

**Healthcare Inspectorate Wales (HIW)**

**Clinical GP Lead**

**Applicant Guidance**

**Contents**

**HIW’s responsibilities 2**

**Role details and requirements 3**

**Fees and Expenses 6**

**Application Process 7**

**HIW’s Responsibilities**

Healthcare Inspectorate Wales (HIW) is the independent inspectorate and regulator of healthcare in Wales. HIW operates an annual programme of GP practice inspections.

HIW checks how GP practices are meeting the Health and Care Quality Standards 2023 and Duty of Candour. During our inspections we look at how services meet these Standards and other relevant legislation and guidance. We use the standards to make judgements about the quality, safety and effectiveness of services provided to patients. We also consider information from self-assessment tools such as the [Clinical Governance Practice Self-Assessment Toolkit](http://www.gpone.wales.nhs.uk/clinical-governance-practice-self-assess) (CGPSAT).

Our inspections of GP practices are usually announced. Services receive up to twelve weeks’ notice of an inspection.

GP inspections are carried out by an inspection team, which consists of a HIW Healthcare Inspector and three Peer Reviewers: a GP, a GP Practice Manager and a Practice Nurse.

To carry out this role, you must have the following:

* Registration with the General Medical Council (GMC) and on the GP Register with a license to practice (GP only requirement)
* Current hands-on experience within general practice
* Substantive practice experience of at least five years
* Knowledge of the Clinical Governance Practice Self-Assessment Tool (CGPSAT)
* Experience and good understanding of clinical governance including effective incident reporting and complaint handling.

Peer Reviewers are brought into review teams so that HIW can draw on credible current practice and experience. Peer reviewers help HIW to highlight concerns with Local Health Boards (LHBs) and other healthcare providers, to consider, address and subsequently improve the care that patients receive.

**Purpose of post**

The Clinical GP Lead will play a vital role in providing expert professional advice and support in relation to the development, governance, and delivery of HIW’s inspections of GP services in Wales. This includes providing professional leadership to the Dental peer reviewer cohort.

**Key Tasks**

* Providing HIW with professional advice / guidance as it develops Inspection Programmes for GP surgeries in Wales
* Professional leadership of the GP peer reviewer cohort
* Contributing to the development and delivery of induction and training for GP and Practice Manager peer reviewers
* Providing training to HIW Inspectors where required
* Monitoring the performance of HIW’s GP and Practice Manager peer reviewers
* Developing and reviewing methodology to inspect GP practices across Wales
* Developing methodology to conduct and record annual appraisals for HIW’s GP and Practice Manager peer reviewers
* Assessing a wide range of information from GP practices in order to inform a risk-based approach to inspection planning
* Providing HIW with advice / guidance concerning both the promotion of good practice and the resolution of identified concerns within HIW’s remit
* Acting as an ambassador for HIW and playing a key role in promoting the work of the Inspectorate in relation to the inspection of GP practices in Wales. This will include proactive networking with key stakeholders such as representatives from GPs, nurses, practice managers, health boards, Welsh Government, Public Health Wales and Llais
* Review applications for the GP and Practice Manager Peer Reviewer roles and assisting in the recruitment process more generally
* Undertaking the role of GP Peer Reviewer if/when required.

**Person Specification**

The role of Clinical GP Lead is a challenging one which demands professional credibility, the ability to question decisions in a non-adversarial but firm style, and excellent influencing and inter-personal skills. We are looking for GPs with a patient focussed approach, in-depth knowledge and experience of the provision of General Practice in a variety of settings.

It will be necessary for you to be able to balance the interests of the patients with those of the GP team at the practice. You must ensure that your actions are objective and maintain confidence in HIW as the inspectorate and regulator of healthcare in Wales.

You should have the ability to employ independent judgement and to justify decisions in the face of potential external pressures is essential.

We are particularly interested in candidates who can demonstrate an interest in and commitment to improving the quality and safety of GP services provided to patients in Wales.

**Development opportunities**

The position of Clinical GP Lead offers the successful applicant the opportunity to directly influence the way in which GP care is inspected in Wales.

The Clinical GP Lead will play a key role in ensuring that HIW’s inspection methodology is effective and that there is a skilled team of GP, Practice Manager and Practice Nurse Peer Reviewers in place.

**Essential Criteria**

* Registered with the General Medical Council (GMC) and on the GP Register with a license to practice
* Current hands-on experience of clinical general practice
* Substantive practice experience of at least 5 years
* Demonstrate compliance with Continuing Professional Development (CPD), Previous experience in a management role
* Evidence of management of fellow GPs including performance appraisal
* High-level of diplomatic, influencing and persuading skills
* Excellent drafting skills including experience of producing reports
* Excellent interpersonal, communication and listening skills
* Substantive knowledge of, and adherence to, professional standards and regulatory requirements
* Demonstrable commitment to equality and diversity
* Availability to work at least 15 days and up to 20 days per annum (this is not a guarantee of work, and you may be asked to work with us more than this according to business need)
* Knowledge of the objectives and priorities of HIW
* Must be available to provide timely clinical advice on an ad hoc basis

**Desirable Criteria**

* Breadth of GP practice experience in a variety of settings
* Registered postgraduate qualification and/or on a specialist list
* Experience of training other GPs
* Experience of working across the profession and with professional groups and organisations
* Welsh language skills.

**Duration of Appointment**

The appointment will be for a period of three years and will be subject to an annual performance appraisal and continuing evidence of meeting the essential criteria for the role.

**Disclosure and Barring Service Check**

It is HIW’s policy to ensure that you are subject to an enhanced Disclosure and Barring Service (DBS) check. HIW will request a DBS check for the successful applicant.

**Fees and Expenses**

A fee is payable for the Clinical GP Lead at the rate below. Travel and subsistence expenses are reimbursed in line with the guidance below. All Fees and expenses must be submitted to HIW on a monthly basis for authorisation.

Fee payable to Clinical GP Lead (per day) £600

Fee payable to Clinical GP Lead whilst

undertaking the role of a GP Peer Reviewer (per day) £440

**Travel & Subsistence Rates**

These will be reimbursed according to the rates applicable to Civil Servants.

**Motor Mileage Allowances**

This will be paid at the standard rate applicable to civil servants.

To claim mileage allowances, the driver must ensure that they have adequate insurance taken out on the vehicle. The level of insurance required is Business Class.

Parking fees, tolls etc. – will be reimbursed in full, providing receipts are attached to the expenses claim.

**Travel Time**

HIW will reimburse you for travel time in line with your daily fee rate. Please include the time spent travelling in the fee claim form. You should always ensure that your journey is arranged and carried out in the most cost-effective way.

**Overnight Accommodation**

This will be booked for you by HIW provided you live over one hour away from the setting and will include dinner, bed and breakfast.

Where possible lunch will be pre-arranged. However, if this is not practicable then a daily subsistence rate can be claimed in line with Civil Service Guidance.

**Rail and Air Journeys**

HIW will not reimburse first class travel. We are happy to arrange for the purchase of standard class tickets in advance of travel. HIW will reimburse the purchase of tickets against receipts provided with the expense claim.

**Application Process**

To be considered for this post you must send:

* A completed application form
* An up-to-date CV

A HIW panel will sift applications, and you will be notified of the outcome of that sift.

If you are successful at sift, you will be invited to interview.

**Appointment Process**

If you are successful at interview, then your appointment will be subject to:

* Receipt of two professional references
* Enhanced DBS check
* Satisfactory confirmation that you have not, at any time, being subject to any investigation or proceedings by the GMC concerning your fitness to practice
* Satisfactory confirmation of any conflicts of interest in accordance with HIW’s policy

Please return your application form together with your CV to: **HIWinspections@gov.wales**

If you have any queries, please contact HIW on 0300 062 8163.