

Preparing for life as a GP : CVs and looking for work



Learning objectives

- Identify factors which might influence your choice of place to work.
- Find out about sources of information about practice vacancies.
- Develop the skills to critically appraise your own CV - and CVs of others.
- Identify gaps in your knowledge/skills/experience to strengthen the content of your own CV.
- Improve the overall appearance and structure of your own CV.

Timetable

Our values & what we look for in a practice

Looking for work and getting more information

Evaluating CVs

Covering letters

What is different about different GP practices?

**What are the factors to consider when choosing
where to work?**

Where to find jobs:

- Word of mouth
- Sessional GP list – Hilary can add you (now?)
- BMJ
- Pulse
- BJGP
- LMC
- Email practices

Practice Adverts

Aren't they all the same?

4 adverts

Pen and paper/keyboard at the ready

View each advert for 30 seconds

- What are your first impressions?
- What do you think this practice is like?

More information

- Talk to GP trainees who have worked there
- Current and former GPs
- Locums
- CQC website
- NHS Choices Feedback (?)
- www.gpcontract.co.uk – for QOF data & more
- Practice website – friends and family results

Preparing for life as a GP : CVs and covering letters



Curriculum vitae

What should (could) it contain?

How long should it be?

What is it for?

Who is your target audience?

CV content – what could/should you add?

Personal details

Career aims/objectives

Qualifications

Clinical work experience

Non-clinical work experience

Audit/QI projects

SSM/electives

Publications

Research

Courses

Teaching/Clinical education

Management and leadership

Volunteering

Additional skills e.g. IT

References



You're hiring...

...a new GP Partner

...a new salaried GP

...a maternity-leave locum

...an occasional locum

Locum

Salarieartnership

cialist role

What skills/qualities/experience might you want from whoever fills the post?

What do you need to know?

Style of CV – what/who is it for?

Traditional / chronological

Targeted

Skills-based

Three CVs – what do you think, what would you use each one for?

Dr John Hopkins

23 Leafy Drive · Cheltenham · Gloucestershire · GL50 8BG
Phone 01242 123456 · Mobile 07987 345678 · Email johnhopkins@yahoo.co.uk

I am currently working as a salaried GP having recently completed my GP training. I am energetic, dynamic and committed to providing high quality care for all my patients. I bring experience gained in a wide variety of posts since graduating together with enthusiasm and a positive attitude.

Qualifications

MRCGP	Royal College of General Practitioners	2009
DGM	Royal College of Physicians	2005
MBChB	University of Leeds	2002
BSc	University of Edinburgh	1999

Personal qualities

Clinical skills

I am self-motivated and strive to constantly improve my standards of clinical care. In order to help me achieve this I keep a learning log to record my educational needs and achievements. I have a special interest in geriatric medicine and undertook further training in this area during my GP registrar year under the guidance of a local consultant.

Organisational skills

I have a capacity to utilise time and resources effectively. This helps me to cope with pressure and maintain a good work-life balance. I organised a 'practice swap' during my registrar year to allow me to gain experience working in a surgery with different resources and clinical systems.

Teamwork

I believe that effective teamwork is essential to the success of primary care. I have always enjoyed working as part of a multi-disciplinary team to tackle and to prevent problems. Colleagues comment that I am approachable, hard-working and non-confrontational.

Communication

I have excellent verbal and written communication skills which allow me to interact effectively and efficiently with patients and colleagues. I aim to consider the perspectives and motivations of others, and seek regular feedback from patients and colleagues to help me constantly improve my communication skills.

Problem solving

I have a logical and methodical approach to achieving tasks and objectives. I enjoy the challenge of studying clinical problems and have undertaken a range of audit projects. My voluntary work as a doctor in a developing country taught me to independently deal with a wide variety of medical problems in a stressful environment.

Professional experience

Salaried GP Gloucester Health Access Centre, Gloucester
August 2009 – present

VTS ST3 General Practice Overton Park Surgery, Cheltenham
August 2008 – August 2009

VTS ST2 Trauma and Orthopaedics Gloucestershire Royal Hospital, Gloucester
February 2008 – August 2008

VTS ST2 Paediatrics Gloucestershire Royal Hospital, Gloucester
August 2007 – February 2008

SHO Obstetrics and Gynaecology Gloucestershire Royal Hospital, Gloucester
February 2007 – August 2007

SHO Geriatric Medicine Delancey Hospital, Cheltenham
August 2006 – February 2007

SHO Cardiology The London Chest Hospital, London
February 2006 – August 2006

SHO Cardiology The Great Western Hospital, Swindon
November 2005 – February 2006

Locum SHO Medicine Various hospitals
July 2005 – November 2005

Medical Specialist JDW National Referral Hospital, Thimphu, Bhutan
August 2004 – July 2005

Clinical Fellow Rehabilitation Medicine Royal Free Hospital, London
February 2004 – August 2004

SHO Geriatric Medicine Royal Free Hospital, London
August 2003 – February 2004

PRHO Surgery, Medicine and General Practice St James's University Hospital, Leeds
August 2002 – August 2003

Personal details

Date of birth 28th August 1971
Nationality British
Marital status Married, 2 children
GMC number 123456
RCGP number 234567
MPS number 098765

Other interests

I am a keen cyclist, cross-country skier and rock-climber. I am a member of Cheltenham Friends of the Earth and have helped organise campaigns on environmental issues.

Referees

Reflections on examples?
What will you do now?

Covering letters – yes always (unless specified)

Include:

- What you want
- Why you want it
- What you can do for them (refer to the person specification)
- Your personal strengths and unique qualities (what makes you stand out)
- Address any issues potential regarding relocation or other issues (keep it very brief)
- Finish with a sentence saying that your CV is enclosed.

Further resources

<https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters>

Bradford VTS website – final year trainees area

Summary

What we are looking for in a practice

Where to look for jobs and information

CVs – different types and purposes

Covering letters

Where to find more info