

Vacancy Bulletin

October 2024

Sheffield
LMC



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SALARIED GP
CHAPELGREEN PRACTICE
www.chapelgreenpractice.co.uk

4 sessions
Salary: £9300 + CPD (pro rata)
BMA model Contract

Please note the start date for this post will be flexible in order to attract the right candidate.

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 4 GP Trainers)
- 7 Practice Nurses, 3 HCAs
- Clinical Pharmacy Team
- Training posts include GPR, Medical Students, Physicians Associates and Business Admin Apprenticeships
- Network Services include Physio first, Social Prescribing and Covid Vaccination Centre
- 2 Salaried GPs
- 1 ANP
- Well Resourced Management & Administrative Team
- Enhanced Services include Care Homes, Extended Hours, Minor Surgery and Pessaries
- Systemone clinical system

For further information or to arrange a visit please contact Noreen Ahmed, GP Managing Partner Noreen.ahmed1@nhs.net.

Closing Date: 30 October 2024 / Interview Date: To be Confirmed / Start Date: Negotiable.

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PERMANENT AND MATERNITY COVER GP VACANCIES
PRIMARY CARE SHEFFIELD (PCS)

From 4-8 sessions
Competitive salary + additional Medicash policy

Primary Care Sheffield (PCS) is a GP-led organisation. Our shareholders are all the GP practices in Sheffield covering over half a million patients.

PCS manages 9 practices in Sheffield across 4 localities and 4 PCNs. We currently have vacancies arising across our sites including 3 maternity leave covers and a few permanent vacancies. The PCS Practices are looking for a GP who has an interest in making change for the benefit of patients. We have overhauled the service on offer and modernised processes in the past year, meaning some of these roles will involve working in our HSJ shortlisted triage team for 2 sessions. This role involves triage and treating patients and gives the opportunity to work as part of an MDT.

Do you have drive, ambition and the commitment to fulfil the needs of our patients? If yes, we would like to hear from you. In exchange we offer a competitive employment package, access to NHS pension, medicash policy and mentorship for career development and progression. Our sessions are 4 hour 10 minutes and working hours are 9am-6pm or 8am-5pm (role dependent).

Please apply by CV to kiz.haigh@nhs.net by **27 October**. We can arrange visits and questions after the closing date (due to annual leave). It would be helpful to include if you have any specific requirement for example the number of sessions you want and any days you cannot work. Most of the vacancies will require you to work on a Monday.

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**PRACTICE/BUSINESS MANAGER
CHARNOCK HEALTH PRIMARY CARE CENTRE**

www.charnockhealth.nhs.uk

Full-time 37 hours per week
Pay dependent on experience
Closing date 31 October 2024

Due to the upcoming retirement of our current Practice/Business Manager, we are looking for a manager with excellent interpersonal and leadership skills to join our friendly team. The successful candidate will be proactive with operational skills and experience, along with the ability to identify opportunities and develop, implement, and maintain systems and processes. They will also be team focused, providing support and guidance to the team and encourage an inclusive working environment to enhance and improve services.

We welcome applications from candidates without general practice experience who can demonstrate they have the transferable skills required.

Main duties of the job: The role is responsible for compliance, HR, premises management, health and safety, finance, and IT. We are looking for someone with knowledge and experience in these areas.

About us: With a patient population of just under 6000 patients, we have 3 partners, 1 salaried GP, an ANP and committed clinical and administrative teams. We are a training practice. We are rated Good by CQC. Located in Sheffield with parking on site, there is also an excellent tram service from the city centre.

Job responsibilities:

- Oversee the management of the day-to-day operations of the practice, ensuring that staff achieve their primary responsibilities.
- Manage the HR processes, including recruitment, relevant checks, contractual issues, appraisals, and staff performance.
- Workforce planning to ensure a good skill mix with staff having the appropriate level of training to enable them to carry out their individual roles and responsibilities effectively.
- Ensure employment law and legislation are adhered to.
- Liaise with the Primary Care Network (PCN) and locality commissioners, attend meetings and promote collaborative working.
- Provide support and advice to the partnership and keep them updated on practice matters.
- Keep up to date with developments and changes within primary care.
- Oversee payroll (outsourced) and pensions ensuring accurate reporting and submissions.
- Be responsible for the financial aspects of the practice, working closely with the partners and accountants.
- Ensure the practice explores all opportunities to maximise income and reduce expenditure in collaboration with the partners.
- Ensure Quality and Outcomes Framework (QOF) and commissioned service targets are met.
- Manage the significant event and complaints processes, in line with current legislation and guidance.
- Manage contracts and maintenance for the building, services and equipment.
- Oversee the review and update of all practice policies and procedures.
- Lead and coordinate projects within the practice.
- Oversee the management of the practice IT system, including compliance with the Data Security Protection Toolkit (DSPT).
- Coordinate the practice development plan and business continuity plan.
- Assist in the preparation of business cases for new services, as required.
- Ensure on-going CQC compliance.
- Ensure the practice maintains compliance with its NHSE contractual obligations.
- Provide advice and support to the staff and the partnership to ensure effective team working.
- Manage effective communication, both internal and external and ensure the website and other communication platforms are accurate and up to date.
- Facilitate partners and practice meetings and maintain an up-to-date action plan.
- Support user (patient) feedback re practice services via whatever routes appropriate.
- Manage estates and facilities, including health and safety aspects and risk assessments.
- Support the Nursing Team with Infection Control

Essential Qualifications:

- Literacy and numeracy skills sufficient to manage a small to medium sized business.
- Leadership and/or management qualification.

Essential Experience:

- Managing multidisciplinary teams
- Performance management including appraisals, staff development and disciplinary procedures
- Successfully developing and implementing projects
- HR processes, workforce planning and development

Desirable:

- Experience of working in a healthcare setting
- Relevant health and safety experience
- NHS/primary care general practice experience

Disclosure and Barring Service Check: This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

CV and covering letter to be sent to: Julie Coakley Practice/Business Manager - julie.coakley@nhs.net. Charnock Health Primary Care Centre, White Lane, Sheffield, S12 3GH.

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**SALARIED GP / SALARIED WITH FUTURE PARTNERSHIP OPPORTUNITY
INSPIRE HEALTH**

Avenue House Surgery and Hasland Medical Centre
Outstanding opportunity for a 6-7 sessions Salaried GP -
ideally with experience in Implant & Coil fitting / Minor Surgery & Injections / Debriefing
Salary: Competitive Sessional Rate

Inspire Health is a dynamic health organisation, based in 2 modern premises in central Chesterfield and Hasland. There are good public transport and road connections to our sites, all of which are a short drive away from both the M1 motorway and the Peak District.

Inspire Health is a progressive medical health care provider, offering excellent NHS service delivery and patient care to diverse communities across a variety of settings. The group delivers care to in excess of 20000 registered patients.

Inspire Health is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

Diverse Team: 7 GP Partners, 8 Salaried GPs, ACP and ANP, Paramedic, Physician Associate, Complex LTC Clinical Lead, Practice Nurses, Nurse Associates, HCAs, Phlebotomists, Clinical Pharmacist, Pharmacy Technicians and Pharmacy Admin, Social Prescribers, PCN Lead, GP Trainees and Medical Students. *We also have an exceptional Administration and Management Team who help deal with various background processes to help things run as smoothly as possible!*

We are proud of having a happy and friendly working environment with great support throughout all members of the team. Being part of a supportive team is really important, so we encourage an open-door policy and meet every day for lunch together. We follow BMA recommended patient contact numbers and 15-minute appointment durations to positively support the GP working day and GP wellbeing.

We encourage team members to develop areas of interest, current areas of interest include PCN, ICB, Trainers, TPDs, Minor Surgery, Coils and Implants and Medical Education.

Benefits: Indemnity Paid, Chemist on site, Cross-site working, Competitive Salary, 7 weeks leave (including study), Your Birthday Off (after probation), Lots of opportunity for career and interest development, Training Practice, High QOF achievers, Ageing Well Home Visiting Service - resulting in a low rate of visits for sessional GPs, Reduced paperwork (dealt with via workflow team), In house Supportive Pharmacy Team.

Informal visits are welcome and encouraged. For further information please contact Amy Corwell Practice Manager on 01246 244040.

To Apply: Please send CV with supporting letter to amy.corwell@nhs.net.

Closing Date: Midnight on Sunday 20 October 2024.

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**SALARIED GP & ACP/ANP POSITIONS
ROTHER VALLEY SOUTH PCN**

An exciting opportunity for GP employment within a dynamic Rotherham based PCN. The following job adverts are live on NHS Jobs for various roles within our Rother Valley South PCN.

Salaried GP Position (ARRs): <https://beta.jobs.nhs.uk/candidate/jobadvert/A3331-24-0001>

Salaried GP Position (Home Visiting): <https://beta.jobs.nhs.uk/candidate/jobadvert/A3331-24-0002>

Salaried GP Position: <https://beta.jobs.nhs.uk/candidate/jobadvert/A3331-24-0003>

Advanced Nurse Practitioner (ANP): <https://beta.jobs.nhs.uk/candidate/jobadvert/A3331-24-0004>

Advanced Clinical Practitioner (ACP): <https://beta.jobs.nhs.uk/candidate/jobadvert/A3331-24-0005>

All jobs are live until Friday 25 October.

For more information please contact: Katie Smith, PCN Business Manager (Transformation Lead) - Rother Valley South - email: katie.smith61@nhs.net. Contact Number: [01909517401](tel:01909517401).

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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](#)