



NETWORK FOR PRACTICES

VACANCY BULLETIN 551

We are currently advertising the following staff vacancies:

GP: Trowbridge

Nurse: Melksham

Pharmacy Technician: Sarum PCN North

Theatre Assistant: Melksham

Operations Managers: Devizes & Ludgershall (New)

PA to Business Manager: Ludgershall (New)

Locum Practitioner Available

**If you have a vacancy you wish to advertise, please contact us on
admin@networkforpractices.co.uk**

OPERATIONS MANAGER VACANCIES

DEVIZES – THE LANSDOWNE SURGERY

OPERATIONS MANAGER

Hours: Full time 37.5hrs

Salary Range: £30,000 - £34,000 (WTE) depending on experience

We are looking to appoint an **Operations Manager** to join our Practice, led by three established GP Partners. The successful candidate will be expected to lead the operational management of the practice, working with the Practice Manager, to fulfil our vision of maintaining our current reputation for the delivery of high-quality patient care. In order to achieve this focus, you will be supported by three GP Partners, and a developing team of clinical and non-clinical staff.

We are looking for a motivated and organised individual, preferably with previous experience in General Practice Management, who can lead and inspire through excellent communication and interpersonal skills. Confidence in managing a team and excellent IT skills is essential. The Operations Manager will work with the Practice Manager to maintain and develop the efficiency of practice processes and systems and to put into place schemes developed at locality level.

This is an ideal post, for either an experienced and able Reception Lead or for a Supervisor with NHS experience wishing to develop into a management position.

Visits to the Practice, ahead of application, are welcome.

Please apply by letter, enclosing a completed application form and CV to Claire Barsby, c/o The Lansdowne Surgery, Waiblingen Way, Devizes, SN10 2BU or by email to practicemanager.lansdowne@nhs.net

Closing date: Friday 19th April 2024

Interviews likely to be w/b Monday 29th April 2024

LUDGERSHALL & TIDWORTH – THE CASTLE PRACTICE

DEPUTY PRACTICE OR OPERATIONS MANAGER (New)

Hours: Between 25 and 37 hours per week, worked over 4 – 5 days

Salary: Dependent on experience

We are a friendly, supportive, and thriving practice looking for a **Deputy Practice or Operations Manager** to support the Managing Partner in the day-to-day running of the practice. The practice serves 16,000+ patients from two sites, just 3 miles apart, in the semi-rural locations of Ludgershall and Tidworth in Wiltshire.

The right candidate will ideally need to demonstrate previous experience and key skills in a supervisory or management role within an NHS GP Practice. Experience using GP software such as EMIS Web, SystemOne or Vision essential, understanding QOF and National/Local Enhanced Services and people management experience required.

Excellent interpersonal skills and the ability to work flexibly when required are essential.

For further information and the job description please email castlepractice@nhs.net and to apply please send applications, with a CV and covering letter via the above email address for the attention of Chrissie Williams, Managing Partner.

Closing date: Wednesday 1st May 2024

THE CASTLE PRACTICE also require a

PERSONAL ASSISTANT TO THE BUSINESS MANAGER (New)

Hours: 25 hours per week

We are currently looking to employ a **Personal Assistant to the Business Manager** to join our team. This is a new post and a great opportunity to be involved in the day to day running of the practice and see how we shape and deliver primary care to our patients.

You will be required to provide a comprehensive personal administrative and secretarial service to the Business Manager, assist with the operational day-to-day tasks for effective practice management. We are looking for an enthusiastic, reliable, hardworking, and flexible candidate to join us.

You will be part of our multi-discipline team which consists of GP partners, salaried GPs, trainee GPs, advanced clinical practitioners, practice nurses, health care assistants, pharmacists, admin assistants, care navigators, care coordinators, and the management team.

For further information and the job description please email castlepractice@nhs.net and to apply please send applications, with a CV and covering letter via the above email address for the attention of Chrissie Williams, Managing Partner.

Closing date: Friday 26th April 2024

GP VACANCY

TROWBRIDGE – LOVEMEAD GROUP PRACTICE

SALARIED GP - 4 Sessions

A busy GP practice in Trowbridge is on the lookout for a GP to join their team as a **salaried GP**.

The surgery is looking for 4 sessions per week worked on Wednesdays and Fridays. In return, the surgery can offer a competitive sessional rate dependent on experience and skills.

We are a friendly forward thinking PMS practice with approximately 19,600 registered patients, delivering high quality patient focused care. There are 8 partners, 5 salaried GPs, and 3 retainers all working from our premises at Roundstone Surgery. We use TPP SystemOne as our clinical system.

We were rated outstanding in our CQC inspection (2016), we are high QOF achievers. We have a strong clinical team in-house with a very experienced nursing/paramedic team supporting our GPs with same day minor illness and chronic disease management.

We have an excellent management and administrative team. We are a training practice accommodating GP trainees, medical students, and nurse associates in training. We are very committed to and supportive of continuing professional development for all our staff.

Please contact Suzanne Petty, Practice Manager Email: s.petty@nhs.net for to arrange an informal visit to the practice or send a CV.

Closing date: Friday 19th April 2024

NURSE VACANCY

MELKSHAM – SPA MEDICAL CENTRE

CLINICAL LEAD, NURSING TEAM

Hours: 22.5-37.5 – full or part time hours considered – Monday to Friday must be flexible

Salary: Negotiable, depending on skills and experience

We are a friendly, progressive, and well-established GMS practice in a thriving, growing market town. We have a professional, committed team and now require an enthusiastic, highly motivated and dynamic **Clinical Lead** to provide leadership to the nurse/paramedic/HCA team, in collaboration with the GP's and Business Manager, and develop a quality driven clinical service to our increasing patient population.

Primary role includes:

- Develop, manage, and maintain all clinical services, clinical policies, and procedures
- Clinical advisor to the practice management team
- Clinical interest in Respiratory and/or emergency care
- Effective clinical management within the QOF and CQC domains, to include, providing clinical input to the management of risk, governance quality assurance and audit
- Ensure the practice achieves its objectives in a safe and effective working environment
- Ensure the practice complies with CQC, Health and Safety and other mandatory and legislative requirements
- Manage recruitment and retention of clinical staff and develop, implement, and embed an effective development and succession plan
- Consult with the Partnership and Business Manager on HR and personnel matters affecting the clinical team, including review of job descriptions, changes to roles and responsibilities
- Implement and embed an effective clinical staff appraisal process
- Manage the procurement of clinical equipment, supplies, and services
- Support the management of all complaints where clinical input is required and where clinical staff are involved

If you would like to apply for the position, please send your application with a covering letter to Mrs Gaynor Cole, Spa Medical Centre, Melksham, SN12 6UN, or e-mail donna.lacey@nhs.net Informal visits welcome!

Closing Date: Tuesday 30th April 2024

PHARMACY VACANCY

SARUM NORTH PCN

PHARMACY TECHNICIAN

Hours: Full or part-time

We are keen to recruit a **pharmacy technician** to join our team at Barcroft Medical Centre, Amesbury. We offer a competitive salary. As a team member, you will have a structured development plan, clinical supervision and participate in multi-disciplinary meetings. Ideally, you will have prior experience of working in the NHS.

You will be a qualified and currently registered pharmacy technician with GhPC and hold a Diploma Level 3, or equivalent, in Pharmacy Services. You will either hold the MOCH or PVPEP qualification or have undertaken – or be willing to undertake – the Primary Care Pharmacy Education Pathway (PCPEP) and we will provide support to achieve that.

Main Duties of the Job

The team delivers pharmacy support to patients and the wider clinical team working to maximise safe, cost-effective best practice in prescribing, and improving the quality of patient care. We contribute to medicines optimisation, care homes and the annual vaccination programme.

About Us

We are a medium sized primary care network of three GP practices working alongside to deliver quality care to patients. We are training practices with a variety of multi-disciplinary team members. We are developing new roles and have successfully implemented new ways of working and offer strong support and mentoring to new members of the team.

The other practices in our PCN are St Melor House Surgery, Amesbury and The Castle Practice based at Ludgershall and Tidworth. As a group, we operate a supportive open culture and multi-disciplinary meetings to ensure constant learning and improvement. Our CQC ratings are Good, and we achieve the Quality & Outcomes Framework (QOF) each year.

Further Details

If you have any queries, would like to visit, or have the job description, please email us. We look forward to receiving your CV which should be emailed tobswicb.sarumnorthpcn@nhs.net

Closing date: Friday 26th April 2024

LOCUM PRACTITIONER available for work

ADVANCED CARE PRACTITIONER

- Independent prescriber
- Experienced in GP surgeries/ UTC/OOH
- EMIS web/Adastra proficient
- Adhoc locum work 1-5 days per week or short notice is possible
- Can work remotely from home or in surgery.

Please contact Ian Gowers MCPARA, FCMI on 07547650277 or ian.gowers@icloud.com

HOW TO REQUEST VACANCY INSERTION

Job title with the number of hours and a brief job description (no more than three lines of text); how to apply, with contact name and a telephone number plus an email alternative and a website address, if available, and a closing date.

The bulletin is produced weekly, on a Friday, so short closing dates may not be appropriate for this bulletin and will be shared with local Primary Care and other public organisations.

In order to reduce or eliminate the possibility of any discrimination issues, it is important when drafting ads for the bulletin that you do not seek experience that you cannot defend.

All surgeries/employers advertising posts are responsible for ensuring that all and any legal checks are undertaken for positions that involve working with vulnerable people or groups, and that wording of advertisements is non-discriminatory.

We recommend that application forms are used to ensure a level playing field.

*****This service is free to NFP member surgeries. In return, we ask that you post the bulletin on staff noticeboards and/or distribute via email to all staff. For non-member surgeries we are happy to receive and post vacancies, however there will be a fee of £20 for up to 8 weeks per insertion. Long-term adverts may be placed for up to 6 months for £50. *** If you would like your name added to the distribution list or to place a vacancy, just email admin@networkforpractices.co.uk**

Friday 12th April 2024