



# NETWORK FOR PRACTICES

## VACANCY BULLETIN 562

**We are currently advertising the following staff vacancies:**

**GP Vacancy: Amesbury**

**Nurse Vacancy: Amesbury (New)**

**Admin Vacancy: Salisbury**

**Care Coordinator: Trowbridge (New)**

**Other Vacancies: Mobile Occupational Health Technician**

**Locum Practitioner Available**

**If you have a vacancy you wish to advertise, please contact us on  
[admin@networkforpractices.co.uk](mailto:admin@networkforpractices.co.uk)**

# GP VACANCY

## AMESBURY – BARCROFT MEDICAL PRACTICE

### SALARIED GP

#### Hours: 4 Sessions (Thursday & Friday)

If you would like a career in a friendly, forward-thinking Practice where work/life balance is important, please come and join us at the Barcroft Medical Practice, Amesbury.

The Practice has an opening for a **Salaried GP** to work 4 sessions per week joining our 6 Partners and our Salaried/Retainer GP team. We are looking for 4 sessions on a Thursday and Friday.

Salary competitive, the role will involve being part of the on-call duty rota which we have developed to be a manageable defined workload.

We are a dynamic fun practice and have been a well-established training practice for many years with medical students and GP trainees. We hold regular team lunches and ensure we all meet for a daily coffee at 11am. 11,000 patient list and growing.

If you are a patient focused GP, committed to providing the highest level of care and willing to take a proactive approach contributing to the continuing success of the practice we should like to hear from you.

We welcome informal enquiries and visits.

For more information please contact: Dr Sheyi Pemsel - [sheyiclaxton@doctors.org.uk](mailto:sheyiclaxton@doctors.org.uk) (Partner); or Trevor Scott - [bswibc.barcroftpracticemanagement@nhs.net](mailto:bswibc.barcroftpracticemanagement@nhs.net) (Operations Manager), or any of the partners on 01980 623983

**Closing date: Open**

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## NURSE VACANCY

### AMESBURY – THE BARCROFT SURGERY (NEW)

#### PRACTICE NURSE

**Hours: 28.5 hours this will include some extended hours working.**

The Barcroft Practice is a surgery with 11,000 patients and you will work alongside our GPs and other allied health professionals, to deliver outstanding service to our patients. The role will involve the full range of Practice Nurse duties including childhood immunisations and NHS travel vaccinations, cervical smears and wound care.

Please be assured that, whilst experience in these areas is desirable, full training will be given to the right candidate. An interest in chronic disease management and relevant qualifications or experience, is beneficial. You will work autonomously alongside other members of the clinical team to deliver high quality, compassionate care, and treatment to our patients. The ideal candidate will be caring, dedicated, professional, reliable and person-focused with good written and verbal communication skills.

To apply please send us a covering letter or email, telling us about yourself and enclose your CV. Please do not hesitate to contact the Practice - [bswich.barcroftpracticemanagement@nhs.net](mailto:bswich.barcroftpracticemanagement@nhs.net) - should you wish to discuss this role further.

**Closing date: Open**

## ADMIN VACANCY

### SALISBURY - HINDON SURGERY

#### RECEPTIONIST/ADMINISTRATOR

**Hours: 24 per week, Wednesday to Friday**

**Salary: £11.50 per hour rising to £12.00 per hour at completion of a probation period**

We are looking to recruit an enthusiastic, professional person to join our happy team. The role involves a high level of face-to-face and telephone contact with patients together with administrative support for GPs and nurses to ensure the smooth running of the surgery.

The ideal candidate will have a caring and professional attitude and strong organisational and IT skills. Previous experience in a GP surgery would be advantageous but not essential as full training will be given. Flexibility to work additional hours for holiday and other absences is essential.

For more information, please visit our website at [www.hindonsurgery.co.uk](http://www.hindonsurgery.co.uk). To apply, please email your CV and an application form to [sarabroome@nhs.net](mailto:sarabroome@nhs.net).

**Closing date: Friday 19<sup>th</sup> July 2024 Interviews: Wednesday 24<sup>th</sup> July 2024**

## OTHER VACANCIES

### TROWBRIDGE PRIMARY CARE NETWORK (NEW)

#### CARE CO-ORDINATOR (QOF SPECIALIST) – Office Based Full-Time

Trowbridge Primary Care Network has an exciting opportunity for an administrative care co-ordinator to join our team. This role, based at Lovemead Group Practice, Roundstone Surgery, will involve overseeing the administration of the Quality and Outcomes Framework for our long-term condition patients, arranging recalls and ensuring patients have received all their necessary reviews, together with their medication. This role will also involve overseeing and running our immunisation recalls, including annual influenza vaccination campaigns and covid vaccination recalls.

This administrative role involves working very closely with the multidisciplinary team (MDT) within the PCN. The role is pivotal in ensuring our patients receive the best possible care and service.

The role will include communicating with the patients to ensure they understand their condition, care pathway and treatment and ensure that they are receiving the most appropriate support.

#### Key responsibilities

1. Undertake administrative work in line with PCN directed priorities.
2. Proactively identify and maintain current cohorts of people to support their personalised care requirements, using the available decision support aids.
3. Ensure regular and consistent communication with the clinical team regarding patient progress and any complications or guidance.
4. Raise awareness of health promotion, run campaigns, to include seasonal priorities.
5. Co-ordinate clinics and contacting the identified patients with appointments.
6. Manage patient initiated calls for help/signposting etc, booking into named GP appointment slots if necessary.
7. Document and monitor aspects of patient co-ordination and service delivery, supporting data collection and audit using the patient administration system.

Our excellent team benefit from the following:

- Competitive Salary
- Membership to the NHS Pension scheme
- Development and training opportunities

If you believe this role is for you then please apply directly to Sadie Blanchard, Quality Manager with your CV together with a full covering letter telling us what you can bring to our team. Email: [sadieblanchard@nhs.net](mailto:sadieblanchard@nhs.net)

**Closing date: Saturday 31<sup>st</sup> August 2024**

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## **AARDVARK**

### **MOBILE OCCUPATIONAL HEALTH TECHNICIAN**

#### **Position based in Tiverton/Wellington**

We are looking for a reliable and friendly team player to join our expanding team of dedicated **Technicians**. Aardvark are an award winning rapidly growing company with our head office near Bridgwater, Somerset. We are a doctor lead growing team providing Occupational Health Services. The company is incredibly service oriented, and the customer is consistently the priority for everyone throughout the business.

Main role is to manage customers' employees' health surveillances, safety critical medicals and carry out administration duties.

#### Personal Qualities:

- Organised with a very good attention to detail
- Valid UK Driving Licence and comfortable with driving
- Ability to work on your own initiative as well as part of a team
- Good understanding of GDPR, confidentiality and data privacy

#### Key Responsibilities:

- Delivering a range of health surveillance and other occupational health & wellbeing activities, in line with current HSE guidance and company requirements
- Liaising with internal and external contacts including outside agencies
- Fulfilling administration tasks for the efficient running of the Occupational Health Service

#### Essential Criteria:

- Experienced OHT preferred
- Experience in customer service
- Good standard of literacy, demonstrated by your qualifications or work experience
- Good working knowledge of IT packages
- Excellent communication with the ability to communicate with customers

#### Hours of work:

- Fulltime - Monday to Friday
- Flexible working times with very occasional overnight work
- Maybe be required to work away on occasion

#### Salary:

- Discussed at interview
- 30 days holiday per year with an additional day of for your birthday, if falls on a working day
- Paid monthly on the 26<sup>th</sup> of the month

For further details or to apply please email Vanessa Speed, HR Advisor on [vanessa.speed@c2hr.co.uk](mailto:vanessa.speed@c2hr.co.uk)

**Closing date: Open**

# 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](mailto: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](mailto:admin@networkforpractices.co.uk)**

**Friday 12th July 2024**

**Registered Office: Frome Medical Centre, Enos Way, Frome, Somerset, BA11 2FH**

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[www.networkforpractices.co.uk](http://www.networkforpractices.co.uk) for "Vacancy Bulletin" and available training courses