



Summer 2011

# Norfolk & Waveney LMC

Serving GPs in Norfolk & Waveney

Norfolk & Waveney LMC  
Wymondham Medical Centre  
Postmill Close, Wymondham NR18 0RF  
Tel: 01953 608060  
Fax: 01953 608061  
Email: [norfolklmc@btconnect.com](mailto:norfolklmc@btconnect.com)  
Web: [www.norfolkwaveneylmc.org.uk](http://www.norfolkwaveneylmc.org.uk)

## There is a vacancy for the “most interesting job in Norfolk & Waveney...”

In this flyer is an advert for the post of Norfolk & Waveney LMC Medical Secretary. LMCs have been in existence for 100 years, as has this name for this post, but that title is, perhaps, becoming a little ambiguous. We are anxious that, if we re-advertise more widely a job for a “Medical Secretary”, attracting a salary at least equivalent to the income of the average GP, then it may be rather difficult to open the door once the postman starts delivering the applications. You may, or may not, be interested to know that those doing the same job in other LMCs call themselves by a variety of titles such as Chief Executive or Medical Director. These may not have the history of “Secretary”, but may be more fit for the 21<sup>st</sup> century. So, if it is the title that is putting you off from applying, you can go ahead – I expect the Committee will let you call yourself whatever you like. If you are considering applying but anything else concerns you, don't hesitate to get in touch with me personally (after you have looked at the job description and person specification); I will do my absolute best to answer any questions.

We need someone who wants to do the job, not someone who just wants to escape some of the stresses of current General Practice. But I am pretty sure that would be a “fringe benefit” for any currently practicing GP who takes it on.

The LMC believes that the role is best performed by a GP with a clinical commitment, or one who has only recently retired from practice; the job is no longer compatible with being a full-time GP (if it ever was). There will need to be some flexibility to cover meetings (which still occasionally run into evenings) but the core commitment is four days a week. We are willing to consider a job-share should, for example, applicants want a lesser commitment to enable more time in practice, or possess complementary skills, knowledge and experience. It is accepted that no one will know, and be able to do, everything required (I don't, and I can't, and I have been trying to do it since 1987) so don't be put off from applying because you are not already the finished article - induction and training will be provided – some locally, some nationally.

Please think seriously about whether this might be your next challenge. On balance, for me it has been interesting and rewarding,- it could be for you too. Simon Lockett, Medical Secretary

## THE POST OF MEDICAL SECRETARY TO THE NORFOLK & WAVENEY LOCAL MEDICAL COMMITTEE from the 1st April 2012

**Salary & Annual Leave:** At least equivalent to the average GP (pro rata). **Pension:** A top up of 16% of salary will be paid towards personal pension arrangements. **Commitment:** 4 days p/w (job share welcomed) **Closing date 31/08/2011**

The Medical Secretary will be accountable to the Norfolk & Waveney Local Medical Committee (LMC) and will be expected to:

- ❖ ensure that the LMC acts in compliance with relevant legislation
- ❖ understand and interpret GP contractual issues and, in conjunction with the Principal Executive Officer, advise GP constituents
- ❖ represent the LMC at local, regional and national level
- ❖ ensure compliance with the LMC's Constitution
- ❖ ensure effective communication between the LMC and its constituents
- ❖ facilitate pastoral support for GPs in need
- ❖ anticipate and identify, with support from the Principal Executive Officer, areas of strategic importance
- ❖ in conjunction with the Principal Executive Officer, oversee the day-to-day operational functions of the LMC Secretariat
- ❖ be responsible, together with the Treasurer, for all financial matters
- ❖ oversee the production of an annual business plan for acceptance by the LMC, and the implementation thereof
- ❖ lead the line-management of employed staff and advise the LMC of its responsibilities as an employer (supported by appropriate HR advice).
- ❖ undertake any reasonable task identified by the LMC

For an information click here: <http://www.norfolkwaveneylmc.org.uk/pdf/microsoftword-nwlmcmembersinformationpack.pdf>  
or email [norfolklmc@btconnect.com](mailto:norfolklmc@btconnect.com)

For an informal discussion please contact Dr Simon Lockett at [slocdoc@aol.com](mailto:slocdoc@aol.com) or 'phone 01603 860026

**Other LMC Vacancies...** Currently there are two vacancies on the **Gt Yarmouth part of the LMC's GtY&Waveney Provider/Performer Constituency**. The LMC is therefore keen to recruit two Gt Yarmouth GPs. The three year term of the current Committee ends in March 2012 so this is a great opportunity to experience a “taster” of what is involved in being on the LMC. Two of the competencies required are ones that all GPs possess (the ability to listen and the ability to speak) but the third is one that some GPs struggle with - time. But the commitment is (currently) only eleven meetings p.a. (7 remaining) with time and travel fairly funded. Please contact the LMC office for further details ([norfolklmc@btconnect.com](mailto:norfolklmc@btconnect.com)).

### The Riding for the Disabled Association

In last month's Flyer I wrote about one specific charity/voluntary organisation: Voluntary Norfolk.

This month I can report some progress with another charity: the Riding for the Disabled Association. Some practices had reported that a complicated form was being used by the RDA which required significant medical input, and that charging was causing problems with patients. One Norfolk RDA group, at least, appeared not to accept that GPs require pay for work.

I have liaised with the RDA's national office and pointed out some failings of the form – which has been in use since 2005. I am pleased to say that I have been asked to input on a new version which requires the applicant to fill in all their details; a medical report should only be requested when further information is necessary. I suggested that they add a sentence making it absolutely clear that, if a medical report is required, it will require funding - by the applicant.

I hope that the new, improved, form will mean that GPs are not bothered by requests for additional information but, if they are, then it should be no surprise to the client if a fee is required.

My inclination is to take a similar tack with other charities. If they need health information to be able to fulfil their charitable functions then I will offer to help draft forms making the process as simple as possible. The intention would be that all, or at least most, of the information should be obtained from the applicant. Also it must be very clear that, if the GP has to provide additional information and/or an opinion on, for example, safety aspects for a particular patient (if the GP is in a position to give this), then payment will most certainly be required. SRL

### 084 Numbers

Parliament that was recently told that “since April this year GPs have not been allowed to use a number that charges patients more than the cost of an equivalent geographical call”. This is not strictly accurate.

GPC recognises that many practices will have long term contracts with providers that contain penalty clauses and may not reasonably be able to extract themselves from their contract. **In such cases GPC believes it is entirely within the Regulations for practices to continue with their current supplier for the duration of their current contract before moving to a new contract that meets the requirements of the GMS Regulations.** We suggest practices with 084 numbers read the GPC's detailed guidance which can be accessed from the LMC office or website.

### Information Governance Toolkit

Life was so simple before computers. You knew exactly where patients notes were, only a limited number of people could access them, and you could decipher the handwriting if you were lucky.

We now have to safeguard our patients data and demonstrate we have systems in place to assure others that we have robust data security. Many of you will probably remember the IM&T DES - if only because we got paid for it. Just because the PCTs are disappearing off into the sunset does not mean that you can forget about IT governance issues. In fact it probably makes it even more important that you have reviewed your arrangements, as there is some concern that some of the local expertise within the Primary Care Trusts could be lost. We have circulated to practice managers, and uploaded to our website, the BMA guidance on the latest Information Governance Toolkit and it would be wise for you to ensure that your practices work through the latest version.

### Guidance available from the LMC Website:

- ❖ GPC Guidance: Use of 084 numbers by GP Practices
- ❖ GPC Commissioning Update—by Dr Watson, Chairman of the GPC Commissioning and Service Development Sub-Committee
- ❖ GPC - Updated PPG DES FAQs
- ❖ BMA—Summer Sessional GP Newsletter
- ❖ BMA Guidance— Protection of Vulnerable Adults
- ❖ BMA—Response to the DoH proposed changes to the date of CQC registration of Primary Medical Services
- ❖ DOH—Human Resource Transition Framework
- ❖ NHS Confederation—Managing Conflicts of Interest in Clinical Groups

### IQ Pandemic Flu Planner - Licence

You may already be aware that the East of England Strategic Health Authority has decided not to renew the licence to the IQ Pandemic Flu Planner which comes to an end in September 2011, after which you will not be able to access the website.

You will be able to download a current copy of your Practice Pandemic Plan, but you will not be able to edit the Plan in any way. Therefore, it may well be an idea to download anything you found particularly useful before the licence expires.

### Electronic Prescription Service Survey

NHS CfH is currently inviting users to complete an online feedback form to try and determine any knowledge gaps and identify improvements to support end users in getting the most from the Electronic Prescription Service.

The feedback form is aimed at dispensing and prescribing staff who have access to EPS Release 1 and is available from [www.cfh.nhs.uk/eps/survey](http://www.cfh.nhs.uk/eps/survey)

### ADVERTS

**Due to the flyer content/number of adverts this month we have had to summarise the adverts below. For full details please visit our website - [norfolkwaveneylmc.org.uk](http://norfolkwaveneylmc.org.uk)**

#### THE LAWNS, DISS

3/4 TIME GP REQUIRED

Contact Ms A Steel, PM, 01379 642021 or [ann.steele@nhs.net](mailto:ann.steele@nhs.net)

#### THEATRE ROYAL SURGERY, DEREHAM

LOCUM REQUIRED FOR 6 SESSIONS PER WEEK IN NOVEMBER & DECEMBER 2011— Contact Ms B D'Arts, Assistant PM, 01362 852805 or [barbara.darts@nhs.net](mailto:barbara.darts@nhs.net)

#### NEWTOWN & CAISTER MEDICAL PRACTICE

SALARIED GP LEADING TO PARTNERSHIP— Contact Mr J Knights, Business Manager on 0844 844 0160 or [jonathanknights@nhs.net](mailto:jonathanknights@nhs.net).  
**Closing date 31<sup>st</sup> August 2011.**

#### MARINE PARADE & OULTON VILLAGE SURGERIES, LOWESTOFT

FULL TIME SALARIED GP WITH A VIEW TO PARTNERSHIP  
Contact Mrs. J Hunter, PM, 01502 501535 or [janettehunter@nhs.net](mailto:janettehunter@nhs.net)  
**Closing Date 16th September 2011**

#### CASTLE PARTNERSHIP, NORWICH

A PART-TIME PARTNER (4.5 SESSIONS)

AND

A SALARIED GP (4 SESSIONS) -

Contact Mr F McKenzie, 01603 251326 or [frances.mckenzie@nhs.net](mailto:frances.mckenzie@nhs.net)

#### SOUTH NORFOLK HEALTHCARE

CLINICIANS FOR CLINICAL TRIAGE OF REFERRALS & CLINICAL PATHWAY DEVELOPMENT. AVERAGE OF 3 HOUR SESSIONS.  
Contact Dr John Sampson (Medical Director) [john.sampson@nhs.net](mailto:john.sampson@nhs.net) or Dr Keeva Rogers (Education Director) [keeva.rogers@nhs.net](mailto:keeva.rogers@nhs.net)

#### UPWELL HEALTHCENTRE, WISBECH

GP FOR 6 MONTHS MATERNITY COVER—Contact M Greenbank, Managing Partner, 01945 773671 or [mike.greenbank@nhs.net](mailto:mike.greenbank@nhs.net)

#### ESSEX SESSIONAL GP CONFERENCE

Hosted by Anglia Ruskin University & endorsed by Essex LMC - Saturday 1st October, 9-4pm

\* Opportunity to meet and network with other sessional doctors \* Explore career opportunities \* Clinical updates (ENT, dermatology, ophthalmology and CPR sessions) \* Help with appraisal

**For more information, contact Katherine.maloney@anglia.ac.uk or call 0845 1964823**

### THE LAWNS, DISS—GP REQUIRED

4 GP practice in semi rural market town require ¾ time doctor. Salaried initially with a view to partnership for the right candidate.

\* 6500 patients \* Part dispensing \* High QOF achiever  
\* Strong, supportive and friendly team of staff \* 6 sessions per week \*  
Competitive rates of pay \* 6 weeks annual leave and one week study leave \* Special interests encouraged

For further information please contact: Ann Steele, Practice Manager, The Lawns Medical Practice, 01379 642021, ann.steele@nhs.net

### SOUTH NORFOLK HEALTHCARE

We are looking for clinicians interested in working at our Wymondham base. For clinical triage of referrals and/or to support clinical pathway development. You would be joining our existing team of clinicians, sessions are on average 3 hours and can be flexible to suit you. All payments are NHS pensionable.

If you are interested please contact:

Dr John Sampson john.sampson@nhs.net ( Medical Director)  
or Dr Keeva Rogers keeva.rogers@nhs.net (Education Director)

### THEATRE ROYAL SURGERY, DEREHAM Locum Required

GP locum required for November & December 2011. 6 sessions p/w.

**Please contact Barbara D'Arts, Assistant Practice Manager.  
Tel: 01362 852805 or email: barbara.darts@nhs.net**

### NEWTOWN & CAISTER MEDICAL PRACTICE Salaried GP leading to partnership

Due to retirement and practice growth, the opportunity exists for a highly motivated doctor to join our progressive PMS Practice, Newtown and Caister Medical Practice. The Practice is located across two sites, in Great Yarmouth and the neighbouring village of Caister on Sea. Committed to providing high quality evidence based patient care, the practice includes:

\* 12000+ patients \* 8 Partners (6 WTE) supported by experienced nursing team \* Consistent high QOF achievement \* Provision of medical support to local community hospital \* Education: years 3 & 4 medical students and up to 2 GP registrars \* Active participation in clinical research

For further information please contact: Jonathan Knights, Business Manager on 0844 844 0160 or jonathanknights@nhs.net. Applications should be by way of email, attaching your CV, to the above address.

**Closing date 31<sup>st</sup> August 2011.  
Interviews to be held 23<sup>rd</sup> September 2011.**

### MARINE PARADE & OULTON VILLAGE SURGERIES, LOWESTOFT.

**Full time salaried GP with a view to Partnership for the right candidate.**

We have a vacancy for a Full time enthusiastic and motivated GP to join our happy team.

1 GP partner \* Nurse Practitioners, Practice Nurse and Healthcare Assistant \* 5500 list size \* Emis computer system \* High QOF scorers \* Friendly and supportive admin team \* PMS practice in seaside town \* Paper light accredited \* 2 sites Oulton Broad and South Lowestoft \* Extended hours \* Enhanced services.

Informal visits and discussions prior to application are welcomed. Start date to be arranged.

**Please contact: Mrs. Janette Hunter (Practice Manager).**

### CASTLE PARTNERSHIP, NORWICH Part-time Partner (Based at our Gurney Surgery)

We are looking for an enthusiastic part time partner (4.5 sessions) to join our busy City Centre practice.

\* Friendly and well established partnership based over 3 sites \* 17,000 patients \* Nursing Team including Nurse Practitioners, Practice Nurses and HCA's \* High level of QOF achievement \* TPP SystemOne clinical system \* Training Practice

#### We also require a Salaried GP

\* Four sessions per week \* Based at our Tuckswold Surgery

Please contact Frances McKenzie for an informal discussion and/or application pack.

Tel No: 01603 251326 or email frances.mckenzie@nhs.net

### UPWELL HEALTH CENTRE

#### GP WANTED FOR 6 MONTH MATERNITY COVER (DECEMBER 2011 to JUNE 2012) 3 days a week. On call by negotiation.

\* 5 GP partners, 2 Nurse Practitioners \* Dispensing \* Training Practice \* Fully integrated Nursing Team (No division between Practice & District Nurses) \* Modern well equipped purpose built premises \* Paperless - Fully computerised (EMIS) \* High QOF achiever \* Excellent administrative support

We are seeking the right person to join our team and in return we can offer flexibility and a higher than average remuneration.

Whether you have just completed your GP training, are experienced or are looking to return to work, we would be very interested to hear from you.

Informal visits to the practice are welcome. Our practice website is [www.upwellhealthcentre.nhs.uk](http://www.upwellhealthcentre.nhs.uk)

For informal discussion or to apply, please contact: Mike Greenbank Managing Partner

Telephone: 01945 773671, Facsimile: 01945 773152  
Email: [mike.greenbank@nhs.net](mailto:mike.greenbank@nhs.net)

### ESSEX SESSIONAL GP CONFERENCE Hosted by Anglia Ruskin University & endorsed by Essex LMC - Saturday 1st October, 9-4pm

- \* Opportunity to meet and network with other sessional doctors
- \* Explore career opportunities
- \* Clinical updates (ENT, dermatology, ophthalmology and CPR sessions)
- \* Help with appraisal
- \* Finding you way in the new NHS

**Venue:** Corporate Suite, 4th Floor, Michael Ashcroft Building, Rivermead Campus, Bishop Hall Lane, Chelmsford, Essex. CM1 1SQ

**For more information, contact  
Katherine.maloney@anglia.ac.uk or call 0845 1964823**