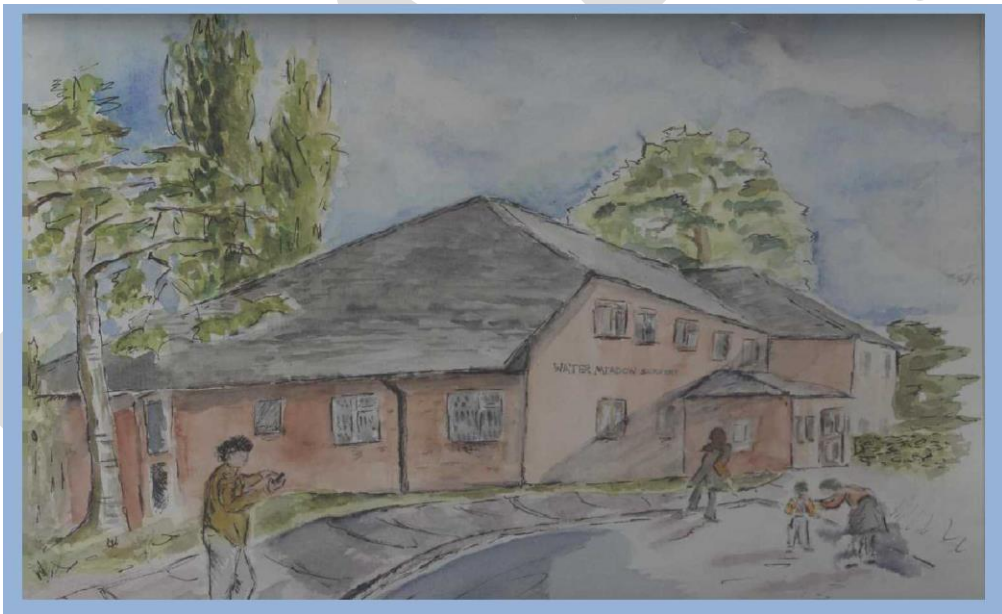




Water Meadow Surgery

# GP Vacancy Information Pack



Water Meadow Surgery  
31a Red Lion Street  
Chesham  
HP5 1ET  
Tel: 01494 774543

[www.watermeadowsurgery.co.uk](http://www.watermeadowsurgery.co.uk)

## Introduction

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Water Meadow Surgery is a well-established thriving teaching practice (2 trainers) looking for doctors who are motivated, independent, and interested in providing high-quality clinical services to a varied population as part of our friendly team to support 1 full-time and 5 part-time partners (5 wte) and 5 part-time salaried doctors serving 13,500 patients.

In addition, we have a clinical pharmacist (30 hours), a first contact practitioner (4 sessions) a paramedic (8 sessions) and a physician assistant (6 sessions)

Water Meadow Surgery is in the leafy Chilterns, an AONB, at the end of the Metropolitan Line into Central London. We are also close to the Chiltern Line (Amersham 3 miles), direct to Marylebone.

We are a high-achieving QOF (97%) practice, and we have been CQC inspected and classified as **Good** ● across all areas and domains.

## Our Vision

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Our vision is to be an outstanding practice.

## Our mission

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Our mission is to provide the care and service that we would like to receive if we were patients. Everyone in our team is committed to the care of our patients. We will always do our best to provide our patients with the care they need. If we cannot provide that care, we will refer to where the care is available, and if that care is at a hospital, we will offer the choice of where the patient wants to go. We desire to be the best practice we can, and we are always looking at ways we can improve our service. We aim to be courteous, caring, and respectful: We ask that our patients offer us the same.

## Premises

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The practice is in the purpose-built two-storey health accommodation built in 1995 close to the town centre, just off Red Lion Street.

The ground floor of the premises consists of the reception and six GP consulting rooms and three nurse rooms as well as the pharmacy.

The first floor is split into two distinct areas. The first houses four further consulting rooms and an upstairs waiting room plus an office, medical records storage and a small storeroom. The second area has offices for the practice manager, assistant practice manager, secretaries, a general office, a storeroom and a large meeting room.

The premises also house a local pharmacy (Garlick's Chemist).

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## THE PRACTICE TEAM

### Doctors

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#### Partners

- Dr Fiona Neale Mondays, Tuesdays (am) and Thursdays
- Dr Alexandra Murray Mondays, Wednesdays & Thursday (am) and Fridays all day.
- Dr Helen Barnett Tuesdays, Wednesdays (am) and Fridays
- Dr Pippa Roberts Mondays (am) Wednesdays and Fridays
- Dr Zareena Hyder Tuesdays and Wednesdays
- Dr Waseem Kayani Mondays, Tuesdays, Wednesdays, and Thursdays

#### Salaried

- Dr Lucy Young Mondays (am) Thursdays and Fridays
- Dr Anna Milward Mondays, Tuesdays(am) and Thursdays
- DR Vidath Premaratne Tuesday, Wednesdays (pm) and Thursdays
- Dr Lucy Harris Mondays and Fridays
- Dr Minal Patel Wednesdays and Fridays
- Dr Charlotte Copas Monday pm & Tuesday pm

### Nurses

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- Nurse Louise (2½ days)
- Nurse Susan (1½ days)
- Nurse Associate Naseem (4 days)
- Nurse Associate Jane (3½ days)
- Phlebotomist Sumita 3 sessions

### Additional Clinical staff

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- Clinical Pharmacist 3 days
- First Contact Physio 2 days
- Paramedic 4 days
- Physician Associate 3 days

### Administration

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- Practice Manager Steve Benjamin
- Assistant Practice Manager Carolynne Hinkins
- Operations Manager Jackie Morgan
- Care Coordinator Sarah
- Clinical coder Ivy
- Admin Lynn & Zainia
- Prescription Clerk Aimee
- Referrals Sandra Adams & Claire
- Patient Services Melanie, Claire, Abigail. Billie, Sarah & Robina

## JOB SUMMARY

### Permanent Position

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- 4 sessions
  - Tuesdays all day
  - Fridays all day

### Normal surgery times

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#### Morning – 15 appointment slots

- 8.30 - 10.40
- 10.40 - 11.00 GP break to meet every day.
- 11.00 - 11.40

#### Lunchtime:

- one or two home visits (max)
- Paperwork and tasks, and telephone calls

#### Afternoon – 11 appointment slots

- 15.30 - 17.30

### Job summary:

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#### Key Clinical Responsibilities:

The post-holder will practice following accepted good medical practice and the various clinical policies of the service. The key clinical responsibilities include:

- Undertaking a variety of duties including surgery consultations, telephone consultations and queries, visiting patients at home,
- Undertake administrative duties including checking and signing repeat prescriptions and dealing with queries, paperwork, and correspondence in a timely fashion.
- Per the practice timetable, (as agreed), take part in the duty doctor sessions.
- Make professional, autonomous decisions concerning presenting problems.
- Assess the health needs of patients with undifferentiated and undiagnosed problems.
- Screen patients for disease risk factors and early signs of illness.
- Contribute to QOF requirements and recording data appropriately.
- In consultation with patients and in line with current practice disease management protocols, developing care plans for health-related illnesses.
- Screen patients for health education.
- Admit and discharge patients to and from the caseload and referring to other care providers as appropriate.
- Record clear and contemporaneous consultation notes to agreed standards.
- Collect data for audit purposes and contributing to the Practice audit programme as required.

- Compile and issue computer-generated acute and repeat prescriptions (avoiding hand-written prescriptions whenever possible)
- Prescribe under the accepted prescribing formulary (or generically) whenever this is clinically appropriate.
- Take responsibility for some aspects of the clinical work within the team, for example: keeping clinical protocols up to date.

In general, the post holder will be expected to undertake all the normal duties and responsibilities associated with a GP working within primary care, as set by the Royal College of General Practitioners, General Medical Council, all other Royal colleges, and councils applicable to the staff within the practice, Department of Health, Primary Care Trusts, and all other regulatory and standard-setting organisations.

### **Quality:**

The post-holder will strive to maintain quality within the practice, and will:

- Alert other team members to issues of quality and risk.
- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance and service expansion.
- Work effectively with individuals in other agencies to meet patient needs.
- Effectively manage own time, workload, and resources
- Prescribe safe and effective medicines management which conforms to:
  - NICE guidance and NHSE directives
  - Good Prescribing Practice as defined by British National Formulary (BNF)
  - Operate safe management and regular review for all patients receiving repeat prescription.
  - Controlled Drugs legislation
  - Shared protocols agreed between the CCG and other NHS providers.
  - Locally specified Patient Group Directions
- Work effectively so as not to exceed the Practice prescribing budget.
- Comply with prescribing targets set by the CCG Medicines Management Team
- Ensure that referrals are made for patients to see other medical service providers, ensuring that adequate information is given to personnel to whom the patient has been referred for a proper assessment to be made.
- Be supportive of any complaints policy and procedure to ensure proper investigation and appropriate follow-up action in the event of a complaining being made about any aspect of the service provided or any personal provider of the service.

### **Other Responsibilities within the Organisation:**

- Contributing to service development and implementation of contract
- Awareness of and compliance with all relevant WMS policies/guidelines/procedures, e.g., prescribing, child protection, confidentiality, data protection, health, and safety, etc.

- A commitment to life-long learning and audit to ensure evidence-based best practice.
- Contributing to individual case discussions at clinical meetings
- Contributing to the organisational development of the Practice by contributing to the development of ideas, strategies and policies which will promote efficiency and well-being of the practice.
- Contributing to evaluation /audit and clinical standard setting with the organisation
- Contributing to the development of computer-based patient records
- Contributing to the summarising of patient records and Read-coding patient data.
- Attending training events organised by the practice and the CCG, where appropriate
- Attending team meetings and other meetings as may be necessary.

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**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
Eligible to practice independently as a GP in the UK	✓	
Full GMC registration with GP registration	✓	
Entry onto the medical performers list	✓	
MRCGP		✓
<b>Experience</b>		
Experience of working within UK primary care as a GP	✓	
<b>Knowledge/skills</b>		
Excellent communication skills	✓	
General understanding of the GMS contract	✓	
General understanding of QOF	✓	
General understanding of clinical computer system	✓	
Experience of using SystmOne		✓
Experience of using voice recognition software		✓
Word processing		✓
Spreadsheet applications		✓
<b>Qualities/attributes</b>		
Understanding, acceptance, and adherence to the need for strict confidentiality	✓	
Ability to use own judgement, resourcefulness, common sense, and initiative	✓	
Ability to work without direct supervision and determine own workload priorities	✓	
Ability to work as part of an integrated multi-skilled team	✓	
Pleasant and articulate	✓	
Forward thinking	✓	
Able to work under pressure	✓	
<b>Other</b>		
Member of a recognised defence union	✓	
CRB/DPS certificate	✓	
Hep B certificate	✓	
Car driver/clean driving licence	✓	

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Water Meadow Surgery

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**DRAFT SAMPLE**  
Contract of Employment

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## Contract of Employment for a Salaried Doctor

### Parties

1. This contract is between  
**Water Meadow Surgery** and?

### Contract of employment

2. This contract sets out the terms and conditions of your employment and includes the particulars of your employment, which are required to be given to you under the Employment Rights Act 1996.
3. You are employed by Water Meadow Surgery as a salaried general practitioner.
4. You are required to comply with any applicable conditions of the National Health Service Regulations.
5. You are required to comply with the written rules and procedures of Water Meadow Surgery and any amendments, which will be notified to you in writing.
6. This clause is subject to the terms of notice in the "Notice" provisions below.

### Duration of contract

- a. 6 months.

This clause is subject to the terms of notice in the "Notice" provisions below.

### Probationary period

7. There will be a **six-month probationary period (notice period see section 61)**
8. On commencement of employment, you will be given an appropriate induction, which will include the matters in Appendix B.

### Registration

9. At all times, you must be:
  - a. a fully registered medical practitioner; and
  - b. registered on a Medical Performers List.

### Sessions of work

10. Your planned routine surgery sessions will be? as follows.

	<b>AM – 15 appointments</b>	<b>PM – 11 appointments</b>
<b>?</b>	08.30 – 10.30 11:00 – 11:30	15:30–17:30

These are the specific clinic times for appointments.

In addition to appointments, you will be expected to undertake the full duties normally undertaken by a general medical practitioner, including administrative work, visits to see housebound patients, on call duties (in rota)

11. This position does not prevent you from working as a locum either within or outside the practice. Outside work must not conflict with your employment obligations to the practice.

### **Contractual duties**

12. Your duties include:

- a. those contained in Appendix C.
- b. providing general medical services to patients.
- c. such other duties as reasonably delegated to you by the practice that is required of the practice in providing services under the GMS Regulations.

13. The duties contained in Appendix C may be changed by written agreement, which agreement will not be unreasonably withheld.

### **Records**

14. You are required to keep:

- a. full and proper records of all attendances with patients; and
- b. any other records as required by NHS legislation or required by the Practice.

### **Confidentiality**

15. You must strictly adhere to the applicable GMC Guidance on patient confidentiality.

16. You must not use or disclose confidential information about the practice's patients or its business other than as expressly authorised by the practice as a necessary part of the performance of your duties or as required by law.

17. Confidential information about the practice's business includes (without limitation): business plans; forecasts; information related to research, future strategy, or any other sensitive financial information concerning the affairs of the practice or its partners.

18. The duty of confidentiality continues in perpetuity.

### **Remuneration**

19. You will be paid **£13,000 per session per annum** i.e., **£52,000 per annum** for the period of the contract. This will be paid monthly in arrears by credit transfer, on or before the last day of the month.

20. In addition, employers' pension will be added at 20%.

21. Employees' pension will be deducted through PAYE.

22. Tax and national insurance will be deducted through PAYE.

### **Professional expenses**

23. You will be responsible for your own professional expenses, e.g., defence union.

### **Retention of fees**

24. You may only charge fees for the services you provide arising out of your duties as set out in the General Medical Services (GMS) Regulations.

25. You may not charge fees for issuing certificates listed in Schedule 9 of the GMS regulations.

26. You must provide the following certificates free of charge, where they are for initial claims and short reports or statements further to certificates, but not for work in connection with appeals and subsequent reviews:
- certificates for patients claiming for income support, sickness, and disability benefits, including incapacity, statutory sick pay, disability living allowance and attendance allowance.
27. Subject to any other legal requirements that may apply, you may keep any specific or pecuniary legacy or gift of a specific chattel made to you as your personal property.

### Clinical audit/clinical governance

28. You will be required to participate in clinical audit and to be involved with clinical governance issues within the practice. These duties will be carried out during your sessions of work.
29. The practice will provide you with copies of all local PCT policies and procedures, notices of local educational meetings and professional compendia, for example, the BNF and MIMS.

### Publications, lectures etc

30. You do not require the consent of the practice to publish books and articles etc, deliver lectures and speak, including on matters arising out of your NHS service, provided:
- a. you do not purport to represent the practice or any of the partners' views; and
  - b. the work is not undertaken during your sessions of work, in which case, you must obtain the prior written consent of the practice.
31. If you give a lecture on a professional subject for which a fee is payable, the fee will be payable to:
- a. the practice if the lecture is given in or substantially in your sessions of work; or
  - b. you, if the lecture is given outside of your sessions of work.

### Practice meetings.

32. You are invited to attend and participate in regular practice meetings, including meetings related to educational and clinical governance and you may be invited to attend meetings on practice business matters. You will be given reasonable notice of such meetings.

### Annual and Study Leave

33. You are nominally entitled to the following paid leave each **calendar year**:
- a. **6 weeks annual**; and
  - b. **one week study**
34. The actual annual leave entitlement is x days per year **including public holidays**.
35. The paid leave must be taken within the contract period unless agreed otherwise in writing with the Practice.
36. You may take annual leave on reasonable notice by agreement with the practice manager, which agreement will not be unreasonably withheld.

### Absence from work

37. If you are absent from work without notice (e.g., because of sickness), you should telephone the practice manager as soon as possible on the first day of such absence.

38. If an absence due to sickness continues for more than three calendar days, you must submit a self-certification form to the practice manager before the end of the seventh day.
39. If an absence due to sickness continues for more than one week, you must submit a doctor's certificate.
40. If you fail to provide the appropriate sickness documentation, the practice may withhold your sick pay.
41. If, while on annual leave you are ill for more than seven days, on production of a doctor's certificate, the balance of your annual leave will be suspended, and you will be entitled to sick leave.

### **Sickness pay.**

42. You will be entitled to paid sick leave in accordance with the following scale:
  - during the first year of service: one month's full pay and (after completing four months' service) two months' half pay.
  - during the second year of service: two months' full pay and two months' half pay.
  - during the third year of service: four months' full pay and four months' half pay.
  - during the fourth and fifth years of service: five months' full pay and five months' half pay.
  - after completing five years of service: six months' full pay and six months' half pay

### **Special leave for domestic, personal, and family reasons**

43. During the period of this contract, you will be entitled to **2 days** paid special leave which can be used for unexpected domestic situations such as bereavement, illness of a dependent or close relative, breakdown in care arrangements of a dependent or to deal with an incident related to a dependent requiring your attention. This is in addition to your statutory entitlement to reasonable unpaid time off to care for dependants in specified circumstances. Unused paid special leave may not be carried over to the following year.

### **Maternity/paternity/adoption/parental leave**

44. Subject to the "Continuity of Service" provisions in this contract, the provisions contained in the Whitley Council Handbook on maternity, paternity, adoption, and parental leave will apply. In the absence of any provisions in the Whitley Council handbook, statutory rights will apply.

### **Professional registration and medical indemnity**

45. At all times during your employment and at your own expense, you must have:
  - a. full registration with the General Medical Council; and
  - b. membership with a recognised medical defence organisation commensurate with your professional duties.
46. You must provide the Practice with written confirmation of your registration and membership.

### **Convictions/offences**

47. This employment is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Therefore, you are not entitled to withhold information requested by the Practice about any previous convictions you may have, even if in other circumstances these would be regarded

as 'spent' under the Act. You must provide the Practice with information about any previous convictions (excluding minor traffic offences) you may have before commencing employment. During the period of your employment, you must also immediately disclose to the Practice if you are subject to any criminal or traffic investigations, charges, or convictions (excluding minor traffic offences). Failing to provide the required information under this clause is gross misconduct and may result in your dismissal.

### **Use of Practice facilities**

48. The practice will provide you with the use of the following equipment in good working order at the surgery premises:
- a. Medical and other equipment, apparatus, instruments and implements customarily used in the exercise of the profession of medicine.
  - b. Furniture and things incidental to the exercise of medicine to the profession; and
  - c. Appropriate drugs for use for the purpose of home visits.
49. To carry out your duties, the practice will provide you with access to the following services at the surgery premises:
- a. The services of such staff as are usual in the administration of medical practice.
  - b. Such material as drugs and supplies that are customarily used in the profession of medicine; and
  - c. The services of medical support staff when they are on duty at the surgery premises.
50. You will utilise the facilities in a proper manner.
51. The facilities will be available to you during normal surgery hours, except on dates agreed by the Partners to be holidays. You will also have reasonable access to the surgery premises for the emergency treatment of patients.

### **Prohibited acts.**

52. You must not:
- a. Hold yourself out to be in partnership with the partners of the Practice.
  - b. Pledge the credit of the partners.
  - c. Do anything that would bring the reputation of the Practice into disrepute.

### **Transport**

53. You must:
- a. Have a current driving licence.
  - b. Use of a car and
  - c. Comply with the legal requirements to have motor vehicle insurance.

Note: You must notify your insurance company that you intend using your motor vehicle for business purposes; otherwise, your insurance cover may be inadequate.

54. You must produce confirmation that you have met the above requirements if requested to do so by the Practice.

## Disciplinary and grievance procedures

55. The practice disciplinary and grievance procedures will apply. The procedures can be obtained from the practice manager.

## Investigation of complaints

56. You must co-operate in the investigation of any complaints made against the practice during your employment. This obligation continues following termination of employment. You will be given full access to relevant manual and computerised records to co-operate with the investigation of complaints and the practice will fully involve you in the investigation of any complaint that relates to or involves you.

## Notice

57. Three months written notice is required by either party to terminate employment. This does not prevent either party terminating employment immediately without notice where entitled to do so by law.

58. You may agree in writing with the practice to waive or vary notice of termination or to accept a payment in lieu of notice.

59. On termination of your employment, you must return all property belonging to the practice, including all papers, documents, tapes, discs, keys, computers etc. The Practice will provide you with an undertaking to sign to confirm that all such property has been returned.

60. Your employment will be subject to termination by the practice without notice if:

- a. your name is removed from the medical register (except under section 30(5) of the Medical Act).
- b. your name has been mandatorily removed from the supplementary list (or its successor).

## SIGNATORIES TO THIS CONTRACT:

<b>Signed (Practice)</b>	
<b>Print Name</b>	
<b>Date</b>	

<b>Signed (Employee)</b>	
<b>Print Name</b>	?
<b>Date</b>	

**Appendix A**

Name of Practice: **Water Meadow Surgery**

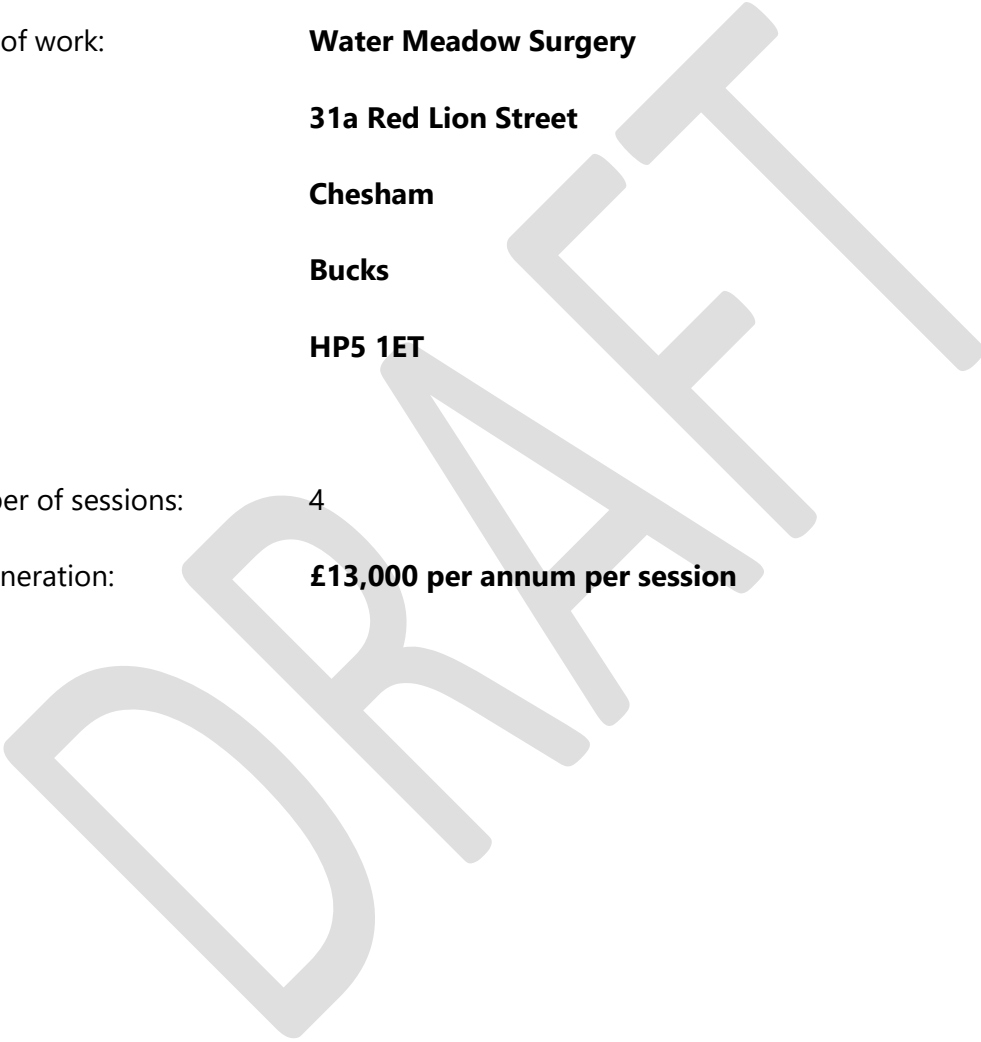
Name of Employee: **?**

Date of commencement: **? 2026**

Place of work: **Water Meadow Surgery**  
**31a Red Lion Street**  
**Chesham**  
**Bucks**  
**HP5 1ET**

Number of sessions: **4**

Remuneration: **£13,000 per annum per session**



## Appendix B

### Induction Period

Your induction period will include the following matters:

- Knowledge of how to use the computer system within the practice so that consultations, prescribing, templates, protocols, mentor, BNF, word processing and internal message systems etc can be accessed and utilised.
- Practice systems for Chronic Disease Management: adding to disease registers, familiarity with recall systems, targets, and team roles in their management.
- Practice procedures for incorporating new disease headings into records (paper or electronic).
- Familiarity with data retrieval where relevant.
- Knowledge of relevant statutory data protection requirements.
- Knowledge of practice repeats prescribing policy and use of practice formulary.
- Familiarity with NHS net where available.
- Familiarity with referral systems used by the practice, main providers, and services available, familiarity with Direct Access Booking where available.
- Familiarity with in-house services, e.g., Phlebotomy, ECG etc.
- Knowledge of any special services provided by the practice, e.g., physiotherapy, counselling, chiropody etc.
- Knowledge of CCG protocols.
- Knowledge of NSFs.
- Access to Pathology Links where available.
- Practice procedures for actioning results.
- Provided with relevant and necessary telephone contact numbers.
- Awareness of practice appointment systems and on-call arrangements.
- Awareness of internal practice management systems.
- Location of emergency drugs.
- Procedures for reporting significant events.
- Panic button location and protocol for reporting violent incidents.
- Meet other members of the Primary Health Care Team.

## Appendix C

### Duties

<b>Sessions:</b>	08.30 – 11.40 = 15 appointments 15:30 -17:30 = 11 appointments
Patient list	N/A
<b>Extras</b>	?
<b>Home Visits</b>	as per current practice policy (max of 2)
<b>On Call Duties</b>	tbc
<b>Extended Hours</b>	To be discussed – paid extra
<b>Administrative Work</b>	Referral letters, results, correspondence etc
<b>Private Reports/Medical Insurance etc.,</b>	Retained by you, but work must be outside of contract hours
<b>Meetings – (when they fall on a Tuesday, Wednesday or Thursday)</b>	
<b>Clinical Meeting</b> 12.30-13.15	<ul style="list-style-type: none"> <li>• Weekly Clinical Meeting</li> <li>• Monthly PLT</li> </ul>
<b>Protected Learning Time (PLT)</b> 1.00pm to 5.00pm	(10 months in years not inc Aug and Dec – dates set by CCG)