

Job Vacancy

Practice Manager – The Manor Practice

A successful, long-established training practice is seeking a full time Practice Manager.

We are a two site practice that has productively adapted to the perpetual changes within the NHS moving forward. We are part of the larger GP partnership OHP. We have a tradition of providing a responsive service for our patients, being key drivers of local initiatives, and workforce development that includes GP partners, Salaried G.Ps, Practice Nurses, Health Care Assistants and our non-clinical admin/ Reception staff. We have a stable clinical and non-clinical team that works well together and are looking for someone to lead and to continue developing the practice, during this latest period of change, to optimise how we deliver care.

The Practice has:

- 17290 patient list size and increasing
- Consistently high achievement for QOF
- Fully computerised clinical system - EMIS and is paper light

Candidates should be self-motivated, enjoy working with people, industrious and be able to think creatively with excellent written and verbal communication skills to ensure that a high quality and effective service is delivered to our patients. Previous management experience, leadership skills, competency in office IT and effective communication skills are essential. We would expect a proficient knowledge of HR, IT and Business Management.

A significant element of the role will be to oversee the day to day operation of the practice such as staff management, development of practice policies and ensuring compliance with regulatory bodies such as commissioners and CQC.

Remuneration according to experience and qualifications

For further information please submit your CV via email to caroline.wall1@nhs.net. You are welcome to phone for additional information or informal discussion – 0121 355 5473

Closing Date: 31/7/19

We may close the application process earlier dependent on the volume and quantity of applications received.