

# Vacancy Bulletin

June 2024

Sheffield  
LMC



## INSIDE THIS ISSUE:

**PRACTICE NURSE:** ECCLESFIELD GROUP PRACTICE

**PRACTICE NURSE:** GRENOSIDE SURGERY &  
WADSLEY BRIDGE MEDICAL CENTRE

**STREET OUTREACH NURSE / HEALTH CARE  
PROFESSIONAL:** DEVONSHIRE GREEN MEDICAL  
CENTRE

**CLINICAL PHARMACIST:** DYKES HALL MEDICAL  
CENTRE

**PRACTICE MANAGER:** GRENOSIDE SURGERY &  
WADSLEY BRIDGE MEDICAL CENTRE

**PART-TIME RECEPTIONIST:** UPWELL STREET  
SURGERY

**DIGITAL AND TRANSFORMATION LEAD:**  
SAPA5 PRIMARY CARE NETWORK (PCN)

## PRACTICE NURSE ECCLESFIELD GROUP PRACTICE

[www.ecclesfieldGP.co.uk](http://www.ecclesfieldGP.co.uk)

Come and join us! Ready for a change? Would you like to join our friendly, supportive, and forward-thinking team?

- Salary depending on experience, 6 weeks annual leave pro rota.
- Hours negotiable 20 – 30 hours.
- 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.

- 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 are a well-organised team with an excellent established administration and managerial team, providing full support to all clinicians & staff.
- We are a 2 site practice based in Ecclesfield (branch site Margetson Surgery) covering a practice population of approximately 8,500 patients.
- We have a fantastic nursing team, consisting of 3 Nurse Practitioners, 3 Practice Nurses one of whom does research, phlebotomist & HCA, providing full support to our practice GPs.
- We have dedicated pharmacy support provided by the Network North Ltd Pharmacist Team (PCN).
- We have good links with the Community Nursing Team (virtual wards).
- We hold weekly clinical meetings with CPD opportunities and peer support.
- We are part of a well-developed Primary Care Network, working as part of Network North Ltd (PCN).
- We have newly refurbished consulting rooms.
- We have a person-centre care ethos, with protected continuity slots.
- Training and career development opportunities in all roles is a key part of the practice ethos.
- We hold regular social events.
- Private onsite staff parking available.
- 5 minutes from M1 Junction 35.

For informal queries contact Kerry Newton (Nurse Practitioner) [kerry.newton@nhs.net](mailto:kerry.newton@nhs.net).

Applications to: Michelle Payling, Practice Manager, [michelle.payling@nhs.net](mailto:michelle.payling@nhs.net). Address: 96a Mill Road, Ecclesfield, Sheffield, S35 9XQ. Tel: 0114 2469030.

**Closing date: 21/06/2024.**

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**PRACTICE NURSE  
GRENOSIDE SURGERY & WADSLEY BRIDGE MEDICAL CENTRE**

37 hours per week over FIVE days – One day to include a late afternoon shift.

Salary depending on experience - £27,055 - £32,934

We are seeking an experienced and enthusiastic Practice Nurse to join our friendly and supportive patient-centred team with a list size of approximately 8000 patients across two sites using EMIS clinical system.

Experience in all areas of Chronic Disease Management, Family Planning, Cytology, Travel Vaccinations, Baby Immunisations and Ear Syringing is desirable. The successful candidate will also have the opportunity to take a developmental role in newly developed clinical services.

If some areas are in need of further training, this will be arranged. Experience can be from within a Practice Nurse environment or from a Community Nursing role.

The post includes 5 weeks annual leave along with membership of the NHS pension scheme.

For more details regarding the above vacancy, please contact Hilary Power, Practice Manager on (0114) 240 3159 or email [hilary.power@nhs.net](mailto:hilary.power@nhs.net).

Please send your CV with an accompanying letter of application to Hilary Power to the above email or by post to Grenoside Surgery, 60 Greno Crescent, Sheffield S35 8NX.

**Closing date for applications: Friday, 29<sup>th</sup> June 2024.**

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**STREET OUTREACH NURSE / HEALTH CARE PROFESSIONAL  
DEVONSHIRE GREEN MEDICAL CENTRE**

Devonshire Green Medical Centre in partnership with Sheffield City Council and Primary Care Sheffield are looking to recruit a Street Outreach Nurse / Health Care Professional for a fixed term of nine months (maternity leave) from July 2024.

This is a full-time position with flexibility around working hours and is an excellent secondment opportunity.

Salary is Band 6, point dependent on experience.

The role is primarily street outreach based, with office space at Framework Rough Sleeping Outreach Service and Devonshire Green Medical Centre. The Street Outreach Nurse will work across Sheffield to provide a high-quality comprehensive specialist nurse service for rough sleepers who have difficulty accessing primary care services. They aim to assist these clients to access mainstream health services. The post holder will provide the services to clients directly at their sleep site, demonstrating expert engagement practices, along with rapid and flexible skills for delivering the care.

Key services provided are:

- Assistance with GP registration
- Comprehensive health assessment
- Chronic disease management
- Basic wound care
- Health screening (ie blood born virus screening, sexual health screening, baseline routine blood tests)
- Referral to other services as appropriate
- Minor illness/ injury management
- Harm reduction work
- Case management of complex clients

A full Job Description is available by emailing [deirdremalesa@nhs.net](mailto:deirdremalesa@nhs.net).

Applications in writing please with a CV and covering letter to Deirdre Malesa ([deirdremalesa@nhs.net](mailto:deirdremalesa@nhs.net)) Business Manager. Informal enquiries can also be made to this email or by calling 0114 2762248, option two.

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**CLINICAL PHARMACIST  
DYKES HALL MEDICAL CENTRE.**

We are looking for a Clinical Pharmacist for 24 hours a week to join our established Pharmacy Team.

We have two part-time Clinical Pharmacists, one of whom is undertaking her ACP Training, and a Pharmacy Technician who works for us on one day a week. We are a friendly, supportive practice, providing weekly CPD. We are a member of Hillsborough PCN, which has a very collaborative Pharmacy team.

For an applicant looking for a full time position, we would consider joint employment with Tramways Medical Centre who are also recruiting.

The role will involve medication reconciliation from hospital discharge summaries and clinical letters; dealing with prescription queries from patients and helping the Pharmacy Team to develop and deliver safe, effective, and efficient systems for repeat prescribing. The role can include patient-facing or virtual medication reviews for applicants with the appropriate qualifications and experience.

The post holder will provide support to general practice staff with regards to prescription and medication queries. They will help support the repeat prescription system, deal with acute prescription requests and undertake medicines reconciliation on transfer of care. They will be involved in developing systems for safer prescribing.

The post holder will provide clinical leadership on medicines optimisation and quality improvement and be involved in the management of some aspects of the quality and outcomes framework and enhanced services.

Dykes Hall Medical Centre is a two-branch practice with 9,200 patients. Our main site, Dykes Hall, is located in Hillsborough and our branch surgery, Deer Park, is in Stannington. We have a team consisting of 4 GP Partners, 3 Salaried GPs, 2 Advanced Nurse Practitioners, 3 Practice Nurses and 3 Health Care Assistants. We employ a Physicians Associate. We have two well established Clinical Pharmacists.

We are an active member of Hillsborough Primary Care Network and with them, we jointly employ a Pharmacy Technician, Physiotherapist, Occupational Therapist and Primary Care Mental Health Worker.

We are well supported by an excellent reception and administration team.

We are heavily involved in GP Training with two F2 doctors and four GP Trainees.

We use System One and have Ardens.

Please send CV and covering letter to Barbara Bannister, Practice Manager, Dykes Hall Medical Centre, 156 Dykes Hall Road, Sheffield S6 4GQ or email [Barbara.bannister@nhs.net](mailto:Barbara.bannister@nhs.net).

**Closing date 28th June 2024.**

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**PRACTICE MANAGER  
GRENOSIDE SURGERY & WADSLEY BRIDGE MEDICAL CENTRE**

**Job Summary:** We are seeking an experienced manager, preferably but not necessarily with a background in health care. The candidate should be enthusiastic, friendly, and highly motivated individual who is committed to providing safe, high quality patient centred care. The role would suit someone who has proven experience in management with clear leadership qualities. This is a varied role where the successful candidate will need to be adaptable with time management and organisation, both key to the role. For those potential candidates without a background in Primary Care, training and development would be provided. The envisaged hours would be in the region of 32 hours over 4-5 days

**Main duties of the job:** The successful candidate will be responsible for the management, and safe running of the practice as well as maintaining a happy and productive team. Working alongside the GP partners, the candidate will provide leadership and managerial skills to ensure the smooth day to day running of the practice. The successful candidate will take responsibility for business planning and development as well as keeping abreast of contractual and compliance changes. The candidate will be the financial lead for the practice, and will develop, manage, and maintain management policies and procedures to ensure that the practice premises are maintained to a high standard, and adhere to the Health & Safety at Work guidelines and CQC requirements.

**About Us:** We are a friendly practice with approximately 8000 patients set over two sites. We have 5 partners, 1 salaried GP, 2 nurses, 2 HCAs and a well-established administrative team.

**Primary Responsibilities:** The following are the core responsibilities of the Practice Manager. There may be, on occasion, a requirement to carry out other tasks. This will be dependent upon factors such as workload and staffing levels. The Practice Manager is responsible for:

- a. Overseeing the day-to-day operations of the organisation
- b. Direct line management of the following staff: Deputy Practice Manager, Practice Nurses, and salaried GP
- c. Managing the recruitment and retention of staff
- d. Engaging with our staff appraisal process
- e. Implementing effective systems for the resolution of disciplinary and grievance issues
- f. Maintaining an effective overview of and ensuring compliance with HR legislation
- g. Ensuring all staff have the appropriate level of training
- h. Managing the financial elements of the organisation, including budgets, bank accounts, accounting systems, petty cash, etc. seeking to maximise income and reduce expenditure in conjunction with the partners
- i. Briefing partners on all financial matters, including forecasting
- j. Ensuring the organisation has appropriate insurance cover
- k. Developing, implementing, and embedding an efficient business resilience plan (BRP)
- l. Managing contracts for services i.e., cleaning, gardening, window cleaning etc.
- m. Managing the procurement of organisation equipment, supplies and services
- n. Coordinating the reviewing and updating of all organisation policies and procedures
- o. Leading change and continuous improvement initiatives; coordinating all projects within the organisation.
- p. Ensuring the team reach QOF targets (supported by the nursing and administrative leads)
- q. Adopting a strategic approach to the management of all patient services matters
- r. Developing, implementing, and embedding an effective communication strategy (internal and external)
- s. Ensuring the organisation maintains compliance with its NHS contractual obligations
- t. Supporting the management of all complaints in line with current legislation and guidance
- u. The management of the premises, including health and safety aspects such as risk assessments and mandatory training

#### **Essential Experience**

- Experience of working with the public
- Experience of managing accounting procedures including budget and cash flow forecasting
- Experience of successfully developing and implementing projects
- Relevant health and safety experience
- Experience of managing large multidisciplinary teams
- Experience of performance management including appraisal writing, staff development and disciplinary procedures
- Experience of workforce planning, forecasting and development

#### **Desirable Experience**

- Experience of working in a healthcare setting
- NHS/primary care general practice experience

#### **Essential Qualifications**

- Good standard of education with excellent literacy and numeracy skills

#### **Desirable Qualifications**

- AMSPAR qualification/Leadership and/or management qualification

**Closing Date: 31<sup>st</sup> July 2024**

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#### **PART-TIME RECEPTIONIST UPWELL STREET SURGERY**

Post Hours – 10 hours per week:  
Monday 1.15pm - 6.15pm  
Wednesday 1.15pm - 6.15pm

Salary - national minimum wage

Upwell Street Surgery is a busy doctor's surgery based in S4. We are looking for a motivated and enthusiastic receptionist to join our friendly team.

The ideal candidate will relish the challenge of working in general practice, communicating with, and helping our varied and diverse practice population.

The role is a mixture of patient facing, telephone and general administration duties. Customer service / patient facing experience and basic IT skills are essential. Previous experience in a health care environment would be helpful but is not essential.

Applicants must be flexible in covering for colleagues during absences at short notice, and this may include early starts and late finishes.

If you would like to know more about the position, please contact Sam Mitchell, Assistant Practice Manager: [syicb-sheffield.admin.upwellstsurgery@nhs.net](mailto:syicb-sheffield.admin.upwellstsurgery@nhs.net).

Please forward a CV and covering letter by email to: [syicb-sheffield.admin.upwellstsurgery@nhs.net](mailto:syicb-sheffield.admin.upwellstsurgery@nhs.net) or by post marked for the attention of: Miss S. Swift, Practice Manager, Upwell Street Surgery, 93 Upwell Street, Sheffield, S4 8AN.

**Closing date for receipt of applications is: 21st June 2024.**

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**DIGITAL AND TRANSFORMATION LEAD  
SAPA5 PRIMARY CARE NETWORK (PCN)**

Salary: £42,000-46,000

Contract: Permanent

Working pattern: Full-time, Part-time, Flexible working

**Job Purpose:** The post holder is to support, manage and oversee all aspects of the development and function of the PCN. They will work alongside the Clinical Director to build on current primary care provision and implement improvement and transformation aligned to local and national priorities and be committed to the shared purpose and vision of the network.

**Duties and Responsibilities** (summary)

- As a Digital and Transformation Lead within the SAPA5 PCN and lead on the delivery of excellent patient care and access whilst protecting GP practices and the workforce.
- To provide inspiration, expertise, and leadership to deliver changes and projects in collaborative way.
- To allocate resources effectively within the PCN and contribute to the efficient resource management of the PCN projects and initiatives.
- To lead and manage service development and planning.
- To prepare, chair and influence strategic steering groups, and multi-disciplinary meetings that support the PCN's vision.
- To consider the PCN's population health needs and health inequalities and provide a robust infrastructure to address highlighted needs.
- To work build and maintain good professional relationships both within the PCN and externally and effectively collaborate with other agencies and partners.
- To performance manage PCN employees and monitor quality assurance.
- To be committed to ongoing professional development, seeking out new training opportunities for self and others.

For questions about the job, contact: Ian Moorhouse, Practice Manager [ian.moorhouse@nhs.net](mailto:ian.moorhouse@nhs.net).

Applications: CV & covering letter should be sent to [ian.moorhouse@nhs.net](mailto:ian.moorhouse@nhs.net).

**Closing Date 17th June 2024.**

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Please forward any adverts for inclusion in the LMC vacancy bulletin to  
[adminassistant@sheffieldlmc.org.uk](mailto: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](#)