

Vacancy Bulletin

July 2021

Sheffield
LMC



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SALARIED GP WITH POTENTIAL PROGRESSION TO PARTNERSHIP LARWOOD HEALTH PARTNERSHIP

Due to Practice List Size Rise
Full-time/Part-time/Term-time Contract considered
Salary £93,728 pro rata

We have an exciting opportunity for a newly qualified or experienced GP to join our team. We are a forward thinking, supportive Practice that embraces new ideas and innovation with the aim of producing better patient outcomes and efficient ways of working, whilst achieving a good work life balance and supporting specialist interests. We are looking for a GP with the same vision to help us deliver 'outstanding' medical care to our patients.

- CQC rating of Outstanding;
- 4 Practice Paramedics undertaking home visits;
- Experienced Management Team;
- Experienced and well developed nurse and administrative team, including Nurse Practitioners;
- Named Secretary and Mentor for each GP;
- Funding for external relevant accreditation;
- High achieving Practice;
- Close to Clumber Park, A1 and M1 and within easy commuting distance from Sheffield, Doncaster, Chesterfield and Mansfield. London less than 1.5 hours by train;
- 10 GP Partners, 10 Salaried GPs;
- 3 Practice Pharmacists assisting with medication reviews;
- Established Primary Care Network;
- Excellent integration with community nurses and the voluntary sector;
- Outside/Specialist interests encouraged;
- Well established SystemOne GP Practice;
- Advanced Training Practice;
- Happy to support new GPs who wish to apply for post CCT fellowship.

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

For an informal visit or chat please contact Sharron Wood, HR Manager on 01909 537192 who will arrange this with a GP Partner.

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SALARIED GP
SHIREGREEN MEDICAL CENTRE
492 Bellhouse Road, Shiregreen, S5 0RG
<https://www.shiregreenmedicalcentre.co.uk/>

- 4-8 sessions per week (negotiable);
- £9000 to £9500 per session (negotiable) plus indemnity, generous holiday entitlement and study leave;
- To start ASAP.

We are a friendly, supportive team, consisting of 5 GPs, 1 ANP, 3 practice nurses and 2 HCAs.

We are a progressive 2 site training EMIS Practice in the North of Sheffield, with a list size of 7,800 and an active member of a 6 Practice Network planning towards the future.

This is an extremely exciting time to join our Practice and we are looking for a forward thinking GP who can work with us to ensure that we continue to progress, develop and work innovatively within our diverse community.

Why not come along for an informal visit?

Contact Rachel Kershaw to arrange - 0114 2456123 or email rachel.kershaw3@nhs.net with a copy of your CV.

Closing Date for applications 30/07/2021.

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SALARIED GP
WALKLEY HOUSE MEDICAL CENTRE

4 or 5 sessions per week

We are a friendly, busy, thriving practice of 5 Partners and 2 Salaried GPs but due to a growing list size and the retirement of a Partner we are looking to recruit with a start date of ASAP.

- SystmOne practice;
- List size 12,300;
- CQC – rated as GOOD;
- Strong links to CCG and networks.
- Branch surgery at Stannington;
- High QOF points;
- Excellent nurse, reception and admin teams;

Please contact Johanne Shirt on 0114 2852660 (johanne.shirt@nhs.net) for further information or to arrange an informal visit

To apply: Please send CV and covering letter to Johanne Shirt, Walkley House Medical Centre, 23 Greenhow Street, Sheffield S6 3TN or via email to johanne.shirt@nhs.net.

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SALARIED GP
MEADOWGREEN HEALTH CENTRE

1 Dyche Close Sheffield S8 8DJ
0114 2378899

Required to work 6 sessions per week

This is a unique opportunity for a Salaried GP role within a successful practice. Due to the Practice expanding, an opportunity has arisen for a Salaried GP to join our friendly and supportive team in our busy 2 site practice. You would have the chance to drive the service forward and would be able to focus on specialist interests including the possibility of becoming a trainer. This post would be suitable for a GP of any experience to thrive in. If you are seeking a forward-thinking practice with a rewarding patient demographic then this position is for you.

We recently merged with a neighbouring practice which has given us a list size of 18,800 patients, 8 Partners working within a strong multi professional team. You would be joining us at an exciting time and be part of the future Meadowgreen Health Centre. There is an opportunity to get involved in medical student, PA training and registrar training.

We are seeking a friendly, enthusiastic and committed doctor to complement our existing team who can work 6 sessions per week to commence as soon as possible. The practice is part of the bike to work scheme and promotes physical activity. We are also happy to support newly or recently qualified GPs who are interested in Post CCT fellowships.

Key Benefits:

- £8,800 per session per year plus Medical Indemnity;
- NHS Pension.
- 6 weeks annual leave and 1 week study leave;

Key Information:

- Part of Peak Edge Network;
- High QOF Achievers;
- PMS Practice;
- SystmOne Clinical System.

For further information or to arrange an informal visit please contact Joanne Johnson joannejohnson1@nhs.net or Elaine Rissbrook erissbrook@nhs.net or telephone 0114 2378899.

Closing date Saturday 31 July 2021.

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**SALARIED GP
HOLLIES MEDICAL CENTRE**

www.theholliesmc.co.uk

An exciting opportunity has arisen for a Salaried GP to join the team at Hollies Medical Centre.

The GP partners are proactive and lead in areas of interest. We are a dynamic Training practice with over 10,000 patients, an expanding multidisciplinary team, and a very supportive nursing, management and administrative team. We are based in recently refurbished premises in Nether Edge, S11.

We are consistently voted in the top of Sheffield's GP practices for patient care. We continue to develop new health care roles with a pharmacy team, physician associate and care-coordinators.

We are an active member of our community and Porter Valley Primary Care Network, with a strong training history, care home record and we are involved in the development of shared clinical roles.

- 4 - 5 sessions;
- TPP SystmOne clinical system;
- High QOF achievers;
- Informal visits / calls / coffee encouraged.
- 1 year contract, to consolidate following Covid-19;
- AccurRx patient consult;
- Sessions and days for discussion;

Please contact Fran Draper, Practice Manager, with CV and covering letter: email: fran.draper@nhs.net. Tel: 0114 255 0094.

Closing date 27 July with Interviews 4 August, for September start date.

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**SALARIED GP
THE MATHEWS PRACTICE**

www.TheMathewsPractice.co.uk

4 – 8 sessions

We are an exciting practice with 2 sites serving diverse areas of Sheffield which gives lead to a challenging but extremely rewarding patient population. We are working hard, with a clear commitment to provide a high standard of care to our patients. We need enthusiastic, forward thinking, team players who strive to provide excellent patient care to help us achieve this aim. We are recruiting to expand our progressive, forward thinking practice model.

- List size – 8300;
- 6 weeks annual leave/1 week Study pro-rata;
- Supportive and enthusiastic Management team;
- Private car park with ample parking;
- Commitment to training and development of our clinicians;
- SystmOne clinical system;
- Excellent Administrative and back office support;
- Nursing and clinical support;
- Committed and enthusiastic approach;
- Possible view to partnership.

For more information about our practice please speak with the practice manager Andy Moore – 0114 2584952. Informal visits are welcome. Please apply in writing with your CV and cover letter to Andy Moore, The Mathews Practice, Belgrave Medical Centre, 22 Asline Road, S2 4UJ. Andrew.moore20@nhs.net.

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SALARIED GP
INSPIRE HEALTH
Chesterfield

We are seeking a new GP to join our team from September 2021. This will be a permanent contracted position.

We are looking for a part time (5) sessions per week GP. The actual working days of the sessions will be mutually agreed with the successful applicant.

The salary will be £9300 per session per annum.

- We are a 3-site practice with around 19,500 patients in total;
- We have a broad mix of patients across all age groups;
- We use SystemOne clinical software;
- We have excellent patient reviews and have a friendly practice team.
We are often commended on our caring and friendly GPs and staff;
- The role may be based at any of our 3 sites;
- We are innovative and proactive;
- We are a training practice;
- We believe in continuity of care and a 'family doctor' ethos.

The practice is contracted to the North Derbyshire Clinical Commissioning Group as a PMS Service provider and we are a member of Chesterfield Primary Care Network. We have 8 GP Partners, and a team of 10 salaried GPs.

As a practice we have always striven to provide a quality service, convenient to patients and we have a reputation for friendliness of the staff and a good working environment. We achieve very good patient access results. The practice values all members of the practice team and maintains a relaxed working atmosphere. We believe in a happy friendly team with good communication.

For further information please contact us or visit our website www.avenuepartnership.co.uk.

To apply please submit a covering letter with your current CV to Rick Gooch, Organisation Manager - Rick.Gooch@nhs.net.

If you wish to have an informal conversation or visit to the Practice ahead of the interview process, please email Rick Gooch, Organisation Manager - Rick.Gooch@nhs.net.

Closing Date Wednesday 31 July 2021.

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SALARIED GP (MATERNITY COVER)
INSPIRE HEALTH
Chesterfield

Up to 12 months Maternity Leave Cover

We are seeking a new GP to join our team from August / September 2021. The position would be for a fixed term of up to 12 months to cover maternity leave. The commitment would be part time (6) sessions per week. The working days of the sessions to be mutually agreed with the successful applicant.

The salary will be £9300 per session per annum.

- We are a 3-site practice with around 19,500 patients in total;
- We have a broad mix of patients across all age groups;
- We use SystemOne clinical software;
- We have excellent patient reviews and have a friendly practice team.
We are often commended on our caring and friendly GPs and staff;
- The role may be based at any of our 3 sites;
- We are innovative and proactive;
- We are a training practice;
- We believe in continuity of care and a 'family doctor' ethos.

The practice is contracted to the North Derbyshire Clinical Commissioning Group as a PMS Service provider and we are a member of Chesterfield Primary Care Network. We have 8 GP Partners, and a team of 10 salaried GPs.

As a practice we have always striven to provide a quality service, convenient to patients and we have a reputation for friendliness of the staff and a good working environment. We achieve very good patient access results. The practice values all members of the practice team and maintains a relaxed working atmosphere. We believe in a happy friendly team with good communication.

For further information please contact us or visit our website www.avenuepartnership.co.uk.

To apply please submit a covering letter with your current CV to Rick Gooch, Organisation Manager - Rick.Gooch@nhs.net.

If you wish to have an informal conversation or visit to the Practice ahead of the interview process, please email Rick Gooch, Organisation Manager - Rick.Gooch@nhs.net.

Closing Date Wednesday 31 July 2021.

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**TRAILBLAZER SCHEME SALARIED GP
WOODSTOCK BOWER SURGERY**

Kimberworth Road, Rotherham, S61 1AH

Vacancy for a recently qualified Salaried GP through the Trailblazer GP Scheme
4-6 Clinical sessions and 2 paid educational Sessions

Woodstock Bower Surgery has an exciting opportunity for a GP to join an outstanding practice and develop new skills whilst being supported by an established team.

We have an excess of 11,000 patients and we are a strong supportive team which includes practice pharmacists and nurse practitioners. We work in partnership with community nurses and the voluntary sector. We also provide protected learning time to attend local education sessions and provide opportunities for our GPs to develop specialist skills.

We are looking to recruit an additional GP through the Trailblazer GP scheme. You will be a recently qualified salaried GP, and this will be your first substantive post. You will initially be employed on a one year contract and will spend a year with us doing clinical work whilst developing knowledge, skills and resilience to practice in a challenging area for patients living in our region's most socioeconomically deprived community.

You will have a mentor and the opportunity to develop other roles. You will be supported by an excellent team of experienced managers, nurses and staff and will have the additional benefits of 2 sessions per week of personal and practice development time which includes:

- Monthly programme of relevant education eg substance misuse, social prescribing, chronic pain management etc.
- Monthly facilitated peer-group sessions with fellow Trailblazer GPs for discussion and reflection.
- One-to-One coaching sessions.
- A budget for Study/Courses/Certificates.
- Time to spend with other relevant health and third sector organisations eg homelessness or drug and alcohol services.

Any further information about the education/support scheme can be obtained from office@fairhealth.org.uk.

At the end of the placement, it is hoped that you will feel confident to stay and work in the practice long-term as a GP with all the opportunities that brings with it including possible progression to partner.

We have 3 aims: staff support, better patient outcomes and efficient ways of working. We want a GP with the same vision to help us provide excellent medical care but also develop their role of support.

We would be happy to arrange informal visits or phone calls with one of our GPs.

Please see our website for details of how to apply or contact Claire Astbury / Jayne Pearson to organise an informal visit / chat on Claire.astbury1@nhs.net / Jayne.pearson6@nhs.net - 01709 565121.

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**LOCUM GP
EYAM SURGERY**

Church Street, Eyam, Hope Valley S32 5QH

This is an exciting opportunity for an enthusiastic, reliable and motivated locum GP to join our patient centred team of clinicians and administrative staff here at Eyam Surgery, located in rural Derbyshire.

The successful GP would be expected to cover salaried GPs' planned leave, but, in addition, they may be called upon in times of need to enable clinical continuity at Eyam and Bradwell.

The main site is purpose built in the village of Eyam, in the heart of the Peak District.

- Branch site is located in Bradwell and is also purpose built;
- Currently looking after 3439 patients over a large geographical area;
- Part of Derby Derbyshire CCG;
- Supportive management & office staff;
- Clinical team includes: 2 partners, 2 part time salaried GPs, 1 nurse practitioner, 1 practice nurse, 1 Community Matron, 2 HCAs, 1 phlebotomist and 2 Care Coordinators;
- Training practice for medical students;
- Positive patient survey results for 2019 – 20, with a proactive Patient Participation Group;
- Clinical system EMIS Web;
- High QoF achievers and rated Good by the CQC;
- Also working at the surgery on a regular basis are: a health visitor, district nurse team, a midwife & the citizen's advice bureau.

There is an opportunity for interested candidates to come along to Eyam Surgery and meet Dr Goodwin & Dr Taylor (Partners) for an informal one-to-one. Please telephone 01433 630836, extension 2 and speak to Cassie or Martin (Practice Management Team) or email pm.eyamsurgery@nhs.net. Application forms can be emailed or sent in post.

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LOCUM GPs LOCUM MEDS

Are you a General Practitioner looking for a short-term to long-term locum role around Sheffield area? Then this could be a brilliant opportunity for you!

We are currently working with various healthcare providers in the area, who are looking for newly qualified or experienced general practitioners to join their surgeries and cover up to 8 sessions per week. This is a great opportunity to top up your earnings with flexible days / hours to suit your requirements.

Daily Rate: £600- £700 per day.

About the role:

- Up to 8 sessions per week available;
- Short-term to Long-term GP Locum role available;
- Time allocated for admin;
- Ongoing opportunity;
- Flexible days and timings;
- Split-share considered.

If you are GMC registered with GP performance list registration and valid CCT then we would like to hear from you!

Why should you choose working with us?

- Rota given up to 3 months in advance;
- Quick and easy approval process with help provided from our dedicated compliance team;
- Full System training and induction training provided;
- Payments made weekly!

Locum Meds is a specialist recruitment agency providing experienced, qualified staff for the primary care industry. We work with 16,000 GP surgeries, both private and NHS, throughout the United Kingdom. Our bespoke service is tailored to the needs of our clients and General Practitioners since our main goal is to build long-term repeat business and strong relationships with them. We are also flexible on how you would choose to work for us as we can always offer you sessions to fit around your commitment.

You can apply through sending in your CV to applications@locummedsgp.co.uk.

If you would like to learn more about the opportunities please also do not hesitate to call in to the office line on 01923594012 and one of our consultants will be more than happy to answer any questions you may have!

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CLINICAL PRACTITIONER MEADOWGREEN HEALTH CENTRE

1 Dyche Close, Sheffield, S8 8DJ

Due to the Practice expanding, an opportunity has arisen for an Advanced Care Practitioner or a Physician Associate to join our friendly and supportive team in our busy 2 site practice. If you are seeking a forward-thinking practice with a rewarding patient demographic then this position is for you.

We have recently merged with a neighbouring practice which has given us a list size of 19,000 patients, 8 Partners working with a strong multi professional team. You would be joining us at an exciting time and be part of the future Meadowgreen Health Centre.

Both newly qualified and already qualified candidates will be considered, and they should be looking to provide high quality clinical care in a community setting. They will be working in a well-developed, primary care, multidisciplinary team and there will be the opportunity to develop skills through a truly patient centred approach.

Our 19,000 patient practice is based in 2 closely located sites in South Sheffield.

- Large clinical team comprising 8 GP Partners, 7 Salaried GPs, 2 Physician Associates, 7 Practice Nurses and 4 Healthcare Assistants.
- Forward thinking innovative training practice with GP registrars, medical students, physician associate students, and student nurses.

- Regular clinical team meetings, significant event reviews, and case management reviews with social workers and health visitors which allows us to provide good quality evidence-based care to our registered list.
- We use the SystemOne clinical system.
- Our friendly and efficient patient services team provides support to our clinical team.
- Very strong links to the University of Sheffield Medical School and its Physician Associate course.

The Post would suit an ambitious candidate looking for opportunities to deliver high quality evidence-based medicine in a truly multidisciplinary high achieving community environment.

The post involves:

Clinical assessment and management of patients with both acute and chronic care needs within a general practice setting. You will work as a key part of the practice, and wider, clinical team, ensuring that patients are managed to the highest standard, appropriate investigations, follow-up and referrals are arranged, and that there is effective communication with other members of the practice and wider health care team to ensure continuity of clinical care and treatment.

You will also be expected to contribute to administrative duties, including ensuring that QOF and enhanced service targets are met as well as managing patient related paperwork, with clinical colleagues. Close collaboration with the practice team to meet the needs of patients whilst working to the practice policies and procedures will support you in your day to day role.

You will be involved in the shaping of local clinical service provision through reflection and discussion at our team meetings.

37 Hours per week. Salary dependent on experience and skills set.

If you would like to discuss the vacancy further then please telephone either Joanne Johnson or Elaine Rissbrook on 0114 2378899. Discussion with a GP and the practice Physician Associate can be arranged on request.

To apply for the post please send an up to date CV and covering letter to joannejohnson1@nhs.net.

Closing Date Saturday 31 July 2021.

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**ADVANCED NURSE PRACTITIONER
CHAPELGREEN PRACTICE**

Minimum 20 hours per week over 5 mornings
(Up to full time post considered for right candidate)
Salary Dependent on experience

This post is a permanent position, however long-term locum would also be considered.

Chapelgreen Practice is a friendly and enthusiastic training practice serving approximately 15,000 patients over 2 sites in the Burncross / High Green area of Sheffield.

We are seeking an enthusiastic, highly motivated candidate to join our current team. We are willing to adapt the post to suit the right candidate, in order to develop our skill mix to meet the future needs of our patient population.

Preferably the successful candidate will have skills in the following areas:

- Telephone Triage (*Essential for this post*);
- Management of Acute Conditions;
- General nursing duties.

Experience with the Systemone clinical software is desirable but not essential.

The post includes membership of the NHS pension scheme and 5 weeks annual leave pro rata rising to 6 weeks after 5 years' service. Training and Development in line with post requirements.

For further information please contact Blake Foster blake.foster@nhs.net.

Closing date: Friday 23 July 2021.

Interviews will be held on: Tuesday 3 August (Afternoon).

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**ADVANCED NURSE PRACTITIONER
RUSTLINGS ROAD SURGERY**

105 Rustlings Road, S11 7AB
www.rustlingsurgery.org.uk

Contracted Hours:
Monday – 8am-1pm, Tuesday – 8am-6pm, Thursday – 8am-6pm

- 24 hours per week plus holiday and sickness cover;
- 6 weeks annual leave pro rata plus bank holiday entitlement.
- Salary negotiable dependent on experience;

We are a small but busy GP practice based in S11 overlooking Endcliffe Park. We look after around 4,800 patients. An exciting new opportunity has arisen for an Advanced Nurse Practitioner (ANP) to join our friendly and hardworking team.

We are looking for an enthusiastic, forward thinking ANP to join our clinical team already consisting of 3 GPs, physician associate, practice nurse and healthcare assistant.

The successful candidate will provide care for patients at the practice from initial history taking, clinical assessment, diagnosis, treatment and evaluation of care. Demonstrate safe and independent clinical decision-making. The post holder will be qualified to and demonstrate critical thinking in the clinical decision-making process. They will work collaboratively with the clinical team, providing clinical leadership to the nursing team when required and supporting the delivery of policies and protocols.

The post is subject to the receipt of satisfactory references and DBS check. Applicants must have current UK professional registration.

For more information or to have an informal chat or visit to the practice please contact Annie Stones on 0114 2682255 or via email. Please apply by submitting your CV and covering letter to annie.stones@nhs.net.

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**ADVANCED NURSE PRACTITIONER
THE MATHEWS PRACTICE**

www.TheMathewsPractice.co.uk

An exciting new opportunity has arisen for an Advanced Nurse Practitioner to join our friendly and hardworking team.

We are an exciting practice with 2 sites serving diverse areas of Sheffield which gives lead to a challenging but extremely rewarding patient population. We are working hard, with a clear commitment to provide a high standard of care to our patients.

We need enthusiastic, forward thinking, team players who strive to provide excellent patient care to help us achieve this aim. We are recruiting to expand our progressive, forward thinking practice model.

- List size – 8300;
- 6 weeks annual leave/1 week Study pro rata;
- Supportive and enthusiastic Management team;
- Committed and enthusiastic approach;
- Commitment to training and development of our clinicians.
- SystemOne clinical system;
- Excellent Administrative and back office support;
- Private car park with ample parking;
- Negotiable hours and flexible working;

For more information about our practice please speak with the practice manager Andy Moore – 0114 2584952. Informal visits and chats are welcome.

Please apply in writing with your CV and cover letter to Andy Moore, The Mathews Practice, Belgrave Medical Centre, 22 Asline Road, S2 4UJ. Email Andrew.moore20@nhs.net.

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**PRACTICE NURSE
VALLEY MEDICAL CENTRE**

Johnson St, Stocksbridge, Sheffield S36 1BX

Part Time

The Practice is looking to recruit an enthusiastic, preferably experienced and motivated Practice Nurse to join our busy friendly team. 9 GPs, 9700 patients, full administrative support, SystemOne, high QOF achiever.

Our supportive Nursing team includes 2 Practice Nurses, 2 HCAs and a Phlebotomist.

Duties include:

- Chronic Disease Management / Long term Conditions;
- Cervical Cytology - Sexual Health;
- Baby / Childhood Immunisations.
- Wound and Dressings management;
- Travel Vaccinations;

Salary Band 6 - subject to qualifications and experience - hours negotiable.

For further information on the practice, visit our website www.valleymedicalcentre.org.uk or for an informal chat please ring Liz Sedgwick, Practice Manager on 0114 2836900.

Please apply in writing with a CV, full details of experience and current salary details to The Practice Manager at the above address or email sheccg.valleymc@nhs.net.

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**PRACTICE NURSE
WALKLEY HOUSE MEDICAL CENTRE**

25 hrs/week

We are looking for a reliable, enthusiastic and motivated Practice Nurse to work alongside our existing team of 3 Nurses & 4 HCAs. This post is for approximately 25 hours per week across both our sites at Walkley & Stannington with days and hours to be negotiated.

Experience in all areas of Chronic Disease Management, Family Planning, Respiratory, Travel Vaccinations, Baby Immunisations and Cytology is desirable. However full support will be given by the team & Drs and any necessary training can be arranged.

Salary dependent on qualifications and experience would include 5 weeks' annual leave (pro rata) and membership of the NHS Pension scheme.

Please send CVs to: Johanne Shirt, Practice Manager, Walkley House Medical Centre, 23 Greenhow Street, Sheffield S6 3TN or email to johanne.shirt@nhs.net.

Informal enquiries can be made to the above email or by phoning 0114 2852660.

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**PRACTICE NURSE (MATERNITY COVER)
HANDSWORTH MEDICAL PRACTICE**

432 Handsworth Road, Sheffield, S13 9BZ
Tel No. 0114 269 7505 / Fax No. 0114 269 8535
www.handsworthmedicalpractice.co.uk

We are looking for a practice nurse to work within our friendly, forward practice team, to provide enhanced proactive care for patients with long term conditions, including diabetes, asthma and COPD. You would also be involved in maximising QOF achievement and audits in the practice. We may also require home visits to be done for our housebound elderly patients where district nurses are unable to do the chronic disease reviews.

We are a well-established training practice with a strong patient centred ethos, dedicated to delivering high quality patient care.

We have a broad range of clinicians in our practice team, including an advanced nurse practitioner, a senior nurse, practice nurse, 3 HCAs, 2 Practice Pharmacists, 6 GPs and a GP registrar.

We are part of a local GP network, working collaboratively with other practices in our area to develop locality based care for our patients.

- GMS practice;
- Training practice – Registrar and medical students;
- High QOF achievement;
- Competitive salary;
- List size of 10,500;
- SystemOne and working towards paperless;
- Work closely with our local CCG and GP Federation;
- Established recall system for chronic disease management.

Hours: 27.

Salary: depending on experience.

Ideal Skillset:

- UK Registered Nurse with significant post registration experience;
- Diploma in Nursing;
- Nurse Prescriber qualification;
- Interest in supporting long term conditions and introducing innovative practices;
- Friendly and approachable with good presentation of self;
- Ability to work autonomously and part of the Practice team;
- Evidenced organisational ability;
- Evidenced continuous professional development;
- Ability to lead, inspire and influence other nurses and clinicians;
- Trained in history taking and physical examination;
- Able to perform asthma, COPD, diabetes reviews;
- Excellent communication skills and clear concise writing record keeping skills;
- Self-motivated, enthusiastic and committed;
- Ability to maintain and monitor high standards of care;
- Car Driver;
- IT systems skills.

Please contact Nicola Harrison, Practice Manager on 0114 2293172 or email written application enclosing an up-to-date CV to nicolaharrison1@nhs.net.

Closing date 23 July 2021.

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**MEDICAL RECEPTIONIST (PART-TIME)
WOODSEATS MEDICAL CENTRE**

We are looking for a part-time Medical Receptionist to join their very busy General Practitioners based in Sheffield 8 for 25 hours per week.

We have approximately 10,500 patients currently registered with the Practice.

We are made up of 7 GP Partners, 4 salaried GPs and an extensive Nursing and HCA team.

Main job responsibilities:

- Ensure an effective and efficient reception service is provided to patients and any other visitors to the practice;
- Deal with all general enquiries, explain procedures and make new and follow-up appointments;
- Explain practice arrangements and formal requirements to new patients and those seeking temporary cover and ensure procedures are completed;
- Receive and make telephone calls as required;
- Action repeat prescription requests;
- Registering patients on the on-line system and dealing with on-line prescriptions;
- Dealing with the day to day running of the computer system and entering patient information on to the computer as required;
- Making sure the reception area is left tidy and ready for use by incoming colleagues, together with information about any unsolved or urgent matters.

Closing date: 30th July 2021.

Any enquiries or informal visits are welcomed, please contact Hannah.foster3@nhs.net.

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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](#).