# Glasgow LMC

## General Practitioners’ Exit Questionnaire Process

**Introduction**

* Currently GP Contractors and Salaried GPs leaving General Practice do not have an opportunity to debrief or provide feedback on their reasons for leaving practice.
* An exit procedure would give GPs who are leaving practice in GG&C the opportunity to confidentially provide their reflections to the LMC on their perceptions of their role, support received from Board and HSCPS and other organisations and any other aspects of their practice such as the workload and income which they wish to comment upon. This may help in identifying retention and recruitment issues and provide the LMC with a source of qualitative information to use in the development of a more sustainable future workforce in general practice.

**Purpose**

* To ensure that the LMC adopts a consistent approach to all Contractor and Salaried GPs leaving practice in GGC.
* To ensure that the reasons for GPs leaving practice are actively explored and analysed, and used to highlight good practice and influence improvements in areas where these may be required.

**Processing a Resignation**

* Primary Care Support and Development will notify the GP Subcommittee/LMC of a resignation from the Performers List of a Contractor or Salaried GP.
* The medical secretary will write to the doctor at the GP practice to acknowledge their resignation
* The letter will enclose the Exit Interview Questionnaire (Appendix A) and a Stamped Address Envelope and will ask the doctor to complete.
* The Questionnaire will allow anonymised completion if the doctor so wishes.
* Doctor will send back the questionnaire to the LMC.
* The medical secretary along with the business coordinator will collate information. Any details will be anonymised.

Appendix A

**GP EXIT QUESTIONNAIRE**

Leave Blank if you wish

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Practice**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Role**: *Partner/Salaried*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Year of joining practice**: \_\_\_\_\_\_\_\_\_\_\_ **Date of Leaving**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. *To help us understand your decision making please detail all the reason(s) for leaving this position with some indication of order of significance;*

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1. *Is it your intention to* ***leave NHS General Practice permanently****? if so please indicate if this is (A) because you want to retire having reached your planned retirement age or (B) are leaving the profession earlier than planned because of the reasons given above. (If you are undecided on whether you will continue in NHS GP in another position please select option C)*
2. Planned retirement age
3. Reasons given above
4. Undecided
5. *If you intend to continue in General Practice do you intend to continue to work in NHS practice in GGC/ Scotland/ UK or out with the NHS abroad*

GGC Scotland UK Abroad

1. *If you intend to work but not in NHS General Practice in what capacity do you intend to work?*

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1. (a) Are you aware of sources of support which were available to you such as Occupational Health, Primary Care Support, HSCP, BMA and LMC?

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(b) Did you access any of the above or other sources of support? If so which ones

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1. *Can you identify anything(s) which if available/changed would have encouraged you to stay in the role you are leaving?*

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1. *(a) If you are leaving General Practice all together can you identify anything which if it was changed would encourage you to remain part of the GP workforce in Scotland?*

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(b) *Can you identify any support which were it to be available might encourage/ have encouraged you to remain in General Practice? eg mentoring, careers/personal development advice, other contacts.*

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1. *(a) What did you like most/least about your role and why?*

Most: ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Least: ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

(b) Has anything about your role changed which has encouraged you to leave?

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1. *(a) What was morale like in your workplace, what contributed to that?*

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*(b) What support if any do you think your practice might have benefitted from e.g. Team Building, Resilience Training?*

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*Are there any other comments you would like to make?*

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Thank you very much for completing this questionnaire. We would like to reassure you that the information will not be used in a form that would make you or your practice identifiable. We hope that it is perceived as helpful and supportive to be asked about the circumstances of your leaving your post in General Practice in GGC. General Practitioners do a hugely valuable job in sometimes difficult circumstances and we feel that it is appropriate that we as an LMC, committed to supporting GPs in GGC, understand the position when GPs leave their practice. We hope that in an increasing number of instances this will be because the GP has had a long and happy career and is looking forward to a planned and well-earned retirement.

**Please return to Glasgow Local Medical Committee, 40 New City Road, Glasgow, G4 9JT.**