

Vacancy Bulletin

October 2021

Sheffield
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GP PRINCIPAL UNIVERSITY HEALTH SERVICE

University of Sheffield

- GP Principal post consisting of 6 clinical and 2 management sessions per week
- £101,500 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 40,000 patients.

You 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. 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.

As a signatory to the Practice's PMS contract you will support the Management Team in delivering the strategic developments of the Practice and University, taking ownership of areas of activity and working with the relevant clinical and administrative staff. 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: UOS030368.

Closing Date: 31 October 2021.

For informal enquiries please contact b.hallsworth@sheffield.ac.uk - Ben Hallsworth (Assistant Practice Manager), University Health Service, University of Sheffield, 53 Gell Street, Sheffield, S3 7QP. Tel: 0114 222 7182.

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GP PARTNER
KILLAMARSH MEDICAL PRACTICE
209 Sheffield Road, Killamarsh, Sheffield, S21 1DX
Situated near J30/31 of the M1 and near Rother Valley Country Park

4 to 8 sessions from 1 January 2022
Willing to be flexible and wait for the right candidate

Due to retirement we are looking for an enthusiastic and motivated GP to join our team. As well as striving to deliver high quality healthcare to all, we believe in a healthy work / life balance. We want to attract a clinician who, like us, thinks about improving services and is able to embrace change.

- 4 Partner PMS Practice.
- Clinical team of Salaried GPs, Physician Associate, Practice Nurses and HCAs.
- Excellent supportive reception and administration team.
- List size just under 9000.
- Actively involved in North East Derbyshire PCN with a rapidly developing wider Primary Health Care Team – Social Prescribing Link Workers, Clinical Pharmacists, FCPs, Health and Wellbeing Workers and (soon) Nursing Associates.
- CQC rating is GOOD in all areas and we have a high QoF achievement.
- TPP SystemOne and AccuRx computer system.

Any informal enquiries and visits are welcomed, please contact Dr Strachan on 0114 251 0000 or greg.strachan@nhs.net.

Please apply by sending your CV with a covering letter.

Applications close 31 October 2021 and may close earlier.

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SALARIED GP/GP PARTNER
UPPERTHORPE MEDICAL CENTRE
(Branch site - Ecclesall Medical Centre)

Permanent post
4 to 7 sessions per week

An exciting opportunity has arisen for a Salaried GP to join our friendly, supportive two site practice in Sheffield, with a view to potential partnership. We are proud to serve the Uppertorpe and Ecclesall communities and to be active members of the City Centre and Sheffield Hallam University PCN.

You would be joining a team of 4 partners and 3 salaried GPs, all of whom value collaborative working and support each other to provide high quality patient care. Clinical discussions, mutual learning and continuous improvement are seen as key. Our 5 Practice Nurses, 3 HCAs and experienced administrative and reception teams all pride themselves on providing a caring service and welcoming environment for our patients. We work closely with other organisations and have a Clinical Pharmacist, physiotherapist and health visitors all providing services from our practice. We have also recently recruited two Physician Associates and are excited to see how this role develops.

Our patient list is around 12,400 with the numbers split almost equally between Uppertorpe and Ecclesall. Serving two communities enables the staff to gain a greater understanding of the diverse health needs across the city and provides variety and development opportunities. Our Uppertorpe practice is a purpose built medical centre whilst our Ecclesall site is a partner owned converted house. Our staff have often commented on how much they enjoy serving both communities and the experiences and opportunities generated by working across two sites.

This post would be suitable for a GP of any experience to thrive in. We are looking for a friendly, enthusiastic and committed doctor to complement our existing team. We are willing to consider applicants who want to join us as Partners, but are equally looking for Salaried GPs who feel they might want to become a Partner at a later date.

- Salary negotiable;
- NHS Pension Scheme;
- GMS Practice;
- High QOF achievers;
- Two site practice in Sheffield 6 and Sheffield 11;
- SystemOne clinical system;
- Offering extended access;
- Aspiring Training Practice (currently medical students only).

For an informal discussion and/or to arrange a visit please contact Emma Wells (Practice Manager) on 0114 2751010. To apply please send a covering letter and CV to Uppertorpe Medical Centre, 30 Addy Street, Sheffield, S6 3FT or email to e.wells4@nhs.net.

Closing date: Friday 29 October 2021.

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**SALARIED GP
BUCHANAN ROAD SURGERY**

- Salary: £8,833 - £9,389 per session
- Sessions: 10 sessions per week which will be split between 2 GPs

A vacancy has become available for a GP at The Clover Buchanan Road Surgery to provide cover for maternity leave. Buchanan Road Surgery is a 4,700 patient practice and serves a population with high levels of deprivation and significant health needs. The work is busy and challenging but always stimulating and interesting. The team support each other, working collaboratively together to meet the health needs of patients. The team consists of 5 GPs, Advanced Nurse Practitioner, Practice Nurse, as well as a Clinical Pharmacist, Healthcare Assistant and an experienced Management function.

Buchanan Road Surgery is part of the Clover Group Practices which includes Heeley Green Surgery, Highgate Surgery, Darnall Primary Care Centre, City Centre Practice and The Mulberry Practice. Clover Group forms part of Primary Care Sheffield Ltd GP Federation. As well as being part of the Clover Group, Buchanan is also a member of SAPA5 Primary Care Network and benefits from working with the PCN Social Prescribing and Personal Care teams, which are going from strength to strength.

We are looking for reliable, enthusiastic and motivated GPs to work with us who strive to provide excellent care and have a passion for improving health outcomes for patients.

You will be invited to join practice team meetings and regular educational and clinical meetings to support your learning and development. On appointment you will have a full induction into the service and be supported by our Lead GP and Management Team who are based on site.

There are 10 sessions per week available and this will be shared between 2 GPs. Please indicate on your application the maximum number of sessions and which days are preferred. We expect some sessions to be available from February 2022 for a minimum 6 month period.

This is a great opportunity for GPs to work in a growing organisation and experience the benefits of working within an at scale primary care environment. We also have strong links to the Academic Department of General Practice. It may suit recently qualified GPs as we can provide mentorship and a supportive environment. It may appeal to someone interested in training or Academic General Practice.

Informal visits and discussions in confidence are strongly encouraged. For further information, please contact Buchanan Road Surgery Lead Doctor, kate.donaghy@nhs.net, Kiz Haigh, Head of Primary Care kiz.haigh@nhs.net or Clover Group Clinical Director lcormack@nhs.net.

Closing Date: 01/11/2021.

All applications via NHS Jobs ref: A3466-21-6722 - [Job Advert \(jobs.nhs.uk\)](https://jobs.nhs.uk).

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**SALARIED GP
HEELEY GREEN SURGERY**

Maternity Leave Cover

- Salary: £8,833 - £9,389 per session
- Sessions: 3 sessions per week

A vacancy has become available for a GP at Clover Heeley Green Surgery to provide cover for maternity leave. Heeley Green Surgery is a growing 5,900 patient training practice. The work is busy and challenging but always stimulating and interesting. The team support each other working collaboratively together to meet the health needs of patients. The team consists of 6 GPs, 2 Practice Nurses, a Clinical Pharmacist, Healthcare Assistant and an experienced Management function.

Heeley Green Surgery is part of the Clover Group Practices which includes Buchanan Road Surgery, Highgate Surgery, Darnall Primary Care Centre, City Centre Practice and The Mulberry Practice. Clover Group forms part of Primary Care Sheffield Ltd GP Federation. As well as being part of the Clover Group, Heeley Green is also a member of Heeley Plus Primary Care Network and benefits from working with the PCN Social Prescribing and Personal Care teams, which are going from strength to strength.

We are looking for a reliable, enthusiastic and motivated GP to work with us, who strives to provide excellent care and has a passion for improving health outcomes for patients.

You will be invited to join practice team meetings and regular educational and clinical meetings to support your learning and development. On appointment you will have a full induction into the service and be supported by the Lead GP and Management Team who are based on site.

There are 3 sessions per week available which are expected to commence in February 2022.

This is a great opportunity for a GP to work in a growing organisation and experience the benefits of working within an at scale primary care environment. It may suit recently qualified GPs as we can provide mentorship and a supportive environment. It may also appeal to someone interested in training or Academic General Practice.

Informal visits and discussions in confidence are strongly encouraged. For further information, please contact Heeley Green Surgery Lead Doctor, malcolmsavage@nhs.net, Head of Primary Care kiz.haigh@nhs.net, or Clover Group Clinical Director lcormack@nhs.net.

Closing Date: 5 November 2021.

All applications via NHS Jobs ref: A3466-21-5225: [Job Advert \(jobs.nhs.uk\)](https://jobs.nhs.uk).

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**SALARIED GP
FAR LANE MEDICAL CENTRE & TRAFALGAR HOUSE MEDICAL CENTRE**

"Are you looking for a breath of fresh air", enjoyment in your job and an excellent work life balance?

If so, you should consider working at Far Lane Medical Centre. We pride ourselves in carefully managing our workload for equity partners and salaried partners alike. We would actively encourage you to have a chat with any of our doctors about their own personal experiences at Far Lane Medical Centre. They are all well placed to see the advantages of working at Far Lane Medical Centre some of whom have worked at other practices locally and further afield.

We are looking for a new salaried practitioner to fill a post due to retirement for 6 sessions a week on a Monday, Tuesday and Wednesday, starting from the 1 April 2022.

- Payment per session will depend on experience and quality of candidate, plus Defence Union Gap Insurance.
- 6 weeks holiday plus one weeks study leave (pro rata).
- There will be opportunities to extend your role and progress your career.
- No extended hours ie no late evenings and no Thursday afternoon or weekend sessions. Flexible working hours by negotiation.

Information on Practice:

- SystemOne clinical system;
- 2 X Practice Nurses;
- 1 HCA;
- 1 X Nurse Associate;
- 2 X Physios;
- No deprivation payment practice;
- CQC rated Good May 2017 / Review August 2021 Good;
- Fantastic and Well Established Network.
- 4 Equity partners;
- 3X Salaried GP;
- Excellent QOF;
- 1 X Clinical Pharmacist;
- Fully staffed reception and admin team;
- No care homes;
- 7,200 patients – main surgery and branch – stable practice population;

Closing Date: Ongoing.

Please email your CV with a covering letter to Dr Thomas Spurgeon, t.spurgeon@nhs.net or by post to Dr T Spurgeon, Far Lane Medical Centre, 1 Far Lane, Sheffield, S6 4FA.

The partners would be more than happy to meet prospective candidates prior to interview. If you wish to meet please email t.spurgeon@nhs.net or telephone 0114 234 7701.

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**SALARIED GP
CHAPELGREEN PRACTICE**

Including 1 session CPD per week pro rata or GP Partner (*no property investment required*)

4 to 8 sessions per week

Due to the upcoming retirement of our Senior Partner we have the following opportunity within our team.

Chapelgreen Practice is a well-established, friendly, forward thinking Practice based in the North of Sheffield, balancing excellent patient care with service sustainability for our population of 15,000 patients. We are an enthusiastic training practice, over 2 sites in the Burncross / High Green area of Sheffield.

Information about the Practice & Team:

- 9 GP Partners (including 3 GP Trainers);
- 8 Practice Nurses, 3 HCAs;
- Well Resourced Management & Administrative Team;
- Enhanced Services include (but not limited to) – Care Homes, Extended Hours, Minor Surgery & LARC;
- 3 Salaried GPs;
- 1 Advanced Nurse Practitioner;
- SystemOne clinical system;
- Training posts include GPR, Medical Students, and Apprenticeships.

For further information or to arrange a visit or apply with CV and covering letter, please contact Blake Foster (blake.foster@nhs.net).

Closing Date: 20 October. Interview Date: 3 November (evening – via zoom). Start Date: As soon as possible.

Please visit the Practice website www.chapelgreenpractice.co.uk.

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**SALARIED GP
WALKLEY HOUSE MEDICAL CENTRE**

Following a retiring partner and expanding list size there is an exciting opportunity for increasing our workforce. We are looking for a salaried GP to work up to 8 sessions.

We are a friendly, motivated team of 5 partners and 3 salaried GPs. As well as striving to deliver high quality health care to our patients we believe in the importance of a work-life balance. We are a dual site practice covering Walkley and Stannington giving us a diverse population.

We would support the opportunity to develop any special interests. We currently offer minor surgery, dermoscopy, women's health and contraception and joint injections.

- GMS practice;
- List size 12300;
- On call duties pro rata;
- Medical students supervisors;
- Experienced nursing and HCA support;
- Pharmacy, first contact physio, mental health nurse and paramedic cover via West5 PCN.
- High QOF achievers;
- Flexible working times;
- In the process of becoming a GP training practice;
- System One practice with Ardens templates;
- Excellent reception and admin teams;

Start date: February 2022.

Please contact Johanne Shirt for further information on 0114 2852660 or email Johanne.shirt@nhs.net.

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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;
- SystemOne 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
BASLOW HEALTH CENTRE

Derbyshire

2-4 Sessions

We are a small and friendly rural practice with 4700 patients within easy (and very pleasant) commuting distance of Sheffield, Chesterfield and Derby. We are dedicated to providing high quality patient centred care and, because of our small size, are able to provide a high level of patient continuity. We are looking for a salaried GP to complement our existing team for 2 to 4 sessions per week on Tuesdays and Thursdays. There is potential for extra sessions to cover annual leave should this be desired.

- Rated “outstanding” by CQC;
- Dispensing practice;
- High QOF achievers;
- High functioning multidisciplinary team committed to quality care for our local community;
- Purpose built premises;
- Systemone and Accurx;
- Excellent clinical and admin support team;
- Active participation in the Derbyshire Dales PCN and excellent working relationships.

If you are interested in the post or would like to arrange an informal visit, please contact Dr Louise Jordan by email louise.jordan@nhs.net. Applications with CV and covering letter to louise.jordan@nhs.net.

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COMMUNITY GENERAL PRACTITIONER
CHESTERFIELD & DRONFIELD PRIMARY CARE NETWORK (PCN)

Salary: £10,000 per session per annum

Are you passionate about frailty? Are you keen to work across traditional health and social care boundaries?

Chesterfield and Dronfield PCN is seeking a Community GP to help lead our multi-disciplinary and multi-agency team of professionals working across the Chesterfield and Dronfield footprint.

This is an exciting and unique opportunity to be at the forefront of the delivery of our new Ageing Well model of care. The role will operate across the traditional health and social care organisational boundaries, including with our GP practice partners, to help clinically lead the service on a day to day basis. The aim for the service is to ultimately provide an holistic approach to acute on day / rapid response services, enhanced care into care homes and enhanced proactive care for older people with frailty for patients with multifaceted health problems.

To lead the clinical team delivering this service we are looking for a Community General Practitioner with a strong interest in working with people with frailty and who aspires to promote a continuous improvement approach to leading and delivering responsive, safe, patient-centred and effective care. The successful candidate will work alongside other community GPs to develop new and responsive clinical pathways for seamless working, shape and champion the introduction of new clinical roles, challenge traditional ways of working and proactively support individuals within the team to develop the necessary skills, competencies and expertise needed to deliver the service.

This post will be hosted by Arc Primary Care. Arc Primary Care is the trading name of Chesterfield Health Provider Ltd which is the umbrella organisation for Chesterfield and Dronfield PCN. The PCN consists of 11 GP practices (133,000 patients) in Chesterfield and Dronfield, which currently operates as 5 neighbourhoods. The PCN is committed to improving the care of patients in Chesterfield and Dronfield and sustaining General Practice.

The hours for this post can be flexible. Number of sessions per week negotiable.

Closing date for applications: 27 October 2021. Interviews: 2 November 2021 via Zoom or Microsoft Teams.

NHS Job Ref: J183-A-21-84441 - <https://bit.ly/3kRxQIk>.

For further information on this opportunity please contact: Clinical Lead: Dr Anne-Marie Spooner, email: Anne-Marie.Spooner@nhs.net, Community GP: Dr Amy Lampard, email: Amylampard@nhs.net, Development Lead: Victoria Webb, email: yikkiwebb@nhs.net.

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**ADVANCED CLINICAL PRACTITIONER
CHESTERFIELD AND DRONFIELD PRIMARY CARE NETWORK (PCN)**

Salary: £45753.00-£51668.00 depending on experience

Are you passionate about frailty? Are you keen to work across traditional health and social care boundaries?

Chesterfield and Dronfield PCN is seeking an Advanced Clinical Practitioner (ACP) to be part of our multi-disciplinary and multi-agency team of professionals working across the Chesterfield and Dronfield footprint. This is open to anyone with relevant registration.

This is an exciting and unique opportunity to be at the forefront of the delivery of our new Ageing Well model of care. Working both independently, and within our multi agency team, the role will operate across the traditional health and social care organisational boundaries, including our GP practice partners, to deliver an holistic approach to acute on day / rapid response services, enhanced care into care homes and enhanced proactive care for older people with frailty. We are looking for an Advanced Clinical Practitioner with a strong interest in working with frailty and who aspires to provide a continuous improvement approach to delivering responsive, safe, patient-centred and effective care within a neighbourhood team environment.

The service, within which the post holder would work, supports patients with multifaceted health problems living in their own homes as well as in care homes. The service liaises with care home staff, carers, families and colleagues to maintain and maximise individualised patient-centred care (including advanced care planning).

The successful post holder will work autonomously within their professional boundaries to:

- Undertake comprehensive health assessments, initial history taking, clinical assessment, physical examination, diagnosis, treatment and evaluation of their care;
- Use advanced clinical decision making and assessment skills, coordinate care planning and initiate onward referrals as appropriate;
- Demonstrate sound safe clinical decision-making.

This post will be hosted by Arc Primary Care. Arc Primary Care is the trading name of Chesterfield Health Provider Ltd which is the umbrella organisation for Chesterfield and Dronfield PCN. The PCN consists of 11 GP practices (134,000 patients) in Chesterfield and Dronfield, which currently operates as 5 neighbourhoods. The PCN is committed to improving the care of patients in Chesterfield and Dronfield and sustaining General Practice.

The hours for this post can be flexible.

Closing date for applications: 27 October 2021. Interviews: 2 November 2021. Interviews will take place over a digital platform.

NHS Job Ref: J183-A-21-84444. - <https://bit.ly/3AZz1Kc>.

For further information please contact: Dr Anne-Marie Spooner, email: Anne-Marie.Spooner@nhs.net or Dr Amy Lampard, email: Amylampard@nhs.net. Telephone: 07739462299.

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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
BROOMHILL AND LODGE MOOR SURGERY

(24hrs)

There is an exciting opportunity for a Practice Nurse to join us at Broomhill and Lodge Moor Surgery. We are a medium / large practice with 9800 patients, 5 partners and 3 Salaried GPs, but maintain a personal approach to patient centred care. We are an EMIS practice on 2 sites in the South West of the City.

You can expect:

- Support from all the team at Broomhill and Lodge Moor;
- Every day to be different;
- Competitive salary (dependent on experience);
- To be challenged and feel rewarded;
- Your skill set to be expanded;
- To build long term relationships with patients.

We have 2 other Practice Nurses and a Health Care Assistant offering a varied skill mix. We are a training surgery and pride ourselves on investing and developing individuals to help them reach their full potential and career goals.

The ideal applicant will be a highly motivated practice nurse who is:

- Patient focussed;
- Has a strong team work ethic;
- Skilled in Long term Condition management, cytology screening, wound care and childhood immunisations. Minor illness experience would also be advantageous.

For more information contact Helen Foster the Practice Manager on 0114 2631577 helen.foster12@nhs.net.

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PRACTICE NURSE
MULBERRY ASYLUM SEEKER HEALTH SERVICE

20 hours per week
£33,330.00 rising to £ £37,067.00 pro rata

An exciting opportunity has arisen for a Practice Nurse to join this unique service providing high quality and bespoke care for asylum seekers, refugees and victims of human trafficking. You will provide pre-booked general primary care nursing services for our practice population of approximately 1800 patients. The clinical team comprises 3 part time GPs, 2 nurse practitioners, a practice nurse and HCA.

Our appointments are extended to reflect the usage of interpretation services and also the sensitivity of the cases we are seeing. Patients at the service may be asylum seekers, refugees with leave to remain and in the process of re-settlement in the UK or victims of human trafficking. In addition to the sequelae of physical and psychological trauma, you will at times also be treating people who have been without adequate recent medical care. Mutual debriefing and case discussion is actively encouraged with both GP and nursing colleagues. The work is always interesting and often challenging, however it is also hugely rewarding.

The team is very mutually supportive, with excellent and experienced administrative and secretarial support on site. We also benefit from strong links with the Health Inclusion team who provide valuable support for our children and our health visitor provision extends up to the age of 18 for our patients.

The practice provides all the usual primary care services with chronic disease management and pre-booked GP and nurse appointments. You will develop new skills in working with people from all over the world, increasing your knowledge of infectious diseases and working with people suffering with mental health conditions such as PTSD. The practice benefits from an on-site TB clinic for latent TB patients picked up at our comprehensive new patient screening clinics.

It will be useful to be familiar with using interpreters both face-to face and by telephone for consultations. It is critical for this post that any nurse applying is open-minded and has a high level of empathy. The most important attributes for the successful candidate will be enthusiasm for work with this group, and excellent communication skills. It is a fantastic practice to work in and will provide enrichment to any nurse wanting to have a slightly different primary care experience. You are strongly encouraged to contact the team and visit the service.

An opportunity such as this does not come up often. Please contact Dr Rachel Kemp Rachel.kemp1@nhs.net or Nicola Pryor Nicolapryor@nhs.net for an informal discussion and / or practice visit prior to application.

All applications via NHS Jobs ref: A3466-21-5067 - [Job Advert \(jobs.nhs.uk\)](https://www.jobs.nhs.uk)

Closing Date: 19 October 2021.

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PRACTICE NURSES
GREEN CROSS GROUP PRACTICE
Drs Williams, Turner, Chilton & O'Brien

We are currently looking to recruit Practice Nurse(s), either prescriber or non-prescribing who are enthusiastic to join our friendly and established team for a share of hours of up to 40 hours per week. We are a friendly and established team who are dynamic and committed to providing a high quality service for our patients but strive to maintain a good work life balance. Our dedicated team currently consists of four GP Partners, three salaried GPs, one Advanced Care Practitioner, four Nurses, one HCA and supportive administrative team.

We are looking for someone who has:

- Experience in General Practice;
- Excellent communication skills;
- Excellent listening skills;
- Be registered with the NMC;
- Ability to work on own initiative and as part of a team;
- Prepared to work flexible hours in accordance with the practice needs;
- Experience of SystmOne is preferred;
- Excellent customer service skills;
- Reliable/good attendance record;
- Have up to date documentation and training;
- Ability to work with attention to detail and accuracy;
- Be able to work across two sites. (Main Site; 63 Palgrave Road / Branch Site: 28 Dunninc Road).

Please email your CV with a covering letter to the Operational Practice Manager, Miss Chloe Bruce chloebruce@nhs.net or via post FAO Management Team, 63 Palgrave Road, Sheffield, S5 8GS.

For further information or to arrange an informal discussion / visit please contact a member of the Management Team on 0114 2344 729.

Closing date for applications 31 October 2021.

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PATIENT SERVICES MANAGER
UNIVERSITY HEALTH SERVICE
University of Sheffield

- Full-time role
- £32,344 - £40,927 per annum. Potential to progress to £44,706 per annum pro-rata through sustained exceptional contribution

The University Health Service is one of only two NHS practices in the UK to be fully integrated into a University. Our patient population of c40,000 is made up of students of The University of Sheffield, with approximately 45% of patients from International communities, and a small number of dependants. Located in a bright and airy purpose-built building situated on campus, we are proud to provide a tailored service to our patients, and are committed to providing high quality care.

Following the retirement of our Reception Manager, we are developing and expanding the role and are now looking for a dynamic and enthusiastic Patient Services Manager.

You will have extensive management experience, and using strong leadership and management skills, will further develop the patient services functions to allow us to continue meeting the needs of our patients.

You will be responsible for the reception function, line managing our efficient and friendly reception team, with a particular focus on continuing the development of Active Signposting within the practice, ensuring that our receptionists can guide and direct patients into the right service first time. As a key member of our management team, you will work with both clinical and non-clinical leaders to ensure that we maintain high standards of professional service to our patients, achieving good access according to clinical need.

If you think you would be excited to be part of a team that works hard to improve the way that we work in order to deliver the best possible service to our patients, then the next step is to visit: www.sheffield.ac.uk/jobs. Job reference: UOS030374.

Closing Date: 7 November 2021.

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

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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**DATA QUALITY ADMINISTRATOR
UNIVERSITY HEALTH SERVICE**

University of Sheffield

- Full-time role
- £20,092 - £22,254 per annum, potential to progress to £24,174 per annum through sustained exceptional contribution

The University Health Service is one of only two NHS practices in the UK to be fully integrated into a University. Our patient population of c40,000 is made up of students of The University of Sheffield, with approximately 45% of patients from International communities, and a small number of dependants. Located in a bright and airy purpose-built building situated on campus, we are proud to provide a tailored service to our patients, and are committed to providing high quality care.

We are looking for an enthusiastic administrator to join us. You will have experience of working in a healthcare (or similar) setting, and preferably experience of working in a primary care/general practice setting. As a member of the Data Quality Team, you will help with the smooth running of the clinical services. Duties include:

- Summarising of patients medical records;
- Coding clinical and administrative data into patient's electronic record;
- Develop a good understanding of the Practice's IT systems;
- Contact patients by either phone, email or text to invite them for medical reviews as required.

If you think you would be excited to be part of a team that works hard to improve the way that we work in order to deliver the best possible service to our patients, then the next step is to visit: www.sheffield.ac.uk/jobs. Job reference: UOS030369.

Closing Date: 31 October 2021.

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

For informal enquiries please contact b.hallsworth@sheffield.ac.uk - Ben Hallsworth (Assistant Practice Manager), University Health Service, University of Sheffield, 53 Gell Street, Sheffield, S3 7QP. Tel: 0114 222 7182.

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**GP RECEPTIONIST
STANNINGTON MEDICAL CENTRE**

24 hours per week Monday, Tuesday, Friday 8.30 am to 6.00 pm

We are currently looking for a receptionist to join our friendly practice team. Applicants should ideally have previous experience in customer service, have good telephone and keyboard skills, enjoy a varied job role, and be flexible in covering for colleagues during absence.

- Full training will be provided;
- NHS pension scheme.
- 5 weeks annual leave, plus statutory holidays;

Contact: Sharon Thompson via sharonthompson1@nhs.net, 0114 2346992.

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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](#).