

Richmond Lock Surgery
300 St Margaret's Road, Twickenham, TW1 1PS

Job Title GP Assistant (GPA)

Approx 20 -25 hrs per week to be agreed

Line Manager: Practice Manager

Clinically: GP Partners

Job Summary

A GPA will support the GP's smooth running of clinics by performing the more routine administration and clinical tasks on behalf of the GP freeing up their time to focus on the patient.

Duties include:

Approx 50% of time will be providing phlebotomy appointments.

Additional clinical tasks are: Dipping urine, taking blood pressure, ECGs & Health checks.

Re stocking clinical rooms and Clinical Waste.

Giving flu vaccinations after completion of adequate training.

Completing basic (non-opinion) forms and core elements of some forms for the GP to approve and sign such as insurance forms, mortgage, benefits agency forms etc.

Sorting clinical post and actioning some tasks- for example referrals on to ophthalmology requested by opticians, referrals to community nurses or physios. Calling elderly patients/patients with dementia to book follow up appointments, bloods or blood pressure checks. Forwarding letters regarding medication changes to our pharmacist. Prioritising some letters to go on for urgent/routine GP review. Extracting all information from clinical letters that needs coding and adding to notes.

Helping with QOF by running searches and calling in patients for reviews.

To apply please send current CV and covering letter to Caroline Baxter, Practice Manager caroline.baxter@nhs.net