



Recruitment Pack



Salaries 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.

We are one of the largest GP practices in Gloucestershire, caring for approximately 32,000 patients with the support of over 140 colleagues working across a broad multidisciplinary team. This scale allows us to invest in services, people and systems that support both excellent patient care and a sustainable working environment for clinicians.

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.

We recognise that choosing the right practice is one of the most important career decisions a GP can make. We are committed to creating an environment where clinicians can focus on delivering excellent patient care while feeling supported, valued and able to maintain a healthy work-life balance.

As a large, forward-thinking practice, we have invested heavily in our multidisciplinary workforce, digital systems and support structures to ensure that GPs can work efficiently and sustainably. We value continuity of care, teamwork and professional development, and we welcome applicants who want to help shape the future of primary care.

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

O
U
R Dedicated

V
A Forward thinking

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S People



Why Join Aspen Medical Practice?

- One of the largest GP practices in Gloucestershire, caring for approximately 32,000 patients across multiple sites.
- Large and experienced multidisciplinary team including pharmacists, paramedics, care coordinators, social prescribers, nursing teams and mental health practitioners.
- Protected learning time programme.
- Dedicated administrative support structures designed to minimise unnecessary GP administration and maximise clinical time.
- 15-minute appointments and protected admin time during sessions.
- Opportunities to develop specialist interests.
- Supportive and experienced GP and leadership team.
- Training Practice with encouragement and support for teaching, supervision and GP training.
- Flexible working arrangements supported wherever possible while maintaining service continuity
- Established systems designed to promote continuity of care.
- Choice of BMA model salaried GP contract or enhanced Aspen contract with higher remuneration.



Key Information

Role : **Salaried General Practitioner**

Application Closing Date : 18th September 2026

Shortlisting : w/c 21st September 2026

Planned Interview Date : 29th September 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: We aim to be flexible regarding session allocation and working patterns. To support patient demand and team continuity, we are particularly interested in candidates able to work on Mondays and/or Wednesdays and to participate in our extended access service.

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 duty doctor rota within a supportive multidisciplinary team structure, with clear processes in place to ensure safe and manageable workload distribution.
 - Contribute to clinical governance, audit, teaching, and practice development activities.
 - Receive protected PLT time in line with the Practice PLT schedule.
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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.
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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.
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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.
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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

1. Role Overview

As a Salaried GP at Aspen Medical Practice, you will join a supportive and experienced multidisciplinary team caring for approximately 32,000 patients across multiple sites in Gloucester.

We aim to provide high-quality, patient-centred care while maintaining a sustainable and rewarding working environment for clinicians. Our job plans include protected administration time, structured duty systems, continuity-based care and opportunities to develop individual clinical interests.

We recognise that every GP brings unique strengths to the practice and we encourage the development of specialist interests, teaching activities, quality improvement work and leadership roles where desired.

2. Managing Workload Safely

Aspen is committed to delivering safe and sustainable general practice. Appointment templates, protected administration time, multidisciplinary team support and clear duty systems are designed to help clinicians manage workload effectively while maintaining high-quality patient care.

3. Core Clinical Duties include

- 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 navigation 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**
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4. Workflow & Administrative Duties

Each clinical session includes 1 hour 10 minutes of protected administration time, allowing completion of results, correspondence, prescriptions and patient-related administration within the working day.

5. Clinic sessions

GPs are rotaed for the following types of clinical sessions

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

As example face-to-face clinical template is as follows:

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 clinic session** usually comprises:
 - **10 face-to-face appointments** of 15 minutes duration (total of 2 hours 30mins)

- **4 dedicated follow-up telephone slots** which are protected to allow GPs to provide continuity of care and follow-up patients they have recently reviewed.
- **1 hour 10mins** for **administration work** which includes 2 sick note slots to manage med3 requests.
- Start times of 08:30 although a 09:30 start is possible for doctors if needed
- 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, Navigation and Visiting Doctors work collaboratively within a shared Duty Hub environment, ensuring peer support is readily available throughout the session.
These sessions involve clinical triage, support of the wider MDT, prescription authorisation and urgent patient care, with no routine booked surgery commitments during the session.
- **Visiting doctor sessions** usually include:
 - No routine face to face appointments in the surgery, with the focus being the completion of home visits triaged by the duty doctor
 - Two sick note slots and four follow-up telephone slots at the beginning of sessions (i.e. before home visits are requested)
 - Assisting the duty team if time allows (such as when visiting volume is low)
- **Non-GMS sessions** currently comprise of visiting Charlton Lane (Old Age Psychiatry hospital) to provide GP services. These sessions happen throughout the week and are carried out by (small) subset of our GPs
- **Enhanced Access sessions** operate through an adjusted working pattern, allowing clinicians to start later in the day and work through to the evening clinic.

6. Palliative care patients

We place a strong emphasis on continuity of care wherever possible, enabling GPs to build meaningful relationships with patients and follow presentations through to resolution. Wherever possible, patients are allocated named GPs to promote relationship-based care and consistency of clinical decision-making.

Routine home visits are minimised wherever clinically appropriate and are supported through the practice's visiting arrangements. Palliative care visits are planned collaboratively to maintain continuity while supporting efficient workload management.

7. Meetings & MDT Participation

- MDT / frailty & palliative / complex case and safeguarding meetings occur monthly and are optional
- Monthly protected whole-practice meetings (PLTs) usually alternate on Wednesday and Thursday afternoons each month. Time is blocked out during the working day to attend these with the sessions videoed so staff unable to attend can watch them back

8. Special Interests / Additional Roles

Special Interests and additional roles are encouraged and could include

- Minor surgery

- Contraception – Coil and Implant fitting clinic
 - Diabetes clinics
 - Dermatology
 - Training / supervision / teaching
 - No additional roles
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9. Protected Professional Time

- A structured induction programme of at least two weeks is provided, enabling new GPs to become familiar with colleagues, systems and workflows while building confidence in local processes.
 - GPs are allocated one session per year for their annual appraisal and also have protected time for an internal practice appraisal
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10. Governance & Obligations

GPs are encouraged (and 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

We use Microsoft teams in a proactive way with dedicated channels for practice and clinical announcements and discussion.

11. Leave Entitlement and booking of leave

- New starters are offered the opportunity to accept the BMA model contract for salaried GPs or a 'tweaked' Aspen contract (remunerated at a higher rate compared to the model contract).
- Salaried GPs following our usual Aspen contract have six weeks of annual leave (booked following leave cloud rules) and a week of study leave



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