



## BEDOC EXTENDED ACCESS/HOURS: INFORMATION FORM

### **What is Bedoc's involvement?**

Bedoc work on behalf of local GP Surgeries to provide appointments through the extended access service in four Bedfordshire localities we also support many primary care networks in providing their extended hours appointments

### **Where does the service operate?**

We offer appointments across Bedfordshire currently this is split as : two in Bedford, two in Ivel Valley, one in Leighton Buzzard, and two in West Mid-Beds.

Appointments are available weekday evenings from 6:30-8:00pm, our weekend clinics run 8:30-11:30 & 11:30 – 2:30 pm (currently 11:30am finish Sunday). Appointments are pre-booked by the patient's own GP surgery, and also by the NHS 111 service.

Bedoc uses a total of four SystmOne Hub's which allows practice's to directly book into appointment slots using the remote booking facility. NHS111 appointments are made by logging into the local GP hub. Clinicians using Bedoc SystmOne hub are able to access patients medical records (with the patient's consent); and have (almost) full functionality of SystmOne.

It is our aim to have the service completely staffed by local GPs, Practice Nurses, Enhanced/Emergency Care Nurses, HCAs and other affiliated practice clinicians.

### *Sample Rota – Saturday Morning 8.30 – 11.30am*

8.30 am	Appointment 1	9.50 am	Appointment 8
8.40 am	Appointment 2	10.00 am	Appointment 9
8.50 am	Appointment 3	10.10 am	Admin/catch up break (20 mins)
9.00 am	Appointment 4	10.30 am	Appointment 10
9.10 am	Admin/catch up break (10 mins)	10.40 am	Appointment 11
9.20 am	Appointment 5	10.50 am	Appointment 12
9.30am	Appointment 6	11.00 am	Complete all Admin tasks
9.40 am	Appointment 7	11.30 am	Finish

There is a requirement for clinicians to see an average of four patients an hour, we allow time for administrative tasks, so that all work can be completed within a session

Clinicians book their shifts on-line using a web book in service.

Bedoc is a member of the NHS Pension Scheme.

***If you would like to work for BEDOC please complete and return the following Application Form, together with the attached Skills Set Declaration and Employee Information Form. For further information please contact The Operations Department on [e.access@nhs.net](mailto:e.access@nhs.net) .***

**BEDFORD ON CALL (BEDOC):**  
**Application Form**  
**Position Applied for:**



- |                     |                          |                       |                          |
|---------------------|--------------------------|-----------------------|--------------------------|
| Receptionist        | <input type="checkbox"/> | Minor Illness Trained | <input type="checkbox"/> |
| HCA                 | <input type="checkbox"/> | Practice Nurse        | <input type="checkbox"/> |
| Prescriber (Non GP) | <input type="checkbox"/> | GP                    | <input type="checkbox"/> |

All applicants are subject to a Bedoc DBS check - YOU WILL BE REQUIRED TO ATTEND BEDOC HEAD OFFICE (BASED AT ELSTOW MEDICAL CENTRE, TOP FLOOR , ABBEYFIELDS BEDFORD WITH YOUR PASSPORT & DRIVING LICENCE – YOU WILL ALSO NEED ONE OF THE FOLLOWING; UTILITY BILL BANK STATEMENT OR P60 – please email us at [e.access@nhs.net](mailto:e.access@nhs.net) to arrange an appointment.

First Names:	Email:
Surname:	Work telephone:
Date of Birth:	Mobile telephone:
Home Address:	Work Address:
Postcode:	Postcode:
Home telephone:	

Professional Registration Number:	Current Post(s) Description:
Annual Renewal Date:	
Defence Organisation name:	Current in hours work commitment (hours/ sessions):
Membership number:	
Expiry date:	

We require 2 references, one of whom must be your current or most recent employer:

Name:  
 Position Held:  
 Organisation (address, phone No & E-Mail):

Name:  
 Position Held:  
 Organisation (address, phone No & E-Mail):

Are there any outstanding performance concerns or investigations being undertaken by the GMC, CCG's or other professional bodies? YES/ NO If yes provide details separately

Do you have any disability or impairment that would prevent you from taking an assignment with Bedoc? If you are unsure please contact out HR Department on [e.access@nhs.net](mailto:e.access@nhs.net). In the subject are you should include the wording COINFIDENTIAL HR ONLY. Alternatively you may use this e-mail to request direct communication with the Medical Director.

## EVIDENCE FORM

*(If you are unable to provide any of the following, please e-mail [e.access@nhs.net](mailto:e.access@nhs.net) for more advice)*

Evidence of Professional Qualifications	
Driving Licence Number:	
Passport Number:	
NHS Smartcard Number:	
Name on Smartcard:	

### GPs Only:

Registered on GP Performers List? YES/NO Which CCG?	Date of Certificate of completion of General Practice Training
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### ALL APPLICANTS:

**Mandatory Training** –you must provide evidence of the following training modules and complete the training declaration form included with this pack

1. Safeguarding Adults
2. Safeguarding Children
3. GDPR
4. Basic Life Support
5. Health & Safety in the workplace
6. Fire Safety
7. Equality & Diversity
8. Infection Protection & Control

*We will provide all successful applicants with an online learning account for Bluestream Academy training modules (you may be required to complete Safeguarding level 3 at a face to face training event)*

**Have you been vaccinated against the following, or had past history of disease?**

	Vaccinated	Past history	neither
<b>Measles</b>			
<b>Mumps</b>			
<b>Rubella</b>			
<b>Chickenpox</b>			
<b>Tetanus</b>			