



PRACTICE MANAGER

JESSOP MEDICAL PRACTICE LEABROOKS & RIPLEY SURGERIES AMBER VALLEY DERBYSHIRE

FULL TIME 37 HOURS PER WEEK

SALARY £40 - £45,000 PER ANNUM DEPENDING ON EXPERIENCE

CLOSING DATE: 9AM MONDAY 18 FEB 2019

INTERVIEWS TO BE HELD ON SATURDAY 2 MARCH 2019

INFORMAL VISITS WELCOME

We are pleased to invite applications from highly motivated, accomplished managers for the key role of Practice Manager to replace our Practice Manager/Partner who will be retiring shortly. This is an exciting opportunity to join a well-respected, high achieving, caring and friendly practice. We are proud to have been awarded a CQC Outstanding rating in all areas.

We pride ourselves on the high standard of patient care provided and value the contribution of our large, highly motivated and committed clinical and administrative teams. The successful candidate will be well supported by the Partners, Nurse Manager, Deputy Practice Manager and Reception Manager, and must work well in a large and diverse team.

Applicants must have previous management experience, be conscientious, highly motivated, with strategic vision and proven leadership skills. Sound business management, finance, HR, facilities management and communication skills at all levels are essential.

Candidates must have a vision to take the practice forward, working collaboratively with local practices and other organisations to adapt to the changes underway within the NHS.

Previous Practice Manager experience in general practice, or the NHS is desirable, but not essential as training will be given to the right candidate.



PRACTICE PROFILE:

1. Large practice of almost 17,000 patients with two surgeries some four miles apart in two purpose built, leased premises with excellent facilities, including an enhanced minor surgery suite.
2. GMS Practice with TPP SystemOne Clinical system.
3. CQC rated Outstanding in all areas in October 2016
4. High QOF achievement and participant in most enhanced services, including Extended Hours.
5. Multi-disciplinary clinical team of GP Partners, Salaried GPs, Advanced Clinical and Care Practitioners, Minor Illness Nurse Practitioner, and Nurse Manager leading the Practice Nursing and HCA team.
6. Operational management team comprising 2 GP Partners, Practice Manager, Nurse Manager, Deputy Practice Manager and Reception Manager.
7. Large admin and reception team lead by the Deputy Practice Manager and Reception Manager.
8. Strong educational ethos; Training Practice for GP Trainees and Medical Students with 3 accredited trainers, but with all clinicians taking an active interest and contributing to training.
9. Mentor scheme for all new clinical staff, with tailored inductions for all staff.
10. Active participants in CCG and local initiatives.
11. Member of Amber Valley Health Ltd, a collaboration of 8 local practices currently providing Extended Access for all our patients, but with a vision for improving local services to our patients.
12. Member of Alexin Healthcare CIC.
13. Provision of medical cover for the wards of our local community hospital in Ripley.

Applications should be submitted by 9am on Monday 18 February, and interviews will be held on Saturday 2 March 2019 for candidates short-listed.

Please send your CV with a covering letter, to include your current salary and notice period, to: julie.maleham@nhs.net, or post to: Jessop Medical Practice, Greenhill PCC, Greenhill Lane, Leabrooks, Alfreton, Derbyshire DE55 1LU

To arrange informal visits or for further information please contact:

Julie Maleham Practice Manager/Management Partner (julie.maleham@nhs.net) or

Dr Andrew Mott, GP Partner (andrew.mott@nhs.net)

On: 01773 601599/601595.
