



JOB VACANCY – GENERAL PRACTICE ASSISTANT (GPA)

The Lodge surgery have an exciting opportunity to welcome an enthusiastic General Practice Assistant (GPA) to our team.

The successful candidate will possess a professional, positive and welcoming manner. They will have the opportunity to both support other clinical professionals, provide health support and advice directly to patients and undertake a range of administrative tasks relating to both the surgery and our patients. It would be advantageous if the applicant has previous clinical experience but it is not essential.

Role overview

A GPA will support the smooth running of clinics by performing clinical and administrative tasks on behalf of the GP, freeing up their time to focus on the patient.

Although the above is the main purpose of this job, the successful candidate will also have the opportunity to provide the following support and services, once training and competency is confirmed:

- Arranging appointments, referrals, tests and follow up appointments for patients
- NHS Health Checks
- Phlebotomy
- ECGs
- Health promotion
- Undertake the collection of pathological specimens, for example swabs & urine samples
- Complete forms (core elements and non-opinion) for a GP to approve and sign, for example insurance forms
- Explain treatments to patients
- Support the GP to liaise with external agencies including other health and social care professionals when seeking advice about or to arrange on going care for a patient

The Lodge surgery is a friendly, supportive, hardworking, and innovative team who enjoy working together.

You will be supported by an experienced and dedicated clinical, leadership and administrative team.

This is a full time (37.5 hours) post, the work pattern is negotiable.

The Lodge is a purpose-built practice that is situated in the town of Chippenham easy access to the M4. We pride ourselves on providing high quality, patient-centred care with a strong team-working ethos.

Practice information can be provided on request.

Chippenham Corsham and Box PCN is an enthusiastic, dynamic and friendly PCN that is made up of 5 surgeries, serving 64,00 patients. We are constantly striving to improve patient pathways, health and care outcomes and we are developing innovative ways of working more closely together. As our PCN grows we will be employing more professionals listed in the PCN additional Roles and Reimbursement Scheme in the coming months and years.

For an informal discussion please contact Kim Hiles – PCN Practice Manager on 01249 472156 or Sue Vickers - Practice Manager on 01249 479809.

If you want to apply for this position, please send your CV with covering letter FAO Jacqui Wilmshurst by email to jacqui.wilmshurst@nhs.net or by post to Hathaway Surgery, 32 New Road, Chippenham, Wiltshire SN15 1HP.

Informal visits encouraged.

Closing date: **18th August 2024**. Please note that early closure of this job ad may occur if suitable applications are received.

The Lodge Website Address

<https://www.thelodgesurgery.co.uk/>