



## Primary Care Management Recruitment

First Practice Management (FPM) offers a first-class recruitment service to assist practices, PCNs, Limited Companies and CCG's to appoint the best candidate for this key role. Our recruitment consultants are based throughout the UK.

Our work is based on providing a comprehensive recruitment service from identifying the need, through to the new person being appointed and starting work. The idea is to leave the partners/Directors and recruiting managers free to define the skills and experience they need and concentrate on selecting the best person to appoint, while leaving FPM to organise the whole process.

One of the unique points of the interview process which we offer is that all candidates are brought to interview at the same time. In that way the panel can compare not only the candidate against the vacancy, but also each candidate against each of the others.

The following is an outline of the service:

### PLANNING

An initial briefing meeting will be held virtually with the panel or representatives from the hiring organisation to get a good understanding of the business; the way it works, the sort of person the partners are looking for and includes:

- Setting out the role, job scope and responsibilities of the new manager; plus advice and guidance on the job description and person specification (including identifying whether and how the job and the ideal candidate, may be different to that of the outgoing manager)
- Considering accountability, support and managing arrangements for the person to be recruited (including identifying who will be primarily responsible for the induction and management of the new manager)
- Giving guidance on appropriate terms and conditions, in particular, salary level and benefits
- Giving advice on best recruitment practice, including avoiding any form of discrimination

### ADVERTISING

- Draw up the recruitment advert for approval
- Prepare an information pack about the practice, the person sought and the post (this 'information pack' will be available to everyone who accesses the advertisement)
- Place the advert on First Practice Management, the FPM weekly bulletin, LinkedIn, Twitter, Facebook connect as well as NHS jobs, CTP.org, LMC website, Indeed and any other appropriate websites.
- Receive and log all applications and summarise these onto a template for ease of assessment
- In conjunction with the partners, draw up a shortlist of candidates for interview

### INTERVIEWS

- Organise and arrange the two-step interview process:
- Agree with partners questions and scenarios for the interview panel
- Facilitate group interviews virtually with shortlisted candidates - comprises introductions and group discussion, a short group task followed by individual interviews with each of the candidates.

# FPM Group

- Guide the partners through the process of selecting the best candidates from day 1 to be brought for formal interview on day 2.
- Facilitate formal interviews for the best candidates from day 1.
- Provide score sheets and take interview notes during the formal stages, leaving the panel free to concentrate on the interview questions and responses – ensuring safer recruitment.
- Guide the panel through the process of selecting the best candidate following the day 2 interviews

## SUPPORT

- Give advice on the construction of the offer, on making the offer and obtaining confirmation of acceptance
- Provide a draft offer letter for the business to use/adapt
- Provide draft reference request letters for the successful candidate
- Throughout the 6-month probationary period, keep in touch with the business and the new manager and ensure that they are settling in satisfactorily – see Our Commitment to You.
- Give the new manager free access for one year to the members' section of our website, which provides a wide range of information and support for managers in general practice

## Why choose FPM Recruitment Service?

First Practice Management (FPM) Group is one of the UK's largest providers of information and support resources to Health and Social Care organisations. From this solid foundation of sector expertise, we offer a market-leading recruitment service to assist in appointing the most suitable candidate for key vacancies your organisation may have. Based throughout the UK, our Recruitment Consultants are all specialists in their field, and have experience of management in health and social care settings. They have a very practical understanding of the sector's unique challenges and the necessary skills and attributes staff need to succeed in it. Our service offers true value for money—the investment will ensure you get the best people for your organisation. Our approach is tried and tested and our promise to all our clients is that their experience will be unique as we match what we do to their particular needs.

## What does it cost?

A considerable amount of work goes into providing the comprehensive service outlined above. Our Recruitment Consultants, with their sector experience and recruitment expertise, will invest many days work on each project. We provide all these services for a fixed fee of £4750 + VAT.

## Contact Us.

