

Checklist for choosing a practice (L&D VTS & from 'Partnerships in Practice' by Peter Jones)

This checklist is a guide, and only a guide, to help you select a practice that would suit you.

Our suggestion is that you go through the checklist before you start to look for a practice, to help you decide the kind of practice you would like, the amount you may wish to earn, the amount of workload you may wish to have, and the type of contract you might prefer. It may be helpful for you to prioritise your options (not every practice will have everything you might want), and think about why these are priorities. It might also be helpful to discuss your options with someone else (the GP trainer, for instance, or a colleague).

If you have any comments on this checklist, or suggestions on how it may be improved, please contact:

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	Your Values / Needs	Practice's values / Needs
<p>1. Core Values of Practice Types of practice:</p> <ul style="list-style-type: none"> • High earning • Patient Centred • Academic • Training • Innovative • Involved with PCT • Good humoured • Average friendly • Flexible • Dispensing <p>PMS / GMS Practice Area (large/small)</p>		
2. Type of partnership –		
Principal – full time/part time.		
Salaried		
Assistant		
Personal/shared list		
Mutual assessment period		
Restrictive covenants		
Compulsory exclusion clauses		

	Your Values / Needs	Practice's values / Needs
<p>3. Partnership Dynamics – Consider your possible role in a team and the practice team (from Belbin).</p> <p>Company worker Chairperson Shaper – outgoing dynamic Plant – serious, individualistic, unorthodox Resource investigator – curious, communicative Monitor evaluator – sober & prudent Team player – socially orientated & sensitive Completer/finisher</p>		
Reason for partnership vacancy		
Number of partners & wte		
Gender of partners		
Ages of partners		
Dynamics between partners		
Role of Senior partner (leader / facilitator)		
Democracy, shared responsibility and decision making		
The Management team (is there one?)		
Practice Manager or administrator.		

	Your Values / Needs	Practice's values / Needs
4. Organisation of practice		
Appointment system		
Practice manager		
Efficiency (targets, item of service, Class 7 drugs)		
An established Practice Plan		
A good practice team (regular meetings, agendas, minutes)		
Staff turnover		
Nurses/nurse practitioners		
5. Financial Issues–		
Partnership shares		
Time to parity		
Pooling income – non-GMS and GMS		
Seniority & PGEA to individual GPs/ or pooled		
Attitude to outside works		
Accounts to check		
Private patients		
Owning or leasing a premises		

	Your Values / Needs	Practice's values / Needs
6. Workload		
Number of surgery sessions per week		
Length of surgeries		
Number of patients seen in surgery daily / weekly		
Length of appointment slots		
Number of routine visits daily		
On call rota during the day / In-hours emergencies		
Administration work		
Out of hours work		
Half day – when / how many		
Annual leave		
Study leave		
Equity of work: Numbers of hours worked Number of patients seen		

	Your Values / Needs	Practice's values / Needs
7. Working conditions		
Quality of premises		
Own room		
Branch surgery		
Quality of notes		
Efficient use of computers (prescribing, protocols, computerised summaries, paperless)		
8. Clinical Quality		
Clinical Governance in the practice		
Professional development		
Clinical policies and protocol		
Regular audits		
Policies for implementing EBM		
9..Other people's views of practice		
Complaints against the practice / disciplinary hearings		
Recommendation from others e.g. local Course organisers, consultants.		
10..Other items		