency Appt BLOCKED
	Follow up Tel call BLOCKED	16:45	Catch-up BLOCKED
	Follow up Tel call BLOCKED	17:00	Emergency Appt BLOCKED
	Follow up Tel call BLOCKED	17:15	Emergency Appt BLOCKED
	Follow up Tel call BLOCKED	17:30	Emergency Appt BLOCKED

- Each **Face-to-face session** comprises:
 - **10 face-to-face appointments** of 15 minutes duration (total of 2 hours 30mins)
 - **4 Follow-up telephone calls** which are blocked (total of 30mins)– this is for GPs to call back any patients needing follow-up. Patients seen recently by the GP requesting follow-up for the same problem can also be booked into these slots. New work should not find it's way into this slot and you will be asked to pass this back to Reception if this happens.
 - In each clinic session of 4 hours and 10mins – 2 hours 30mins is allocated to face-to-face consultations, 30mins is allocated for the follow-up telephone calls which then leaves 1 hour 10mins for **administration work** which includes 2 sick note slots.
 - The red emergency blocked slots are protected for Reception or duty team to use. If GPs need to bring back a patient urgently on the day, please discuss with Duty or Navigation doctor on the day.
 - GPs can book any follow-ups that require face-to-face follow-up into the purple routine slots but it is expected that most follow-ups can be done over the phone which is what the green telephone follow-up slots are for,
 - Start times for most GPs is 08:30 but 09:30 start is possible for doctors who require a later start.
 - Clinics could be at Aspen Centre, Saintbridge Surgery or Tuffley Surgery. Tuffley Surgery is only open on Tuesdays and Thursdays with only routine appointments.
- **Duty and Navigation doctor sessions**
 - Duty Doctor, Navigation Doctor and Visiting Doctor all sit together in the Duty Hub.
 - The job involves, triaging all home visit requests, supporting Reception with navigating patients to the most appropriate clinician, signing off prescriptions, supporting Allied Health Professionals and Trainees with clinical queries, speaking to Paramedics/District Nurses etc.
 - There are no booked patients to see when doing Duty or Navigation doctor duties.
 - Morning duty session is from 08:00 to 13:15 and afternoon duty session is from 13:15 to 18:30. One of the duty doctors may have to stay back until 18:45 if Econsults and Telephone calls have not been cleared.
- **Visiting doctor session** comprises:
 - Visiting patients only and all visits are triaged by the Duty Doctor.
 - 2 sick note slots.
 - 4 Follow-up telephone
 - When Visiting doctor is not on the road, he/she can also support the Duty team with triaging visit requests.
- **Non-GMS session** comprises of visiting Great Western Court (reablement unit) and Charlton Lane (Old Age Psychiatry hospital) to provide GP services. Each day, one doctor assigned to cover this instead of doing usual face-to-face session.
- **Enhanced Access session** is a later session starting from about 4pm and finishing at 8pm.
 - Each day a GP is assigned to do EA and will start their morning clinic at 10am (EA GP will work from 10am to 8pm instead of 8:30am to 6:30pm).

5. Palliative care patients

- Looking after palliative care patients is one of the most important roles for GPs. Each palliative care patient is assigned a First GP and a Second GP.
 - First GPs are expected to make contact with their palliative care patients initially to establish contact. Follow-up appointments can be booked into routine face-to-face slots (as most of them will be able to come to the surgery (at least in the early stages) as well as in the green telephone follow-up slots.
 - To ensure continuity of care, if palliative patient calls in, it would be expected that the call should go first to the First GP and if he/she is not working, then it should go to the Second GP and if both GPs are not present, then default is the Duty team.
 - As GPs do not have regular lunchtime visits, any routine palliative care visits are to be done in the lunch break.
 - Any urgent visits are passed onto the Duty/Visiting team.
-

6. Meetings & MDT Participation

- MDT / frailty & palliative / complex case meetings (*optional*)
 - Safeguarding meetings (*optional*)
 - Monthly PLT whole-practice meetings which alternate on Wednesday and Thursday afternoons each month at present (*Compulsory if falls on working day as time blocked out. GPs whose non-working day it is are asked to at least watch the video recording in own study time. Basic Life Support Training is held at PLT once a year and all GPs are required to attend this in person at least once every 2 years and to complete online BLS if not attended face-to-face training that year*).
-

7. Special Interests / Additional Roles

(Select those that apply)

- Minor surgery
 - Contraception – Coil and Implant fitting clinic
 - Diabetes clinics
 - Dermatology
 - Training / supervision / teaching
 - No additional roles
-

8. Protected Professional Time

- Induction at the start of job is over 2 weeks
 - For all new starter GPs, we expect that all mandatory training is completed in the first 2 weeks of induction – this will be necessary to pass probation.
 - Annual Appraisal – GPs are allocated 1 session per year for annual appraisal
-

9. Governance & Obligations

GPs are expected to participate in the following:

- Completion and keeping up to date of mandatory training (this can be done as part of your allocated study leave)
 - Significant event and complaint reviews (*if relevant to case*)
 - Adherence to practice/PCN policies and prescribing guidelines
 - Safeguarding compliance
 - Audits and Quality Improvement Projects (*optional*)
-

10. Leave Entitlement and booking of leave

- Annual leave entitlement: 6 weeks per year
 - Study leave entitlement: 1 week per year
 - GPs are expected follow the Leave Cloud Rules.
 - As rotas are prepared 7 weeks in advance, GPs should request leave at least 8 weeks in advance via the Practice Index Hub after discussion with the other members of their leave cloud.
-

11. Sign-off

Salaried GP _____ (Signature / Date)

GP Partner / Clinical Lead _____ (Signature / Date)

Practice / PCN Manager _____ (Signature / Date)



Person Specification

Salaried GP

Key: A = Application I = Interview R = References E = Essential D=Desirable

Attribute	Essential (E) Desirable (D)		Assessed A, I, R
	E	D	
Qualifications			
Fully registered with the GMC and licensed to practice in the UK	E		A, R
Hold a recognised medical qualification (MBBS, MBChB or equivalent)	E		A, R
Hold MRCGP or equivalent	E		A, R
Have the right to work in the UK	E		A, R
Qualified GP trainer, educational or clinical supervisor		D	A, I, R
Work related Experience			
Experience of working with TPP SystemOne		D	A, I
Additional clinical skills or specialist areas of interest that would enhance practice services		D	A, I
Other Experience and Skills			
Able to offer either evening or Saturday extended access sessions as part of the role	E		A, I
Demonstrate excellent clinical, communication and organisational skills	E		I
Be committed to delivering high-quality, patient-centred care within a multidisciplinary primary care team	E		I