

General Practice Assistant (GPA)

Weekly Hours: 37 hours

Contract: Permanent

Closing Date: 23rd February 25

Are you looking to start and/or develop a rewarding career in healthcare?

Join our friendly and dedicated team at Jessop Medical Practice as a General Practice Assistant (GPA). You'll be an integral part of our dynamic practice, providing both administrative and clinical support to ensure our patients receive the highest standard of care.

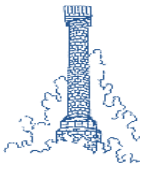
Job Summary:

GP Assistants play an important role in Primary Care, helping to ensure patient health and care is timely, efficient, and patient-centred. It focusses on supporting General Practitioners and the wider team in their day-to-day management of patients, specifically aimed at reducing the administrative work and making best use of consultations.

A GPA is an enhanced administrative role, with some basic clinical elements and can be flexed to suit general practice requirements. These duties can involve handling patient records, assisting with medical tests or procedures, managing correspondence and medical reports, and helping patients with basic queries maintaining smooth workflow in the practice.

Key Responsibilities:

- Support with filling and preparing forms (e.g., insurance, mortgage, benefits, and report requests) for GP approval.
- Review patient online record access requests and help manage these as needed, for example, authorise access as appropriate or flag with a GP.
- Organize and electronically file correspondence and patient documents.
- Extract key information from clinical correspondence, such as monitoring results or summaries, and update patient records.
- Support administrative tasks related to patient monitoring, including calculating averages and making sure these are dealt with, for example, booking appropriate team members to review
- Assist the administrative team by contributing to efficient workflow coordination.
- Maintain accurate records in compliance with confidentiality and data protection regulations.



- Provide general administrative support to ensure smooth operations.
- Assisting in the preparation of materials for meetings, audits, and other administrative functions

Optional clinical duties (based on training and requirements):

- Assist GPs and nurses with simple clinical tasks (e.g., taking blood pressure or performing ECGs).
- Prepare clinical equipment and treatment rooms for examinations

Essential Skills and Qualifications:

- A willingness to learn and grow in the role.
- Excellent communication skills, both written and verbal.
- Strong organisational skills and attention to detail.
- Ability to manage multiple tasks and prioritise effectively.
- A caring and professional attitude towards patients.
- Previous experience in a medical or healthcare setting.
- Basic understanding of medical terminology.
- IT literacy, particularly with medical software systems SystemOne.
- A willingness to undergo training for specific clinical tasks as required.

Desirable Skills and Qualifications:

- Experience working in a GP practice or healthcare environment.
- Knowledge of NHS procedures and patient care protocols.

To Apply:

Please send your CV and a covering letter outlining your suitability for the role to Alayna Cresswell (Practice Manager, alayna.cresswell@nhs.net)