

SHEFFIELD LOCAL MEDICAL COMMITTEE

Vacancy Bulletin

August 2018

INSIDE THIS ISSUE:

MEDICAL NOTES SUMMARISER: AVAILABLE

SALARIED GP (PERMANENT WITH A VIEW TO PARTNERSHIP): SOTHALL MEDICAL CENTRE

SALARIED GP (WITH A VIEW TO PARTNERSHIP): BURNGREAVE SURGERY

SALARIED GP: WOODHOUSE HEALTH CENTRE

SALARIED GP (PERMANENT): PAGE HALL MEDICAL CENTRE

SALARIED GP (TEMPORARY CONTRACT): PAGE HALL MEDICAL CENTRE

SALARIED GP (PERMANENT): HACKENTHORPE MEDICAL CENTRE

SALARIED GP (PERMANENT): DARNALL PRIMARY CARE CENTRE

SALARIED GP (PERMANENT): CLOVER GROUP PRACTICE

SALARIED GP (PERMANENT): JORDANTHORPE MEDICAL CENTRE

SALARIED GP (MATERNITY): JORDANTHORPE MEDICAL CENTRE

SALARIED GPs: ROYAL PRIMARY CARE

GP ASSOCIATES: UNIVERSITY HEALTH SERVICE

GP RETAINER: THE HOLLIES MEDICAL CENTRE

ADVANCED NURSE PRACTITIONER (MATERNITY): HACKENTHORPE MEDICAL CENTRE

ADVANCED NURSE PRACTITIONER: SOUTHEY GREEN MEDICAL CENTRE

NURSE PRACTITIONER: BIRLEY HEALTH CENTRE

PRACTICE NURSE (FIXED TERM): AVENUE MEDICAL PRACTICE

PRACTICE NURSE: SOUTHEY GREEN MEDICAL CENTRE

HEALTHCARE ASSISTANT: BRINSWORTH & WHISTON MEDICAL CENTRES

PRACTICE MANAGER: BRINSWORTH & WHISTON MEDICAL CENTRES

MEDICAL RECEPTIONIST/CARE NAVIGATOR: CARTERKNOWLE & DORE MEDICAL PRACTICE

MEDICAL NOTES SUMMARISER

Available up to 36 hours per week

I am a Medical Summariser and Administrator with five years' experience and a strong nursing background. I am relocating to Sheffield from the West Midlands and am available to work from Monday 24 September 2018.

I currently work a total of 36 hours at 3 different GP practices in Leamington Spa. I use Emis web and have been trained to use Vision. I am happy to be trained on SystemOne, if required to do so.

Please could you contact me for my CV and references if you have a potential vacancy: Mrs Anne Nagel Tel: 0773 4833 866 / Email nagelanne42@gmail.com.

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**SALARIED GP
SOTHALL MEDICAL CENTRE**

Permanent, Ideally with a view to Future Partnership
6 Sessions per Week
<https://sothall.net/>

We have a vacancy for a GP to join our friendly practice ideally starting at the beginning of September 2018.

We are a, supportive, dynamic practice, committed to delivering high quality patient service. Located in south-east Sheffield, we serve a stable patient population of approximately 10,300. We are a PMS Practice, and currently have 4 partners and 4 salaried GPs. We have a dedicated and supportive Primary Health Care Team, including administration staff, APN, nurses, health care assistants, practice pharmacist and a physician associate.

- We are a SystemOne practice;
- We achieve excellent QOF points;
- 6 weeks annual leave and one weeks study leave pro rata;
- We have excellent relationships with our neighbouring practices;
- Modern comfortable premises;
- 15 minute appointments as standard;
- Daily 'catch ups' over coffee midday;
- We would be keen to support and develop areas of special interest within primary care.

Salary: Competitive by negotiation around £8500 per session + Indemnity depending on experience.

Please contact Michael Lyall (Practice Manager) for an informal discussion on 0114 2471211 or email michaellyall@nhs.net.

Closing date: N/A.

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**SALARIED GP
BURNGREAVE SURGERY**
5 Burngreave Road, Sheffield, S3 5DA

With a view to Partnership
7-9 sessions (job share a possibility)

A fantastic opportunity has arisen for a salaried GP with a possibility of Partnership in the future to join our friendly, enthusiastic and forward looking practice at Burngreave Surgery due to retirement.

We serve an inner city, ethnically diverse population of around 6700 patients split across 2 sites and are committed to delivering high quality patient care in a challenging environment as well as supporting and nurturing the skills and development of our staff.

Our dedicated Clinical Team currently consists of 2 GP Partners, 2 salaried GPs, 3 Practice Nurses & 2 Health Care Assistants.

We welcome all GPs with an interest in this population and a desire to commit to General Practice and Neighbourhood Working to come and join us.

Key information:

- PMS practice.
- SystemOne clinical system.
- Onsite Community Nurses / Counsellors / IAPT / Health Trainer / Community Support Worker.
- Supportive and experienced Primary Care Team and Admin Staff.
- Salary: Sessional rate from £8500 upwards, dependent on experience.
- 6 weeks holiday a year with 1 week study leave pro rata.
- High QOF achievement.
- Actively involved in Neighbourhood working.
- 2 site practice (+ third building across the road from Burngreave Surgery).
- Regular clinical and practice meetings and offloads at lunchtime!
- Training Practice for Medical Students and Practice Nurses.

Please contact Practice Manager Lisa Platts: lisa.platts@nhs.net / 0114 2725619.

Closing date: 30 September 2018 and job commencement 2 January 2019.

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SALARIED GP
WOODHOUSE HEALTH CENTRE
5-9 Skelton Lane, Sheffield, S13 7LY

Opportunities have arisen to join Woodhouse Health Centre as a Salaried GP. Part-time / full time positions available from October and maternity cover required from December 2018.

We are a 7 Partner practice (12,500 patients) supported by a full Nursing Team including 2 First Contact Nurses and Nurse Practitioners running Chronic Disease Clinics. We have excellent admin, clerical and pharmacist support. SystemOne computer system and paper light practice.

- GP Registrar FY2 and training practice;
- We are offering a clear Job Plan so you know exactly what we require;
- We are committed to a home / work-life balance and it is anticipated that you will aim to leave on time each day;
- We are one of the Sheffield Extended Hours Hubs;
- Sessions: 15 appointments (no extras) up to 2 visits a session (no extra admin if visiting);
- We are flexible with days and sessions.

Please send CV and covering letter to Gordon.Osborne@nhs.net or telephone 0114 2293091 to arrange informal visit or further details.

Closing Date: Open until positions filled.

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SALARIED GP
PAGE HALL MEDICAL CENTRE

Permanent Contract

Four sessions plus two Trailblazer sessions* / up to £8500/session pro rata
Indemnity cover, six weeks' holiday, study, audit and appraisal leave

Interested in tackling health inequalities in Sheffield?
Join us at the sharp end of general practice.

Page Hall Medical Centre is a three-partner teaching practice with 7650 patients located in the north of Sheffield adjacent to the Northern General Hospital. Around 90% of patients are from a BAME background; 40% don't use English as a first language and around a third of all consultations require an interpreter.

This post will suit an established or newly-qualified GP wishing to gain valuable experience. Nurse practitioner-led triage and minor illness clinics enable GPs to concentrate on dealing with new and chronic cases, although there is a requirement to act as 'duty doctor' weekly working alongside our nurses to manage acute presentations.

Colleagues are extremely friendly and supportive and the Centre is constantly finding innovative ways to meet the needs of its patient population including participation in research; commitment to quality improvement and active engagement with our neighbourhood practices & community partners. It is very much a learning organisation, with two GPST registrars, student nurses and developing nurse practitioners, and all GPs are invited to contribute to junior colleagues' clinical development.

Rated 'Good' overall by CQC and 'Outstanding' in providing responsive services, experience at the Centre is a valuable addition to any CV.

Expressions of interest or any questions can be directed to Dr Trish Evans, GP Partner, by email at trishevans@nhs.net.

*two educational sessions are for 12 months only and are dependent on the Centre's bid for Trailblazer funding. This is paid release time for personal development and access to other areas of the Scheme. For more details visit <https://www.fairhealth.org.uk/trailblazer>.

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SALARIED GPs
PAGE HALL MEDICAL CENTRE

Temporary contract September – December 2018

Four or five sessions / up to £8500/session pro rata

Indemnity cover | six weeks' holiday pro rata | study, audit and appraisal leave

Interested in tackling health inequalities in Sheffield?
Join us at the sharp end of general practice.

Page Hall Medical Centre is a three-partner teaching practice with 7650 patients located in the north of Sheffield adjacent to the Northern General Hospital.

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Expressions of interest or any questions can be directed to Dr Trish Evans, GP Partner, by email at trishevans@nhs.net.

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**SALARIED GP
HACKENTHORPE MEDICAL CENTRE**

Permanent Contract
4-7 Sessions Per Week - Start date 1.10.18

We would like to invite applications for a Salaried GP opportunity at Hackenthorpe Medical Centre.

The Practice has a well-established and stable Partnership. We are a friendly supportive team with approximately 7000 registered patients. We work from a modern purpose built surgery with 4 Partners and 2 Salaried GPs, 1 Nurse Practitioner, 1 Physicians Associate, 2 Practice Nurses and 3 Health Care Assistants. The Clinical Team is supported by an experienced and dedicated Practice Manager, Business Manager and Administrative/Reception Team.

We are looking for an enthusiastic Salaried GP to support the Practice in driving our vision forward. This is to provide high quality, patient centered care which is accessible, safe and continually meets the needs of patients and carers, to ensure the practice remains sustainable and resilient. The Practice forms part of Township 1, Neighbourhood and is actively engaged in developing the concept of Neighbourhood/collaborative working.

The Practice is a high achiever in relation to QoF and has a 'Good' CQC rating.

The Practice promotes open communication and continuous improvement. This is supported by our Daily Communication Cell Meetings. This gives the MDT Team the opportunity to discuss what has gone well, where improvements need to be made and to celebrate success.

The Practice provides training opportunities for F2 doctors, medical/nursing/physician associate students.

The Practice has good access to public transport and is in close proximity to Crystal Peaks.

To apply please send a covering letter in application, along with a CV to Hackenthorpe Medical Centre, 15 Main Street, Hackenthorpe, Sheffield, S12 4LA or email to angela.mirfin@nhs.net.

Informal visits and discussions are welcomed. Please contact Dr Fleur Jones on 0114 2488187 for additional information.

Closing date: Friday 24 August 2018.

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**SALARIED GP
DARNALL PRIMARY CARE CENTRE**

Permanent Contract
Up to eight sessions plus two Trailblazer educational sessions* / up to £9,107 per session
Indemnity cover, six weeks' holiday, extensive study leave

Join us for an exciting career as a portfolio GP.

Primary Care Sheffield is a GP-led organisation. Our shareholders are 79 GP practices in Sheffield covering over half a million patients.

As well as providing a range of 'at-scale' primary care services in the city, we run the Clover Group Practice of seven GP practices in partnership with Sheffield Health & Social Care NHS Foundation Trust.

Our provision of 'at-scale' services in Sheffield, such as Extended Access Hubs, enables us to offer our clinicians variety and choice, including multi-site working.

So, you could be our next GP working in:

- Refugee & asylum seeker health;
- Care homes;
- Secure psychiatric physical health;
- ENT, vasectomy and skin clinics;
- Clinical leadership & teaching;
- Evenings and weekends hubs;
- Sexual health;
- Minor surgery;
- CASES elective referrals;
- Business development.

We'd like to discuss with you how we can tailor your role to suit your personal interests and professional development.

*For newly-qualified GPs, the Trailblazer scheme may be for you. If you qualify, you will be entitled to two educational sessions per week which is paid release time plus access to other areas of the Scheme. Take a look at their website for further details at <https://www.fairhealth.org.uk/trailblazer>.

So if you're interested in working for us, it's time to take the next step. Pick up the phone or email us for an informal chat. Nicola Simpson, Group Manager, 07545 955992 nicola.simpson10@nhs.net.

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SALARIED GP CLOVER GROUP PRACTICE

Various locations, permanent contract with flexible hours
200 sessions per year (average of four per week) / up to £9,107 per session
Indemnity cover, six weeks' holiday, extensive study leave

Join us for an exciting career as a portfolio GP.

Primary Care Sheffield is a GP-led organisation. Our shareholders are 79 GP practices in Sheffield covering over half a million patients. As well as providing a range of 'at-scale' primary care services in the city, we run the Clover Group Practice of seven GP practices in partnership with Sheffield Health & Social Care NHS Foundation Trust.

Our practice provides care for over 32,000 patients with consulting rooms at Heeley Green Surgery, Buchanan Road Surgery, Jordanthorpe Medical Centre, Highgate Surgery, Darnall Primary Care Centre, Clover City Practice and Mulberry Practice.

Each are home to an experienced and dedicated team of professionals and all Clover Group facilities were rated 'Good' by CQC at their last inspection.

If flexible working suits your lifestyle, and you're interested in working for us, it's time to take the next step. Pick up the phone or email us for an informal chat. Nicola Simpson, Group Manager, 07545 955992, nicola.simpson10@nhs.net.

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SALARIED GP JORDANTHORPE MEDICAL CENTRE

Permanent contract
Eight sessions plus two Trailblazer educational sessions* | up to £9,107 per session
Indemnity cover | six weeks' holiday | extensive study leave

Join us for an exciting career as a portfolio GP.

Primary Care Sheffield is a GP-led organisation. Our shareholders are 79 GP practices in Sheffield covering over half a million patients. As well as providing a range of 'at-scale' primary care services in the city, we run the Clover Group Practice of seven GP practices in partnership with Sheffield Health & Social Care NHS Foundation Trust.

Our provision of 'at-scale' services in Sheffield, such as Extended Access Hubs, enables us to offer our clinicians variety and choice, including multi-site working.

So, you could be our next GP working in:

- Refugee & asylum seeker health;
- Care homes;
- Evenings and weekends hubs;
- Sexual health;

- Secure psychiatric physical health;
- ENT, vasectomy and skin clinics;
- Clinical leadership & teaching;
- Minor surgery;
- CASES elective referrals;
- Business development.

We'd like to discuss with you how we can tailor your role to suit your personal interests and professional development.

*For newly-qualified GPs, the Trailblazer scheme may be for you. If you qualify, you will be entitled to two educational sessions per week which is paid release time plus access to other areas of the Scheme. Take a look at their website for further details at <https://www.fairhealth.org.uk/trailblazer>.

So if you're interested in working for us, it's time to take the next step. Pick up the phone or email us for an informal chat. Nicola Simpson, Group Manager, 07545 955992 nicola.simpson10@nhs.net.

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SALARIED GP
JORDANTHORPE MEDICAL CENTRE

12 months' maternity cover
Up to eight sessions / up to £9,107 per session
Indemnity cover, six weeks' holiday, extensive study leave

Join us for an exciting career as a portfolio GP.

Primary Care Sheffield is a GP-led organisation. Our shareholders are 79 GP practices in Sheffield covering over half a million patients. As well as providing a range of 'at-scale' primary care services in the city, we run the **Clover Group Practice** of seven GP practices in partnership with Sheffield Health & Social Care NHS Foundation Trust.

Set in modern surroundings, Jordanthorpe Health Centre is a small, but busy practice of approximately 3500 patients. It is home to an experienced and dedicated team of professionals and it was rated 'Good' by CQC at its last inspection.

In this role, you will be covering for a colleague on maternity leave for 12 months, beginning September 2018.

So if you're interested in working for us, it's time to take the next step. Pick up the phone or email us for an informal chat. Nicola Simpson, Group Manager, 07545 955992, nicola.simpson10@nhs.net.

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SALARIED GPs
ROYAL PRIMARY CARE
Chesterfield / Clay Cross

Royal Primary Care is the primary care arm of Chesterfield Royal Hospital. With a new leadership team in place, a rapidly improving CQC and a quality driven, forward thinking strategy. We are looking to recruit 4.5 WTE GPs. All levels of experience are welcome.

Royal Primary Care has 31000 patients registered to 2 principal areas - Chesterfield (comprising The Grange Medical Centre, Rectory Road and Inkersall Medical Centres) and Clay Cross (comprising Clay Cross and Grassmoor).

Clinical teams are principally locality based to develop and maintain continuity although some cross site working is required. Each site comprises GPs, ANPs, a Practice Nursing team and Pharmacists with additional Physio and Mental Health Practitioners as well. Our breadth of primary care team aligns with our "Right Care, Right Clinician, Right Time" approach.

- Salary £93,000 - £110,000 p/a (pro rata for less than WTE).
- NHS Indemnity.
- EMISWeb and SystmOne - moving to a unified SystmOne deployment in October 2018.
- Rapidly improving practice - we have moved out of special measures to being 'good' in safe and effective and 'requires improvement' overall. With the dedication and drive of our primary care team we continue to rapidly progress our improvement plan to ensure we are GOOD overall in 2019. *The CQC report commended RPCs turn-around strategy and rate of progress*.
- Opportunity to develop additional skills. We are able to encourage and develop special interests that are applicable to primary care eg ENT, ophthalmics, gynaecology, psychiatry, frailty, paediatrics etc. Two of the GPs who most recently joined the team are leading adolescent service development and genetics & research portfolios.

We welcome interested GPs to contact us and visit our sites and talk to our team. In the first instance please contact the Divisional Director Dr Peter Scriven on p.scriven1@nhs.net.

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GP ASSOCIATES
UNIVERSITY HEALTH SERVICE
University of Sheffield

- 2 salaried GPs posts at 4 - 6 clinical sessions per week.
- £73,320 per annum (pro-rata based on 10 sessions).

The University Health Service (UHS) is an NHS Primary Medical Services (PMS) GP practice. We serve the needs of our patient population, which is made up primarily of students of the University of Sheffield and their dependants. We currently have a list size of approximately 30,000 patients.

We are currently looking to recruit 2 GPs at the Practice. They will work with the GP Principals to provide Primary Medical Services to the patients at the University Health Service, and work collaboratively with the University Health Service Team and the wider Student Services community, in order to support students to achieve a successful academic outcome and develop skills for achieving and maintaining a healthy life.

The successful applicants will provide primary medical services to patients of the Practice. You will contribute towards the achievement of the Quality and Outcomes Framework and to the requirements of Enhanced Services that the Practice has agreed to take part in.

Additional remuneration will be available for any Duty Doctor work carried out, as part of a GP rota. Due to the nature of our patient population, house visits are very rare. Medical Defence costs will be funded by the Practice.

Further information about the University Health Service can be found at <http://www.sheffield.ac.uk/ssid/health-service>.

You can view the supporting documentation and apply for these roles by visiting www.sheffield.ac.uk/jobs. Job reference: UOS019877.

Closing Date: 2 September 2018.

For informal enquiries please contact b.graham@sheffield.ac.uk, Barbara Graham (Practice Manager), University Health Service, University of Sheffield, 53 Gell Street, Sheffield, S3 7QP. Tel: 0114 222 2102.

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GP RETAINER
THE HOLLIES MEDICAL CENTRE
20 St Andrews Road, Sheffield S11 9AL

4 Sessions Per Week

We are a friendly and supportive training practice seeking to recruit a GP Retainer to join our team for 4 sessions per week over Thursday and Friday (AM and PM both days).

We are currently a 4 partner practice (increasing to 5 in August 2018) and have dedicated and hardworking clinical and administrative teams and we provide excellent quality of care to our patients.

We have a growing list size, are a TPP SystemOne practice and were rated 'good' by CQC at our last inspection. In addition we were voted the number one practice in Sheffield in the most recent patient survey!

Why not come along for an informal visit. Contact Louise, our Practice Manager, to arrange on 0114 2550094 or email louise.owen1@nhs.net.

You must be eligible for the GP Retention Scheme to apply for this post.

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ADVANCED NURSE PRACTITIONER
HACKENTHORPE MEDICAL CENTRE

Require a Temporary Advanced Nurse Practitioner covering Maternity Leave
Approximately 20 hours per week from w/c 1.10.18 for a period of around 1 year

We would like to invite applications for a Temporary Advanced Nurse Practitioner covering Maternity Leave opportunity at Hackenthorpe Medical Centre.

The Practice has a well-established and stable Partnership. We are a friendly supportive team with approximately 6700 registered patients.

We work from a modern purpose built surgery with 4 Partners and 2 Salaried GPs, 1 Nurse Practitioner, 1 Physicians Associate, 2 Practice Nurses and 3 Health Care Assistants. The Clinical Team is supported by an experienced and dedicated Practice Manager, Business Manager and Administrative / Reception Team.

We are looking for an enthusiastic Advanced Nurse Practitioner to support the Practice in driving our vision forward, which is to provide high quality, patient centered care which is accessible, safe and continually meets the needs of patients and carers, to ensure the practice remains sustainable and resilient. The Practice forms part of Township 1, Neighbourhood and is actively engaged in developing the concept of Neighbourhood/collaborative working.

The Practice is a high achiever in relation to QoF and has a 'Good' CQC rating.

The Practice promotes open communication and continuous improvement. This is supported by our Daily Communication Cell Meetings. This gives the MDT Team the opportunity to discuss what has gone well, where improvements need to be made and to celebrate success.

The Practice provides training opportunities for F2 doctors, medical/nursing/physician associate students.

The Practice has good access to public transport and is in close proximity to Crystal Peaks.

To apply please send a covering letter in application, along with a CV to Hackenthorpe Medical Centre, 15 Main Street, Hackenthorpe, Sheffield, S12 4LA, or email to angela.mirfin@nhs.net.

Informal visits and discussions are welcomed. Please contact Dr Fleur Jones, GP Partner on 0114 2488187 for additional information.

Closing date: Friday 24 August 2018.

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**ADVANCED NURSE PRACTITIONER
SOUTHEY GREEN MEDICAL CENTRE**

We are looking for an Advanced Nurse Practitioner to work in our small friendly Practice in the North of Sheffield. We have 2 GPs, a phlebotomist and a Healthcare Assistant. You will be supported by the Practice Manager and an excellent administration team. The successful candidate will be capable of working independently.

We are a forward thinking practice, rated as 'good' following our CQC inspection.

This post is subject to satisfactory pre-employment checks and a 6 month probationary period.

20 hours per week (working days negotiable and flexible).

Salary dependent on experience.

Pension scheme.

Closing date 29 August 2018.

Interview date early September 2018.

Please submit your CV to Practice Manager lesley.holmes5@nhs.net.

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**NURSE PRACTITIONER
BIRLEY HEALTH CENTRE
120 Birley Lane, Sheffield, S12 3BP**

Due to internal promotion we are looking for a highly motivated Nurse Practitioner with good interpersonal and communication skills to join our busy 8,500 patient practice.

Complementing our existing clinical team of 6 Doctors, 2 existing Nurse Practitioners, 3 Practice Nurses and 3 Health Care Assistants the new Nurse Practitioner will be fully integrated into the practice and work closely with clinical and administrative colleagues alike.

Applicants should enjoy a varied job role, be open to new ways of working and have a flexible approach.

We offer a competitive hourly rate, generous holiday provision as well as the opportunity to join the NHS pension scheme.

Just two minutes' walk to the tram stop we have excellent public transport links together with a large, free car park.

A training practice providing placements for F2 and Registrar Doctors as well as mentorship for trainee Nurses, Birley Health Centre has a great deal to offer.

We wish to recruit for a minimum of 2 days per week, around 16 hours, ideally Thursday and Friday.

We are fully committed to supporting the primary care neighbourhood agenda and have strong links with many local practices.

The opportunity to increase hours up to full time, working within another local practice may be available for the right candidate.

The post is offered initially on a fixed term, 1 year contract but may be extended.

Informal visits are very much welcomed as are discussions with the Practice Manager and existing Nurse Practitioners. For more information please contact the Practice Manager at the surgery 0114 235 8038.

Applications are via NHS jobs at www.jobs.nhs.uk. Vacancy reference number J180- A-18-234219.

Closing date for applications is 9 September 2018 however the advert may be closed once a reasonable number of applications are received. Only successful applicants will be contacted.

Any offer made is subject to two satisfactory employment references and DBS clearance.

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**PRACTICE NURSE
AVENUE MEDICAL PRACTICE**

Term-time - Fixed Term for 18 months

We are seeking a practice nurse to work at the Avenue Medical Practice approx 15 hours a week (we are flexible), on a term-time only basis. This role is to cover a staff member's additional training, and so we have a level of flexibility about the number of hours and/or exact weeks worked in the year. For this reason this role may be particularly attractive to existing practice nurses seeking additional term time hours.

We require a practice nurse capable of undertaking:-

- Baby and adult vaccines;
- Hypertension management;
- Smears;
- Holistic clinics, ie new patient checks;
- Treatment room duties;
- Contraception;
- Venous blood sampling;
- Some LTC management.

We are open to nurses who may be newer to primary care and who are not yet qualified in all chronic disease management areas, but we would require you to be able to undertake some LTC disease management.

If you are interested please email SHECCG.AvenueMC@nhs.net and we will send you a full Job description.

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**PRACTICE NURSE
SOUTHEY GREEN MEDICAL CENTRE**

We are looking for a Practice Nurse to work in our small friendly Practice in the North of Sheffield. We have 2 GPs, a phlebotomist and a Healthcare Assistant. You will be supported by the Practice Manager and an excellent administration team. The successful candidate will be capable of working independently.

We are a forward thinking practice, rated as 'good' following our CQC inspection.

This post is subject to satisfactory pre-employment checks and a 6 month probationary period.

20 hours per week (working days negotiable and flexible).

Salary dependent on experience.

Pension scheme.

Closing date 22 August 2018.

Interview date 24 August 2018.

Please submit your CV to Practice Manager lesley.holmes5@nhs.net.

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HEALTHCARE ASSISTANT
BRINSWORTH & WHISTON MEDICAL CENTRES
171/173 Bawtry Road, Brinsworth, Rotherham, S60 5ND
Hunger Hill Lane, Whiston, Rotherham, S60 4BD

Flexible hours
Salary dependent on experience and skills

We are seeking a motivated enthusiastic Healthcare Assistant to join our friendly supportive team

We are a 2 partner PMS training practice who pride ourselves as being high achievers of QOF

The candidate will have:

- Phlebotomy - essential;
- Ear care - preferable;
- ECG - preferable;
- Management of samples etc - essential;
- Vaccs & Imms - preferable;
- BP checks - essential;
- Wound management - essential;
- Swabs - essential;
- Driver - to carry out home visits - essential;

Experience in EMIS WEB clinical software is desirable, but not essential as full training will be given.

We are looking for someone to work 25 hours over 4/5 days per week

Apply with CV.

For further information please contact Jan Venkatraman, Managing Partner on 01709 382816 or email on jan.venkatraman@nhs.net.

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PRACTICE MANAGER
BRINSWORTH & WHISTON MEDICAL CENTRES
171/173 Bawtry Road, Brinsworth, Rotherham, S60 5ND
Hunger Hill Lane, Whiston, Rotherham, S60 4BD

An exciting opportunity has arisen for an accomplished and highly motivated Practice Manager, with strategic vision, to join this friendly, forward thinking and supportive two partner training GP practice with a list size of over 10000 patients.

You will be instrumental in ensuring our busy Practice delivers excellent clinical outcomes, be responsive to the needs of patients, and supports NHS staff to fulfil their potential. Candidates must demonstrate clear leadership, strategic thinking, finance management, excellent HR aptitude, and excellent IT skills.

Salary depending on experience and skills.

This is a full time position of 37.5 hrs (but can be flexible for the right candidate).

About us:

- 2 Partners, 1 Salaried GP, 2 Trainee GPs;
- PMS practice with growing list size of approximately 10000;
- Excellent administrative support;
- Strong focus on staff development;
- Excellent nursing & HCA team;
- High QOF and LES achievement;

- Daily referral review groups to exchange views on best course of treatment;
- EMIS Web computer system;
- Training practice;
- Frequent mentoring support and regular in-house educational sessions;
- Active strategies to try and reduce GP workload;
- Wide range of services provided.

Person Specification Essential:

- Excellent HR knowledge (pensions/employment law);
- Leadership skills;
- Ability to demonstrate strategic thinking;
- Well organised and able to demonstrate systematic way of working;
- Excellent IT skills (specifically the ability to run searches and to distil data in a format that is meaningful to different members of the clinical team).
- Excellent financial management ability;
- Good interpersonal skills;
- Excellent communication skills (both written and verbal);
- Accounts – experience at managing accounts and the ability to provide financial forecasts;

Desirable:

- EMIS Web Experience;
- 2 years GP practice management experience.

If you are an organised and conscientious individual with a flexible attitude to your work then we would be delighted to hear from you to discuss in more detail.

Please apply in writing with a copy of your CV to Jan Venkatraman, Managing partner at jan.venkatraman@nhs.net.

If you would like to have an informal discussion first, please ring Jan on 01709 382816.

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**MEDICAL RECEPTIONIST/CARE NAVIGATOR
CARTERKNOWLE & DORE MEDICAL PRACTICE**

1 Carterknowle Road, S7 2DW
137 Dore Road, S17 3NF
Tel: 0114 2291686

An excellent opportunity has arisen for an enthusiastic and motivated person to work within our busy reception team at Carterknowle and Dore Medical Practice. We are a busy two site surgery with 12,500 patients. SystmOne clinical system.

- Full or part time hours;
- Good communication skills required;
- Full training can be provided.
- Must be able to cover for holidays and sickness;
- Previous experience desirable but not essential;

For further details about the practice please see our website www.carterknowlesurgery.co.uk.

Applications with CV to angela.stittle@nhs.net.

Closing Date: 31 August.

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**Please forward any adverts for inclusion in the LMC's Vacancy Bulletin to the LMC office via:
adminassistant@sheffieldlmc.org.uk**

Adverts for the September edition to be received by Friday 7 September

Submission deadlines can be found at:

<http://www.sheffield-lmc.org.uk/website/IGP217/files/Newsletter%20&%20VB%20Deadlines%202018.pdf>.