

# Greensands Medical Practice

## Patient Care Co-ordinator

We are a large, well respected, stable Practice operating across two sites in Potton and Gamlingay.

We are a very hard working team with a commitment to providing high quality clinical care for our patients.

- Patient list size – 12,000
- Eight Partner, GMS, part-dispensing Practice
- Rural market town and village locations
- Free parking, easy commute
- Consistently high QOF achievement
- Positive CQC report
- Cambridge Medical Student training Practice
- SystemOne computer system

An exciting opportunity has arisen and we are looking for a Patient Care Co-ordinator to join our very busy, friendly Practice.

Basic hours – 31 hours per week, Monday to Friday, plus additional hours to cover for annual leave and sickness.

Monday	8.00-12.30	2.00-6.30
Tuesday	8.00-12.30	
Wednesday	8.00-12.30	2.00-6.00
Friday	8.00-12.30	2.00-6.30

We are looking for an enthusiastic, motivated and hardworking individual to provide a high quality service to our patients and contribute substantially to our Practice team.

The successful candidate will have:-

- A positive and friendly approach to patient service
- An ability to work both as part of a team and under own initiative
- An ability to manage challenging situations
- Excellent communication skills (verbal and written)
- Excellent IT skills
- A flexible approach to their work and be able to cover holiday and sickness leave, sometimes at short notice

NHS experience and previous use of SystemOne is desirable but not essential as training will be provided. The shifts will be based at both sites, therefore own transport is essential.

For further details and application form, please see [www.greensands.org.uk](http://www.greensands.org.uk)

**Closing Date – 11<sup>th</sup> October 2019**