

Vacancy Bulletin

August 2023

Sheffield
LMC



INSIDE THIS ISSUE:

SALARIED GP: STEEL CITY GENERAL PRACTICE

SALARIED GP: BURNGREAVE SURGERY

SALARIED GP: MILL ROAD SURGERY

SALARIED GP: CRYSTAL PEAKS MEDICAL CENTRE

SALARIED GP: PRIMARY CARE SHEFFIELD (PCS)
PRACTICES

SALARIED GP: FORGE HEALTH GROUP

SALARIED GP: SOTHALL MEDICAL CENTRE

SALARIED GP (MATERNITY COVER): SOTHALL
MEDICAL CENTRE

SALARIED GP/WITH PARTNERSHIP OPTION:
LARWOOD HEALTH PARTNERSHIP

SALARIED GP: URGENT AND EMERGENCY CARE
CENTRE, ROTHERHAM

GP TRAINER: PRIMARY CARE SHEFFIELD (PCS)
PRACTICES

**ADVANCED NURSE PRACTITIONER /
ADVANCED CLINICAL PRACTITIONER:**
CARTERKNOWLE AND DORE MEDICAL PRACTICE

EXPERIENCED NURSE PRESCRIBER:
ECCLESFIELD GROUP PRACTICE

NURSE ASSOCIATE: MILL ROAD SURGERY

GP RECEPTIONIST: RUSTLINGS ROAD SURGERY

PATIENT CONTACT ADVISOR: CARTERKNOWLE
AND DORE MEDICAL PRACTICE

SALARIED GP

STEEL CITY GENERAL PRACTICE

Incorporating Baslow Road, Shoreham Street & Darnall Hall Surgeries

Do 15-minute GP appointments sound appealing?

We are a friendly expanding training practice looking to recruit an enthusiastic and committed doctor to join our 3 GP Partner, 4 salaried GP and 3 ANP team who are supported by GP Assistants, Care Coordinators, Mental Health Workers, Physician Associates and Clinical Pharmacists together with Nurses and Health Care Assistants and Care Co-ordinators working on all sites.

We transitioned to 15-minute clinical consultations long before COVID, in recognition of the increasing complexity of modern-day general practice. Duty of care to all our employees is at the forefront of the Practices' ethos and we strive to provide maximum support and ensure your work life is balanced and conducive to your professional development.

- GMS Practice
- Defined workload and focus on quality of consultations
- List Size over 13,000
- Exceptional PCN collaboration
- SystmOne Clinical System
- MPS Indemnity
- 4 sessions weekly
- Consistent high QoF achievement
- Two branch sites
- QI sessions
- Competitive Salary and NHS Pension

We encourage applicants who have special interests / professional development areas as we are keen to support our clinical team and provide opportunities for training and mentoring for candidates who wish to grow.

Whilst keen for an early appointment we are prepared to wait for the right candidate!

Please contact Lisa Ripley, Group Director on 07762 124 380 for further information or send your current CV and covering letter to lisa.ripley@nhs.net.

Closing date: dependent on interest.

ooo

**SALARIED GP
BURNGREAVE SURGERY**

6/7 sessions per week

A fantastic opportunity has arisen for a salaried GP to join our friendly, enthusiastic and forward-looking practice at Burngreave Surgery due to expansion. We are part of the trailblazer GP scheme.

We serve an inner city, ethnically diverse population of around 7500 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 practice is a great place to work, regular refreshments provided during clinic, supply of fresh fruit (as well as a naughty treat cupboard if the urge takes you!) We think of ourselves as a family, with no hierarchy between clinicians and the admin team.

Our dedicated Clinical Team currently consists of 4 GP Partners, 2 Salaried GPs, 3 Practice Nurses & 2 Health Care Assistants, 2 Clinical Pharmacists and an Advanced Clinical Practitioner.

We host student nurses on placement and medical students with an interest in green agenda or working in a Deep End area. We are about to begin training F2 Doctors and an ACP. Our training ambitions are currently limited by space, but we are hoping to move into a new, purpose-built premises in the next 18 months, which will allow us room to increase our training capacity.

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.

- PMS practice.
- SystmOne clinical system.
- Actively involved in Neighbourhood working.
- Onsite Community Nurses / Counsellors / IAPT / Health Trainer / Community Support Worker.
- 2 site practice (+ third building across the road from Burngreave Surgery).
- 6 weeks holiday a year with 1 week study leave pro rata.
- High QOF achievement.
- Salary: Sessional rate from £9600 upwards.
- Training practice for doctors and nurses.
- Regular clinical and practice meetings and offloads at lunchtime!
- Supportive and experienced Primary Care Team and Admin Staff.

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

oOo

**SALARIED GP
MILL ROAD SURGERY**

An exciting opportunity has arisen for a Clinician to join our Practice team at Mill Road Surgery. The post would be 4 sessions, Tuesday pm, Wednesday all day and Friday pm (with flexibility in working pattern for right candidate).

Ideally, we are looking to recruit a salaried GP with a view to Partnership. However, we are open to applications from a Physicians Associate, Advanced Nurse Practitioner or Advanced Care Practitioner (Paramedic).

The Mill Road Surgery team consists of 4 GP partners, 1 salaried GP, 2 Practice Nurses, 1 Trainee Nurse Associate, 1 Healthcare Assistant, 1 GP Assistant, 2 Practice Managers (job share), and 9 Receptionists/Administration support staff. Together with our network we also have practice pharmacists, a pharmacy technician and pharmacy admin, as well as a physicians assistant and are currently recruiting an advanced nurse practitioner to join that team too.

Mill Road Surgery is a friendly, forward-thinking practice, committed to delivering high quality care for our patients, which is reflected by the high level of patient satisfaction shown in our practice surveys. Our practice is situated in the North of Sheffield, in an attractive purpose-built surgery with convenient access to junction 35 of the M1.

- GMS Contract provider
- SystmOne clinical system
- Participation in a number of enhanced services
- Active member of Network North PCN
- Excellent established nursing team, highly competent in the management of patients with chronic disease
- Friendly and efficient Reception and Admin team, providing a first-class service for patients and offering extensive support to the wider clinical team
- Stable population of 5500 patients
- Consistently high quality QOF achievement
- GP Registrar training practice
- CQC rated 'Good'
- 6 weeks annual leave (pro rata) and 2 weeks study leave (pro rata)

You are welcome to make informal phone enquiries and to visit us. Person specification and application form available on request.

Please submit application form and CV to: Keren Cheverton / Emma Brammer; Practice Managers, Mill Road Surgery, 98a Mill Road, Ecclesfield, Sheffield S35 9XQ or email to: syicb-sheffield.practicemanager.millroadsurgery@nhs.net. Tel 0114 2456370.

Closing date 31 August 2023.

oOo

**SALARIED GP
CRYSTAL PEAKS MEDICAL CENTRE**

15 Peaks Mount, Sheffield, S20 7HZ

www.crystalpeaksmc.co.uk

2-8 Sessions per week

Start date: Flexible to suit applicant

Are you looking for a salaried GP post in a supportive environment, 2-8 sessions per week with a nice mix of patients in a suburban setting? Then read on! Crystal Peaks Medical Centre is seeking an enthusiastic and motivated GP to join our friendly and supportive team who pride ourselves on delivering high quality General Practice care, we can offer posts of between 2 and 8 sessions to fulfil our vacancy requirements.

We are a well-organised team comprising 3 GP partners, 3 salaried GPs, practice pharmacist, 2 nurses, 2 HCAs and excellent administrative and management team and have recently started hosting Phase 3b medical students. Maximum of 13 patients per session; one session of patients on on-call day (approximately one on-call day per week depending on number of sessions).

GPs meet daily at lunch to discuss complex cases, offer mutual support and discuss allocation of home visits. Option to undertake occasional additional Hub shifts for Township 1 PCN population, based at our surgery (Monday / Wednesday / Friday evenings).

- Modern purpose-built premises.
- 6,800 patients.
- Systm1 software.
- CQC rated 'Good'.
- Maximum 13 patients per session.
- Agreed limitations on admin burden (only 5 letters per session worked) and dedicated admin time.
- Less than 5 minutes' walk from Drakehouse and Crystal Peaks retail parks including drive through Costa, Starbucks and Tim Hortons!
- GMS Contract.
- Consistently high QOF Achievement.
- Dedicated and supportive nursing and admin team.
- Active member of Townships 1 PCN.
- No nursing or residential home cover commitment.
- Recently providing a base for PCS Hub clinics on Monday, Wednesday and Friday evenings.
- Remuneration negotiable depending on experience.

In the most recent 2022 GP patient survey, Crystal Peaks Medical Centre scored above the National and ICB average in all parameters. 86% describe their overall experience of this GP practice as good (national average 72%, Sheffield ICB 71%).

To arrange an informal visit to the practice, or to discuss any aspects of the post, please telephone Michelle Smith, Practice Manager, on 0114 2510040.

To Apply: Please send CV and covering letter to: Mrs Michelle Smith (Practice Manager), Crystal Peaks Medical Centre, 15 Peaks Mount, Sheffield, S20 7HZ or by email to m.smith23@nhs.net.

oOo

**SALARIED GP
PRIMARY CARE SHEFFIELD (PCS) PRACTICES**

Tier 2 sponsorship available

Flexible number of sessions from 4 up to 8

Darnall, Tinsley or Heeley (GP can choose/mix and match)

£9,553.25 to £10,135.50 per session (start point experience dependent)

Primary Care Sheffield (PCS) is a GP-led organisation. Our shareholders are 75 GP practices in Sheffield covering over half a million patients. PCS managed Practices deliver services into 7 Practices in Sheffield. They are located in some of the most diverse areas of the city and PCS also operate the Sheffield Special Allocation Service and Asylum Seeker Practice.

The role of Salaried GP in PCS is varied and exciting. We have been working to explore portfolio careers for GPs and now have opportunities added onto traditional GP sessions to create your perfect role. We'll give you the chance to explore your passions. <http://www.primarycaresheffield.org.uk/remember-why-you-wanted-to-become-a-gp/>.

The ideal candidate will relish the challenge of working in general practice, communicating with patients, clinicians and working within a growing organisation. We are currently entering into a period of change and growth as we explore the role of digital services and how we use our scale to develop new models of delivery.

We're ambitious for our patients and shareholders alike and continue to work hard, both with providers and commissioners to find new ways of maximising positive patient outcomes and experiences.

Do you have drive, ambition and the commitment to fulfil the needs of our patients? If yes, we would like to hear from you. In exchange we offer a competitive employment package, access to Medicash and mentorship for career development and progression. We are currently particularly interested in candidates where any of the following are applicable:

- You have an interest in developing digital solutions in primary care;
- Wishes to offer surgical sessions in practice (beyond minor ops);
- Or you have an interest in Research, preventative healthcare or the role of ACPs.

If you would like to know more, please contact Head of Primary Care, Kiz Haigh at kiz.haigh@nhs.net or our Medical Director lcormack@nhs.net for confidential discussion and an informal visit.

oOo

SALARIED GP
FORGE HEALTH GROUP
Pitsmoor Surgery / The Flowers Health Centre

A fantastic opportunity has arisen for a salaried GP to join our friendly, enthusiastic and committed team.

Serving an inner city, ethnically diverse population of 15000 patients across 2 sites, the team 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 Team currently consists of:

- 5 GP Partners
- 8 salaried GPs
- 7 Nurses
- 6 HCAs
- Pharmacist team
- First Contact Physio
- Mental Health Team

We are an innovative and forward-thinking practice who support the training of GP Registrars, Student Nurses and Med Students.

Key information:

- EMIS Web clinical system
- 6 weeks holiday
- Regular CPD & supportive of developing special interests
- Full complement of supportive admin team
- Indemnity fees paid

The number of sessions is negotiable, but we envisage that the minimum will likely to be 4 sessions but might be persuaded to take just 2 if you could work Mondays! Flexible working can usually be accommodated.

We would be very receptive to meet and talk to quality candidates including newly qualified GPs.

Salary negotiable dependent upon experience and special interests.

For further details please contact Rebekah Lea, Practice Manager rebekah.lea3@nhs.net.

oOo

SALARIED GP
SOTHALL MEDICAL CENTRE
www.sothall.net

4 - 6 sessions per week. We are also able to be flexible here.
Salary: Competitive, around £9847.28 per session depending on experience

We can provide a fixed term post to cover Maternity if you wish, however, due to future planned staff retirement we can also offer this post as permanent position if preferred. We have an opportunity for a GP, experienced or newly qualified. We would be happy to support special interests. We have very stable staffing and have decided to recruit an additional GP to allow the practice to manage our workload more effectively.

We are an extremely supportive, dynamic team and pre pandemic would regularly arrange social evenings for the entire practice. GPs meet daily for coffee where they can provide mutual support and advice. We have regular team and clinical meetings some of which include multi agency staff.

Located in south-east Sheffield, we serve a stable population of 10,100 people. We are a PMS Practice, and currently have 2 partners and 5 salaried GPs. We enjoy the benefits of a dedicated and enthusiastic team which includes: 3 ANPs, 2 practice nurses, 1 Nurse Associate, 1 trainee Nurse Associate and 2 health care assistants, a clinical pharmacist, pharmacy technician and apprentice technician.

- SystmOne practice
- Achieve excellent QOF points
- 6 weeks annual leave pro rata
- Realistic 15-minute appointments as standard
- Active member of the Townships 1 Network
- Modern comfortable premises
- Actively collaborate with our neighbouring practices
- 1 weeks study leave pro rata
- General Practice duties per BMA Contract
- Not responsible for any Care or Nursing Homes

Please contact Michael Lyall (practice manager) for an informal discussion on 01143497 608 or email michaellyall@nhs.net.

Applications via NHS Jobs - [Job Advert \(jobs.nhs.uk\)](https://jobs.nhs.uk)

oOo

SALARIED GP (MATERNITY COVER)
SOTHALL MEDICAL CENTRE

www.sothall.net

Fixed term for 12 Months

4 - 6 Sessions per week (we can be flexible for the right candidate)

Salary: Competitive, around £9847.28 per session + Indemnity depending on experience

[Apply for this job](#)

We currently have a vacancy for a GP to join our friendly, supportive practice to cover maternity leave. Although we have a stable clinical team we feel that this post will allow our practice greater flexibility.

We are a dynamic forward-focused practice, committed to delivering high quality person-centred care. We pride ourselves in the development and well-being of our staff. We are an extremely supportive team and pre pandemic would regularly arrange social evenings for the entire practice. We have regular team and clinical meetings some of which include multi agency staff.

Located in south-east Sheffield, we serve a stable population of 10,100 people. We are a PMS Practice, and currently have 3 partners and 5 salaried GPs. We enjoy the benefits of a dedicated and enthusiastic team which includes: 2 experienced ANPs, 2 nurses, a Nurse Associate, a trainee Nurse Associate, 2 health care assistants, a clinical pharmacist, pharmacy technician and an experienced physician associate.

- SystmOne practice
- Achieve excellent QOF points
- Ensure 6 weeks annual leave and 1 weeks study leave pro rata
- Realistic 15-minute appointments as standard
- Active member of the Townships 1 Network
- Not responsible for any Care or Nursing Homes
- Modern comfortable premises
- Actively collaborate with our neighbouring practices
- Keen to support the development of areas of special interest
- Prioritise daily catch-ups over mid-day coffee
- General Practice duties per BMA Contract

Please contact Michael Lyall (practice manager) for an informal discussion on 0114 3497608 or email michaellyall@nhs.net.

Closing date: 30 September 2023.

oOo

SALARIED GP/WITH PARTNERSHIP OPTION
LARWOOD HEALTH PARTNERSHIP

Worksop, Nottinghamshire S81 0HH

Full-time/Part-time

Salary £97,610 for a full-time Salaried GP

We have an exciting opportunity for an enthusiastic, motivated GP to join our team. We are based over 4 sites with a patient list size of almost 35,000 and rated "Outstanding" by CQC.

We believe in innovation and are always striving to find more efficient ways of working and improve patient care whilst achieving a good work/homelife balance. We have embraced all of the changes imposed upon us as a result of the COVID-19 pandemic - telephone consultations, online triage and video consultations are apart of our daily life!

As a training practice we have lots of experience mentoring and supporting newly qualified GPs and would be happy to support Fellowship programmes. You will have the opportunity to progress your career, with development of special interests encouraged and progression to partnership available.

- 15 Minute appointments (14 am and 14 pm)
- 1 additional paid CPD session per week (pro-rata)
- Sessional rate £10,845.50 (full time equivalent is 8 clinical sessions and 1 CPD session £97,610).
- SystmOne GP Practice - small extended hours commitment – two Saturdays per year (compensated by TOIL) and one late night surgery per month
- 4 to 8 clinical sessions
- 6 weeks annual leave and 1 week study leave
- No Form Filling (eg Private Work/Insurance Forms etc unless desired and then reimbursed)
- Indemnity fully paid

We have a multidisciplinary team made up of:

- 10 GP Partners and 6 Salaried GPs
- Nurse Practitioners assisting with acute patient care
- First Contact Physiotherapists assisting with MSK problems
- Experienced Management Team (including HR, Practice, Business, Estates and Nursing)
- Fantastic scanning and summarising team undertaking Read Coding
- Practice Paramedics undertaking home visits
- Clinical Pharmacists managing medication related queries
- Social Prescribers and Care Coordinators
- Dedicated Administrative Team with each GP having their own dedicated secretaries

Close to Clumber Park, A1 and M1 and within easy commuting distance from Sheffield, Doncaster, Chesterfield and Mansfield. London is less than 1.5 hours by train.

Please visit our website for details on how to apply www.larwoodhealthpartnership.co.uk.

oOo

SALARIED GP
URGENT AND EMERGENCY CARE CENTRE, ROTHERHAM

Salary: £124,756 a year pro rata

We are currently seeking highly skilled Primary Care Clinicians to join our dedicated team at the Urgent and Emergency Care Centre (UECC).

As a Primary Care Clinician, you will play a pivotal role in our primary care led front door streaming service, collaborating with senior primary care clinicians, experienced triage nurses, and utilizing the NHS pathways streaming and redirection tool. Your responsibilities will include conducting initial assessments, making informed decisions on appropriate management and disposal of cases, and redirecting patients to more suitable services.

In addition, you will serve as a valuable resource for junior colleagues, including GP speciality trainees and trainee advanced clinical practitioners, providing mentoring, training, and support in their professional development. You will actively contribute to Clinical Governance/Effectiveness activities, ensuring the highest standards of care and safety.

The successful candidate will possess excellent clinical acumen, the ability to work effectively in a fast-paced environment, and a commitment to delivering high-quality patient care.

Join us in this challenging and rewarding position, where you will have the opportunity to make a significant impact on patient outcomes, support the growth of junior colleagues, and contribute to the continuous improvement of our services.

To apply, please click [here](#).

If you require any further information about the role, please contact Dr Jennifer Turvey Jennifer.turvey@nhs.net.

oOo

**GP TRAINER
PRIMARY CARE SHEFFIELD (PCS) PRACTICES**

Flexible sessions from 4 -8 sessions
Darnall or Heeley £9,853.67 - £10,135.50 per session

Primary Care Sheffield (PCS) is a GP-led organisation. Our shareholders are 75 GP practices in Sheffield covering over half a million patients. PCS manages 7 Practices in Sheffield. The Practices are looking for a GP who is a Trainer or wishes to become a Trainer with the support of the existing training team. If training is an area of interest for you we would like to hear from you. In exchange we offer a competitive employment package, access to medicash and mentorship for career development and progression. We are committed to supporting our staff to engage fully with the varied career development opportunities available in General Practice. We fully support part-time and flexible working.

We pride ourselves on our ability and willingness to adopt innovative ways of working that improve patient care and make our practice a great place to work. This is demonstrated by us winning 2 HSJ awards in 2 years (Primary Care Innovation 2020 and Primary or Community Provider of the Year 2022).

If you would like to know more, please contact Head of Primary Care, Kiz Haigh at kiz.haigh@nhs.net or our Medical Director lcormack@nhs.net for confidential discussion and an informal visit.

ooo

**ADVANCED NURSE PRACTITIONER/ADVANCED CLINICAL PRACTITIONER
CARTERKNOWLE AND DORE MEDICAL PRACTICE**

About us: We have an exciting opportunity to welcome an Advanced Nurse Practitioner or Advanced Clinical Practitioner to our team. We are a long established, caring and supportive Medical Practice based in Southwest Sheffield working across 2 sites offering care to 13,300 patients. We are a large multi-disciplinary team that all work well together to provide the best possible care for our patients. The practice is very advanced in its systems and use of IT and has in recent years undergone a major refurbishment of the main Carterknowle site. We have advanced Care navigation and reception-based triage which help to ensure that patients are booked with the correct clinician.

Duties: You will have clinics of both face to face and telephone contacts, which will include a mix of pre-booked and on the day appointments covering the full range of clinical experience but triaged as above. We consider the triaging and directing of patients appropriate to our ACP and ANPs to be a live process which can be adapted going forward. You will be based at both sites along with working in the community and care home settings. We would look to encourage and develop any special interest areas you have.

Benefits:

- 5 weeks annual/study leave plus pro rata statutory bank holiday days
- Sessions flexible - part time + full time considered
- End of morning coffee with regular 10-minute clinical update meetings
- Training and career development opportunities in all roles is a key part of the practice ethos
- Supportive enthusiastic healthcare team
- NHS pension

Salary: Dependent upon experience.

Contact: Please get in touch: 0114 250 5465, or 0114 250 5466 / Email: Sarah.wylie@nhs.net.

ooo

**EXPERIENCED NURSE PRESCRIBER IN LTC SPECIALISING IN DIABETES
ECCLESFIELD GROUP PRACTICE**
www.ecclesfieldGP.co.uk

The starting date for this position is negotiable for the right candidate

An opportunity has risen to join our friendly team at Ecclesfield Group Practice:

- Salary depending on experience
- 6 weeks annual leave pro rota
- Hours negotiable 20 – 30 hours
- We are a SystmOne practice with an excellent use of IT software such as AccuRx, MS Teams, Video consultations, CtheSigns, Ardens and the use of our clinical software workflow management system.
- We have a fantastic nursing team, consisting of 3 Nurse Practitioners, 3 Practice Nurses one of which does research, phlebotomist & HCA, providing full support to our practice GPs.

- We are a two-site practice based in Ecclesfield (branch site Margetson Surgery) covering a practice population of approximately 8,500 patients
- We have dedicated pharmacy support provided by the Network North Ltd Pharmacist Team (PCN)
- We hold weekly clinical meetings with CPD opportunities and peer support.
- Training and career development opportunities in all roles is a key part of the practice ethos
- We have newly refurbished consulting rooms.
- Private onsite staff parking available
- We are a well-organised team with an excellent established administration and managerial team, providing full support to all clinicians & staff.
- We have good links with the Community Nursing Team (virtual wards)
- We are part of a Well-developed Primary Care Network, working as part of Network North Ltd (PCN)
- We have a person-centre care ethos, with protected continuity slots
- We hold regular social events
- 5 minutes from M1 Junction 35

Closing date: 30 September 2023.

For informal queries contact: Marie Larder (Senior Lead Nurse) marie.larder@nhs.net / Kerry Newton (Nurse Practitioner) kerry.newton@nhs.net.

Applications to: Michelle Payling, Practice Manager michelle.payling@nhs.net / 96a Mill Road, Ecclesfield, Sheffield, S35 9XQ / Tel: 0114 2469030.

oOo

NURSE ASSOCIATE MILL ROAD SURGERY

25 hrs

Normal working days Mon - Fri afternoon clinics

We are currently looking to recruit a qualified Nurse Associate to our surgery to join our experienced and highly motivated nursing team. Applicants would need to be flexible to cover for colleagues during absence. Salary is dependent on experience. You will receive 5 weeks annual leave and access to the NHS Pension Scheme.

Mill Road Surgery is a friendly, forward-thinking practice, committed to delivering high quality care for our c.5400 patients and benefitting from having a strong and supportive team of staff. Our current nursing team consists of 2 Practice Nurses and 2 Healthcare Assistants. The Surgery is an active member of Network North. We are situated in the North of Sheffield, in an attractive purpose-built surgery with convenient access to junction 35 of the M1.

Candidates would preferably have experience of working with the clinical system – SystemOne.

You are welcome to make informal phone enquiries and to visit us.

Job Description, Person specification and application form are available on request. Please submit application form and CV to: Keren Cheverton/Emma Brammer -Practice Manager, Mill Road Surgery, 98a Mill Road, Ecclesfield, Sheffield, S35 9XQ. Email: syicb-sheffield.practicemanager.millroadsurgery@nhs.net. Tel: 0114 2456370.

Closing date 31 August 2023.

oOo

GP RECEPTIONIST RUSTLINGS ROAD SURGERY www.rustlingsurgery.org.uk

15 hours per week plus holiday and sickness cover

Contracted hours: Tuesday 8 am - 1.30 pm / Friday 8 am - 6.30 pm

£10.70 per hour

6 weeks annual leave + bank holiday entitlement per year (pro rata)

We are a small but busy GP practice based in S11 overlooking Endcliffe Park. We look after around 4,800 patients. We are looking for a flexible and enthusiastic receptionist to join our friendly team.

The successful applicant will have excellent customer service and problem-solving skills and be flexible to cover their share of holiday and sickness when required.

General practice experience preferred but not essential as full training will be given to the successful candidate.

The post is subject to the receipt of satisfactory references and DBS check.

Please apply in writing with your CV and a covering letter to Annie Stones, Practice Manager, via email to annie.stones@nhs.net or post to Annie Stones, Rustlings Road Surgery, 105 Rustlings Road, Sheffield, S11 7AB.

Informal visits or general enquiries welcome, please email as above.

oOo

**PATIENT CONTACT ADVISOR
CARTERKNOWLE AND DORE MEDICAL PRACTICE**

The role involves daily face-to-face and telephone contact with patients, working within our friendly Reception & Care Navigation team.

You will be trained to:

- Offer Care Navigation to patients
- Complete secretarial duties, scanning letters, filing and photocopying.
- Complete prescription requests

We are looking for somebody that is flexible and adaptable; confident in computer use and with a passion for helping and supporting patients. The practice has a commitment to training and development of its team, and a comprehensive internal training package is given whilst been fully supported by a mentor.

The practice has an excellent team morale, we all work extremely hard within a busy environment to ensure the best care of our patients. The practice has a commitment to support the wellbeing of our team. You can enjoy regular breaks with fresh snacks available along with a range of beverages in our calm room. Our team also arrange a variety of optional social team events both in and out of work.

We offer excellent rates of pay, starting at £23,836 pro rata, with a clear progression scale up to £27,186.

You have the option to join the NHS pension scheme; with the practice contributing 14.38% of your monthly earnings. You will have 5 weeks annual leave each year, increasing to 6 weeks with length of service. You will also get a pro rata entitlement to 8 statutory Bank Holiday days annually.

The Practice also offers an excellent sick pay package that increases with length of service. Another great benefit of working with us is the fantastic NHS discount you can get on a wide range of purchases, from food shopping, holidays, family days out and shopping!

We can offer contracts between 20-40 hours each week to help fit around your home life.

To apply please email your CV to Lauren.griffiths3@nhs.net. If you have any questions please contact the management team on 0114 2505466 or 0114 2505467.

oOo

**Please forward any adverts for inclusion in the LMC vacancy bulletin to
adminassistant@sheffieldlmc.org.uk**

Submission deadlines can be found [here](#)

**Contact details for Sheffield LMC Executive can be found [here](#)
Contact details for Sheffield LMC Secretariat can be found [here](#)**