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# ROLE OUTLINE

**ROLE TITLE:** Newly-Qualified GP Locum Champion

**HOURS:** 12 sessions per year

**RESPONSIBLE TO:** Associate Director of Primary Care

**ACCOUNTABLE TO**: Director of Partnerships

**TERM** Fixed term for 12 months

**SESSIONAL RATE** £300 per session

1. **ROLE PURPOSE**

The key focus for this role is to provide professional support and leadership to the cohort of newly-qualified GPs who choose to work as GP locums following their CCT.

The wider purpose of the role is, together with other initiatives, to increase the retention of newly-qualified GPs in the Shropshire, Telford and Wrekin system.

1. **KEY WORKING RELATIONSHIPS** **(in addition to the cohort)**

* Shropshire, Telford & Wrekin VTS – TPDs and Administrators
* GP Practices (Partners, Clinicians and Managers)
* Shropshire, Telford & Wrekin CCG Primary Care Team
* CCG Clinical Leads, particularly the GP Workforce Lead, GP Mentoring leads and the GP Education leads
* Shropshire Sessional GP Network
* Shropdoc
* Shropshire, Telford and Wrekin GP First 5s Network
* Primary Care Commissioning Committee
* Health Education England
* Regional and Local Workforce groups

1. **THE ROLE HOLDER IS REQUIRED TO:**
   1. Liaise with newly-qualified GP locums to understand the specific and particular challenges, needs and barriers they may face.
   2. Working with newly-qualified GP locums to develop bespoke, local solutions and support strategies to meet these challenges, needs and barriers.
   3. Provide professional and, where necessary, pastoral support to newly-qualified GP locums to increase the personal resilience of individual GPs, enabling them to deliver their role more effectively.
   4. Liaise with doctors on the STW VTS to provide them with information and advice on working as a GP locum after they qualify
   5. Liaise with other, existing networks and Champions to ensure that the specific needs, challenges and barriers faced by newly-qualified GP locums are understood more widely. These existing networks and Champions should include:

* Shropshire Sessional GP Network
* Shropshire, Telford & Wrekin GP First 5s Network
* STW Ethnically Diverse GP Champion
  1. Ensure that newly-qualified GP locums are aware of local, regional and national sources of support including accessing free mentoring from STW GPs
  2. Liaising with the STWCCG GP Education leads to ensure that newly-qualified locums are aware of, and included in, ongoing education programmes for GPs
  3. Organise listening and action events with newly-qualified GP locums and key stakeholders, to inform the system of progress made, and yet to be made.
  4. Make a positive difference in the career and personal experiences of newly-qualified GP locums, working in primary care.
  5. Liaise with local, regional and national colleagues to raise local issues and to identify potential initiatives, projects and programmes aimed at improving the experiences of newly-qualified GP locums. This might include, for example, the development of locum welcome packs, information sheets and website content.

1. **COMMUNICATION** 
   1. Maintain constructive relationships with a broad range of internal and external stakeholders, as indicated in section 2 above.
   2. Ensure that all Practices in Shropshire CCG are aware of the support available to newly-qualified GP locums.

1. **EDUCATION AND RESEARCH**
   1. The role holder will maintain and be aware of current/up to date evidence/research from a variety of credible sources to inform appropriate actions and initiatives.
   2. Contribute to Shropshire, Telford & Wrekin CCG’s overall approach to developing its workforce strategy.
   3. Attend relevant training sessions to maintain own mandatory and professional knowledge and skills.
2. **MONITORING AND REPORTING**
   1. The role holder will provide written feedback to the CCG, on a bi-monthly basis, on the activities and work undertaken in the previous period. This feedback should, where possible, include an assessment of the impact of the role.
3. **ORGANISATIONAL RESPONSIBILITIES** 
   1. Confidentiality – the role-holder must maintain confidentiality of information relating to patients, staff and other Health Service business.
   2. Health and Safety – the role-holder must have a general awareness of their responsibilities under relevant health and safety legislation
   3. Risk Management – the role-holder is responsible to report all clinical and non-clinical accidents that they come across in the course of carrying out their role
   4. Equal Opportunities – the role-holder should comply with both statutory equal opportunities legislation and the specific policies of STWCCG.
   5. Conflict of Interest – the role-holder is required to declare any relevant conflicts of interest that relate to this role
   6. Variation – this role outline is not intended to be a complete list of duties and responsibilities but as a guide for information to the role and may be reviewed in the light of changed needs and as part of an individual’s personal development plan. Any changes will be made following discussion with the role holder.

**Newly-Qualified GP Locum Champion**

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**Person Specification**

**Supporting Evidence**

In your expression of interest, you must demonstrate your experiences by giving specific examples for the criteria within the role outline.

| **Factors** | **Description** | **Essential or Desirable** | **Assessment** |
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| **Knowledge, Training and Experience** | A General Practitioner on the current National Performers List and working as a locum in the Shropshire, Telford & Wrekin area  Recently qualified as a GP (ideally within the past 2 to 5 years)  A good awareness and knowledge of the challenges facing General Practice in Shropshire and newly-qualified GP locums in particular  An interest in and understanding of issues and challenges facing newly-qualified GP locums  Experience in communications and stakeholder management  A good understanding of the health and social care environment and roles and responsibilities within it | Essential  Essential  Essential  Essential  Desirable  Desirable | A/I  A/I  A/I  A/I  A/I  A/I |
| **Communication skills** | Clear communicator with excellent writing, report writing and presentation skills; capable of constructing and delivering clear ideas and concepts concisely and accurately for diverse audiences  Demonstrable facilitation and presentation skills  Skills for communication on complex matters and difficult situations, requiring persuasion and influence.  Skills for nurturing key relationships and maintaining networks | Essential  Desirable  Desirable  Essential | A/I  A/I  A/I  A/I |
| **Analytical** | Ability to analyse and interpret information, pre-empt and evaluate issues, and recommend an appropriate course of action to address the issues | Desirable | A/I |
| **Management Skills** | Ability to engender trust and confidence and demonstrate integrity in the provision of advice and support | Essential | A/I |
| **Autonomy** | Ability to work on own initiative and organise own workload without supervision working to tight and often changing timescales | Essential | A/I |
| **Equality and Diversity** | Understanding of and commitment to equality of opportunity and good working relationships | √ | A/I |
| **Other** | An ability to maintain confidentiality and trust  Used to working in a busy environment  Adaptability, flexibility and ability to cope with uncertainty and change  Commitment to continuing professional development  Professional calm and efficient manner  Effective organiser  Demonstrate a strong desire to improve performance and make a difference by focusing on goals. | Essential  Essential  Essential  Essential  Essential  Essential  Essential | A/I  A/I  A/I  A/I  A/I  A/I  A/I |