

## **Practice Manager Vacancy – Practice Information**

### **1. Background**

Thank you for your interest in our Practice and in our vacancy for a Practice Manager. To assist your understanding of the practice you may wish to refer to our website. Shortlisted candidates will be invited to make informal visit prior to interview, and informal contact about the position, prior to applying, is welcomed.

We have developed an outline person specification which formalises some of the attributes and qualities that we are looking for.

#### **About the Practice**

The Practice has been established in North West Bristol since the 1930's and prides itself on having an excellent reputation for both routine and more specialist primary care.

Our practice is well respected in the local community, aiming to build on our heritage as a caring family practice and our staff are passionate about the service we provide.

The partnership structure has remained stable, with three GP Partners and five salaried GPs. We are fortunate to have an excellent team of nursing and administration staff as well as a prescribing pharmacist and a wonderful front of house team.

Our values of kindness and respect towards our patients are reflected in the way the surgery team treat each other. Staff are longstanding and dedicated as we appreciate the happy working atmosphere where everyone is valued.

We embrace the changes and challenges that primary care is undergoing and are enthusiastic to make improvements that will improve efficiency and the quality of patient care

We have recently been sharing a Practice Manager with a nearby surgery who is now due to retire and we would like to revert to having a manager with us most of the week.

#### **Contract and Enhanced Services**

The Practice holds a PMS contract with the NHS and provides the usual full range of services. The current list size for PMS services is 6700 patients. We run a number of enhanced and specialist services including nursing homes enhanced service, extended hours, long acting reversible contraception, near-patient testing and the new patient participation DES.

The Practice is one of 15 practices in the North and West Locality which is one of three locality areas in Bristol CCG. We are actively involved in the CCG one of our Partners is a member of the CCG's local leadership group. We are currently developing a local network in conjunction with five other practices which will enable us to be more resilient and collaborative in the future. Our manager will work within both scales of network and will be required to represent the Practice at external events and develop a range of professional contacts

#### **Teaching and Training**

The Practice has been a training practice for many years. We currently have one GP trainee and our lead trainer is Dr Sivagnanam

**Sea Mills Surgery**  
**2 Riverleaze, Bristol, BS9 2HL**  
GP Partners: Dr K Waters, Dr L Sivagnanam, Dr R Stevens

**The person we are seeking**

Innovation and energy is a vital requirement. We wish to continue to thrive and develop our GP Surgery for the long term. The role is varied and interesting and requires a candidate to have a range of skills and an aptitude for developing new skills and knowledge. A personable and flexible attitude is also a must.

**Selection Process**

Candidates will be short-listed and be invited for an informal interview with a manager from a Practice in our cluster that is assisting us with recruitment. Following initial interviews, candidates will be invited to return for a formal interview with our three GP Partners.

The successful candidate will be required to undergo an occupational health screening and be subject to referencing and qualification checks. A DBS check is also required for this role due to the potential access to sensitive and personal information.

**6. Application Process**

All applications **MUST** be submitted electronically to [h.longman@nhs.net](mailto:h.longman@nhs.net) by **Wednesday 8<sup>th</sup> May**. **Formal (final) interviews will be held w/c 20<sup>th</sup> May 2019 (date TBC)**

Please include a covering letter, explaining why you are applying and what you would bring to the practice, along with your CV. All applications will be acknowledged.

If invited for formal interview you will also be expected to give a short presentation and to bring proof of your right to work in UK, photo identification and original copies of your qualifications.