

Drs, Ross, Cameron, Howes, Santhanam & Malone
The Northolme Practice

Kos Clinic
Roydlands Street
Hipperholme
HALIFAX HX3 8AF
Tel: 01422 205154



Northowram Surgery
Northowram Green
Northowram
HALIFAX HX3 7JE
Tel: 01422 206121

www.thenortholmeppractice.co.uk

Currently recruiting for a:

Medical Secretary

We are a friendly and supportive training practice located on the outskirts of Halifax, West Yorkshire and we have a very exciting opportunity for a motivated, committed and experienced Medical Secretary to join the team for 25 hours per week.

The Practice

We are currently a two site practice based in a beautiful part of West Yorkshire and the successful candidate would be working at our Northowram site but the successful candidate should possess the ability to work across both of our sites if needed. The surgery is extremely well-established, friendly, supportive and inclusive. We have a growing practice size of approximately 15,700 patients currently based over the two sites which are located within ten minutes of each other.

We are committed to the well-being of our patients and staff and always welcome new ideas to improve patient care. We are very proud to have an excellent reputation in the local area, providing very high standards of care and currently rated 'Good' by CQC. We take an active part in our PCN (Lower Valley PCN) and the LMC with one of our GP Partners currently the Clinical Director of our PCN and one of our team who is on the LMC board. The practice uses TPP SystmOne clinical system.

The Team

The team includes five GP Partners, two Salaried GP's, four Advanced Clinical Practitioners who are supported by a full Nursing Team comprising of four Practice Nurses, one Nursing Associate, one Healthcare Assistant, two Phlebotomist's as well as Pharmacy Prescribers. The practice also has First Contact Physiotherapy and Podiatry services running from the practice.

The Position

We are looking for a motivated Medical Secretary who is passionate about providing high quality healthcare and tackling the role in new and exciting ways. We want you to come and work alongside an already motivated and inspiring practice team of like-minded and varied professionals. The post holder will be expected to undertake all the normal duties and responsibilities associated with a Medical Secretary working within primary care.

Duties include but not limited to:

- Typing letters, reports and associated documentation as required
- Liaising with external agencies such as hospitals and community services, ensuring referrals are processed efficiently
- Manage all enquires in an effective manner
- Maintain an accurate referrals database
- Action all incoming emails
- Process calling letters as requested

- Scanning of patient related documentation and attaching scanned documents to patient's healthcare records
- Input data into the patient's healthcare records as necessary
- Process referrals using the electronic referral system (ERS)
- Process requests for information i.e. SAR, insurance / solicitor's letters and DVLA forms
- Minute taking and typing up minutes of various practice meetings
- Read code data on SystmOne
- Answer incoming phone calls, transferring calls or dealing with the callers request appropriately
- Manage all administrative queries as necessary
- Carry out system searches as requested
- Maintain a clean, tidy, effective working area at all times
- Support all clinical staff with general administrative tasks as requested

Key skills and qualifications required:

- Experience in general practice is essential
- Experience working as a General Medical Secretary
- word-processing and audio transcribing skills
- a good grasp of the English language
- strong organisation skills
- the ability to plan and prioritise your workload and manage your time well; you will need to be efficient and accurate
- a very methodical approach to your work
- strong communication and interpersonal skills, to deal with patients and their relatives, as well as a wide variety of medical staff
- teamworking skills
- a good telephone manner and a polite, tactful, reassuring and helpful approach
- the ability to deal with personal, confidential and sensitive information
- a respect for data protection and medical ethics (rules of conduct)
- general IT skills such as email, databases, spreadsheets and presentation software
- the ability to use your initiative, think quickly and stay calm under pressure

Benefits

- Competitive salary dependent on qualifications, previous experience, skills and knowledge
- NHS Pension
- Free on-site Parking
- Supportive and enthusiastic colleagues

Application Closing Date: Monday 1st April 2024

Interviews: Week Commencing Monday 8th April 2024

Start Date: To be agreed with the successful candidate

To arrange an informal discussion/visit or if you have any further questions about the role, please contact Hassan Ibrahim (Practice Manager) by email on hassan.ibrahim6@nhs.net or by telephone on 01422 893 249.

To apply for this position, please send your CV and a covering letter to hassan.ibrahim6@nhs.net.
