

GP Locum Bank

GP User Manual

Contents

GP Signup	3
Login and your Dashboard	4
My Profile	5
File Uploads	5
Sessions	6
Applications	8

1. GP Signup

Click on the GP Signup tab on the main navigation. This will open the form which will allow you to signup as a GP.

The screenshot shows the GP Signup form on the North Staffordshire G.P. Federation website. The form includes the following fields:

- Name: Enter Name
- Email: Enter Email
- GMC Number: Enter GMC Number
- Password: Enter Password
- Confirm Password: Enter Password
- Availability: Select options

The Availability dropdown menu is open, showing a list of GP practices in North Staffordshire with checkboxes:

- select all
- Abbey
- Hulton
- Alton
- Ashley
- Audley
- Clayton
- Cobridge
- Dresden
- Fenton
- Goldenhill
- Newcastle
- Norton
- Packmoor
- Shelton
- Silverdale

A 'Create Account' button is visible next to the Availability dropdown. The page has a dark blue header with navigation links: HOME, ABOUT US, GP SIGNUP, PRACTICE SIGNUP, MY ACCOUNT, CONTACT US. The footer has 'ADDRESS' and 'EMAIL' labels.

Below are the fields you need to fill in.

- Name - Please enter your full name.
- Email - The email that you will be using to receive notifications from the website in the future. Also please note that this will be your **username** that you will use to login to your account.
- GMC Number - Please enter your GMC number.

- Password/Confirm password - Please enter a password. You will use this to login to your account in the future along with your email address as the username.
- Availability - This are the areas that you would be available to work. If you are unsure about the exact cities, then you can select all towns in either North Staffordshire or South Cheshire, as you can filter further once you are signed in to your account. So as an example if you select all the towns in North Staffordshire the system would only show you sessions that are available in the North Staffordshire. But when you login you will have the facility to filter further to display practices that are within 5 miles from your home post code. Please note that you need to click on the select all button to select all towns. There are 2 select all buttons - one for North Staffordshire and the other for South Cheshire. Please scroll down to view the town list on South Cheshire.

2.Login and your Dashboard

Click on the My Account page to login to your account. Insert the email address and the password you used to sign up and click on the submit button. If you have forgotten your password click on the forgotten password link and follow the instructions on the email you receive to reset your password.

Once you have logged in you will redirected to your dashboard. Your details will be available on the left hand column. This will have an account status, which would be marked as “View Only” until your account gets validated by a website administrator. You will need to fill all the information required in the **My Profile** in order to get your account validated.

The pie chart on the right will show the statistics of the sessions that you have applied for. You can select a From date and a To date to filter the statistics for a certain period. This would be defaulted to show the statistics for the last 90 days.




HOME ABOUT US ▾ GP SIGNUP PRACTICE SIGNUP MY ACCOUNT CONTACT US

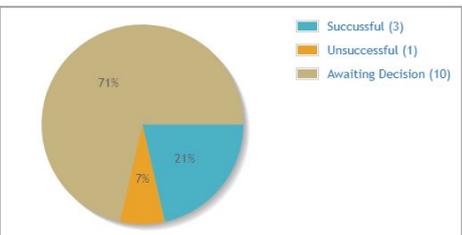
Welcome Joe Bloggs
[Dashboard](#) | [My Profile](#) | [File Uploads](#) | [Sessions](#) | [Logout](#)

Dashboard

- Name : Joe Bloggs
- Account Status : View Only
- Email : gp@jp-websolutions.co.uk
- Telephone : 01782333333
- Revalidation Date : 31-12-2021
- Mdu Expiry Date : 30-09-2020
- Address Line 1 : Unit 41
- Address Line 2 :
- City : Stoke on Trent
- County : Staffs
- Post Code : ST1 4PZ

From date:

To date:



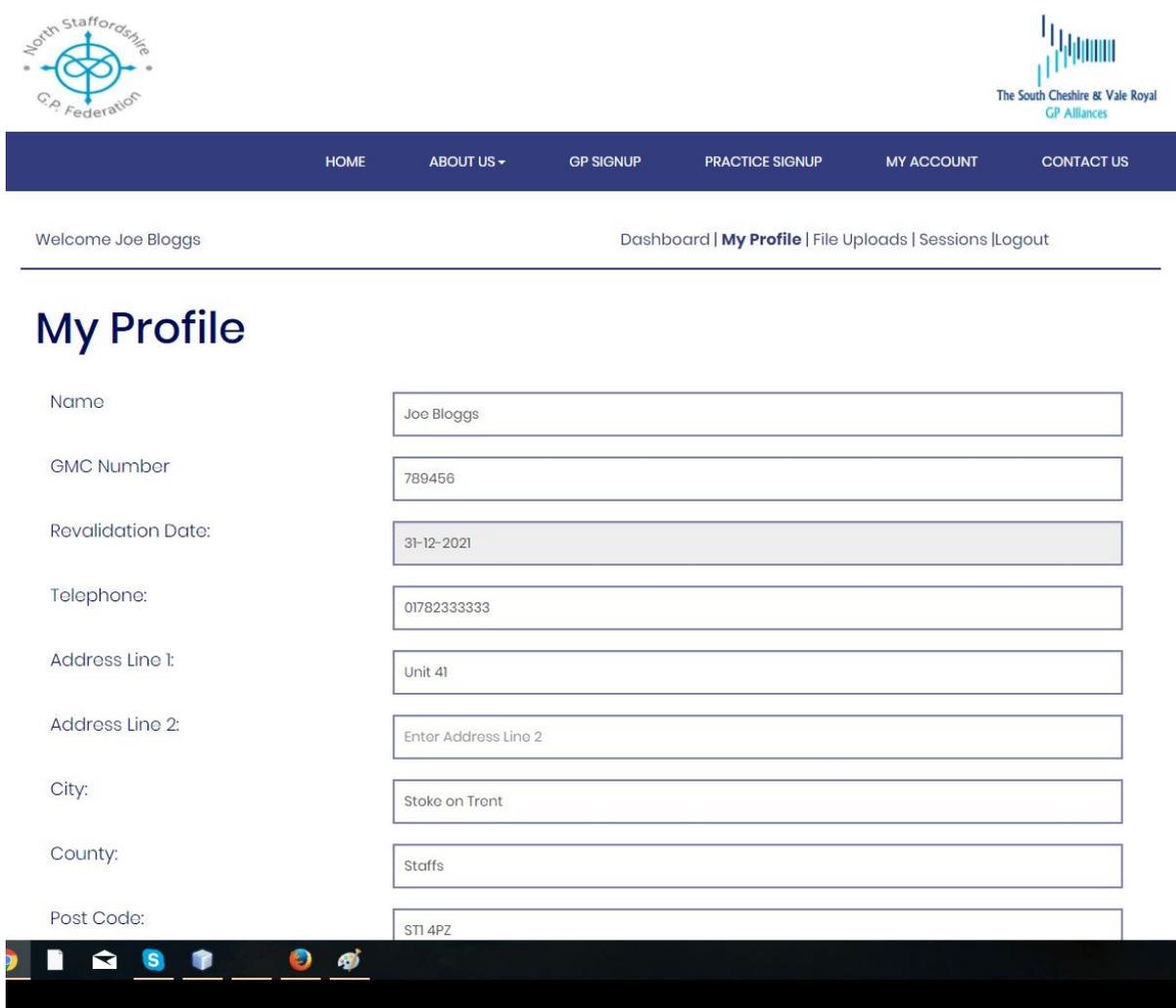
Category	Count	Percentage
Successful	3	21%
Unsuccessful	1	7%
Awaiting Decision	10	71%

ADDRESS TELEPHONE EMAIL

3. My Profile

You have to fill the fields on the “My Profile” section before the site administrator can validate your account. Please note that you have to upload your MDU certificate and the DBS Certificate before you click on update account. Once you have filled in the form click on Update Account to save your changes.

Once a site administrator has reviewed your information they will activate your account so you can have the full benefits of the system and apply for sessions.



North Staffordshire
G.P. Federation

The South Cheshire & Vale Royal
GP Alliances

HOME ABOUT US GP SIGNUP PRACTICE SIGNUP MY ACCOUNT CONTACT US

Welcome Joe Bloggs Dashboard | **My Profile** | File Uploads | Sessions | Logout

My Profile

Name	Joe Bloggs
GMC Number	789456
Revalidation Date:	31-12-2021
Telephone:	01782333333
Address Line 1:	Unit 41
Address Line 2:	Enter Address Line 2
City:	Stoke on Trent
County:	Staffs
Post Code:	ST1 4PZ

4. File Uploads

Use the file upload section to upload various documents to your account. Click on choose file and navigate to the location of the file that you would like to upload on your computer.

Once you have selected the file make sure you click on the “Upload” button to save the file to your account.

You can also view the files you have already uploaded to your account under the “View Uploaded Files” section.

5. Sessions

The sessions section will show all the sessions that are within the towns that you selected when you signed up. You can filter this further by date, clinical system and a postcode radius using the filter form at the top. To filter by a post code, enter the postcode in the text box and select the radius on the dropdown. This will search for available sessions within the search criteria.

To view the available slots under session please click on the view slots button. This will show a list of slots that you can apply for. If your account has not been activate you will only have permission to search for available sessions. The Applications button would be disabled until your account has been verified.

From date:	<input type="text"/>	To date:	<input type="text"/>	Clinical System:	All
Post Code:	<input type="text"/>	Radius:	All	<input type="button" value="Filter"/>	

< Previous | | Next >

Longton Hall Surgery

[Read More](#)

From: 2017-10-25 - Morning To: 2017-10-28 Morning

- On Call: No
- Administration: No
- Start time for morning sessions: 7.00am
- Rate non NHS pension scheme: £ 80.00
- Home Visit (£40 per visit): No
- Is the rate negotiable: Yes
- Start time for afternoon sessions: 2.00pm
- Rate NHS pension scheme: £ 80.00

Description : test.....

Practice Details

- Telephone: 1782948988
- Address: 186 Longton Hall Road, Blurton, STOKE-ON-TRENT, STAFFORDSHIRE, ST3 2EJ
- Website: www.longton-hall-surgery.nhs.uk/your-surgery/

Available Slots (Click and drag on Slot to select)

You need an active account to be able to apply for sessions. Please contact the site administrator to get your account activated.

26-10-2017 - Morning

26-10-2017 - Afternoon

28-10-2017 - Morning



You can either select single slots to apply or you could apply for multiple slots at the same time. To select multiple slots click and drag on the slots available. Once selected click on apply. Some session will show a suggested start time. If the session shows a suggested start time please select the suggested start time or the closest start time that you are available using the dropdown on the main session listing.

The rates would be displayed on the session as well. If you wish to negotiate the rates please enter the rate in the text boxes before clicking on apply.

You can click on read more to read more information about the session. This will show a full description of the session if there is one available.

Longton Hall Surgery

[Read More](#)

From: 2017-10-25 - Morning To: 2017-10-28 Morning

- On Call: No
- Administration: No
- Start time for morning sessions:
- Rate non NHS pension scheme: £
- Home Visit (£40 per visit): No
- Is the rate negotiable: Yes
- Start time for afternoon sessions:
- Rate NHS pension scheme: £

Description : test.....

Practice Details

- Telephone: 1782948988
- Website: www.longton-hall-surgery.nhs.uk/your-surgery/
- Address: 186 Longton Hall Road, Blurton, STOKE-ON-TRENT, STAFFORDSHIRE, ST3 2EJ

Available Slots (Click and drag on Slot to select)

26-10-2017 - Morning(Preferred start:7.00am)

26-10-2017 - Afternoon(Preferred start:2.00pm)

28-10-2017 - Morning(Preferred start:9.00am)

[Apply](#)

Different fields on a listing

- Title - the name of the practice
- From date, To date - This session will have slots ranging between these 2 dates
- On call - whether this session is on call
- Administration - whether administration is required
- Home Visit - whether this session required home visits. The rate of the home visit will be displayed.
- Start time, finish time - You can propose a start time and finish time based on the requirement on the slot that you are applying for. Check the preferred start time on the slot and select either the exact time or the best time that suits you. If you are applying for separate slots that have different preferred start times you will need to apply for these separately. On the example above the preferred start time is 7.00am.

So select 7.00am as the start time on the dropdown and then click on apply. We recommend applying for individual slots at a time if there is a preferred start time on the slot to avoid any confusions.

- Rates - if the rate is negotiable you will be able to enter the negotiate on a rate with the practice.
- Description - this is a short description of the session. Click on read more to view any further details if there is any available.

5.Applications

The applications section lets you view/filter your ongoing applications. You can filter your applications using the filter form at the top. You can filter the applications within a certain date range. You also have the facility to search for applications with a certain status or to search for all applications (eg.: Search for all Successful applications in the next 30 days.).

Each page will display 5 sessions. You can click on next to go to the next page to view the next 5 results. The application will display the Practice name and the date along with the session time(morning or afternoon). The session status would be displayed underneath.

Applications – List View

List View | Calendar View

Filters

From date: **To date:** **Status:**

< Previous | 1 | Next >

Longton Hall Surgery- 08-11-2017 Morning Session

Application Status - Successful

- On Call: No
- Administration: No
- Hourly Rate for non NHS pension scheme: £80.00
- Home Visit(£40 per visit): No
- Start Time Chosen: 7.00am
- Hourly Rate for NHS pension scheme: £90.00

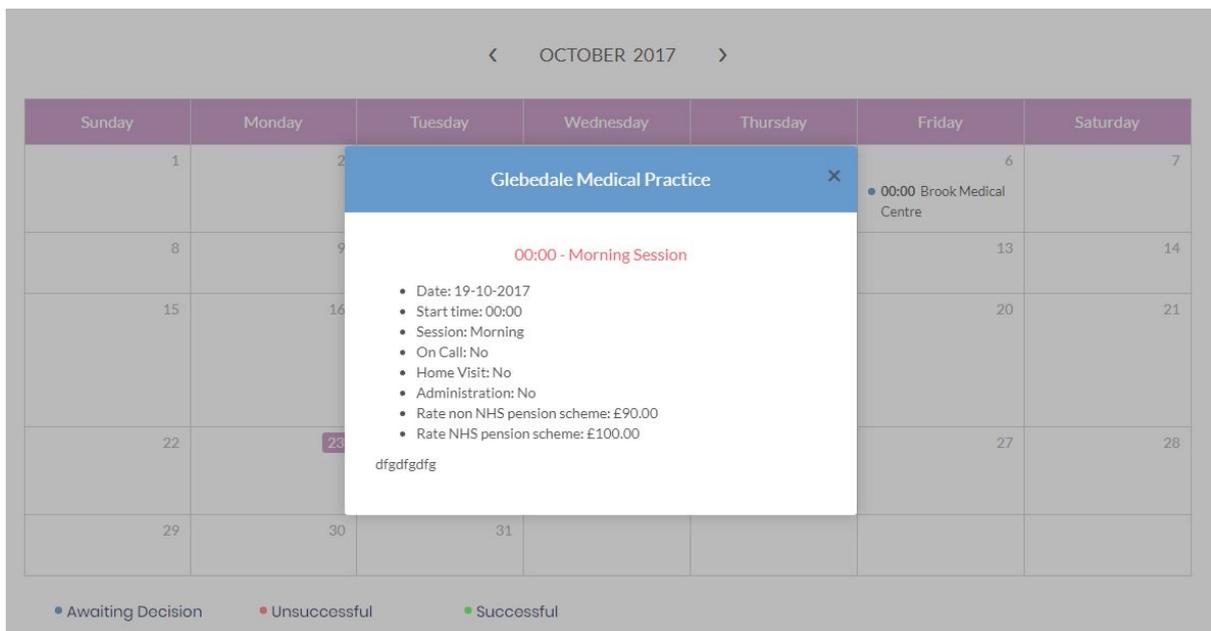
Description :
test.....

You can click on read more to read more information about the session. This will show a full description of the session if there is one available.

The "Practice Info" button will display contact information for the practice such as phone number, address and a website.

You can delete your application if it has not yet been decided. Once your application has been accepted you will not be able to delete the application as you have been picked for this session. If you are unable to attend a session that you have accepted for please contact the practice manager as soon as possible to cancel your session with them.

The default view for applications is the List View. To trigger to the Calendar view click on Calendar view. The calendar will display the sessions for a full month.



You can click on a session to display more information about the session.