

Islay Medical Practice

Job Title:	Deputy Practice Manager
Term:	Full Time, permanent although flexible working/part-time hours would be considered.
Remuneration:	Negotiable, dependent upon qualifications and/or previous experience.

An opportunity has arisen within Islay Medical Practice for an enthusiastic, motivated and trustworthy individual to work alongside the Practice Manager to ensure the smooth day-to-day operation of the practice as well as contribute to the strategic development of our staff and services. The successful applicant will be an integral member of the senior leadership team.

Applicants do not require prior experience of working within primary care. However, applicants are expected to have an understanding of how General Practice, (and in particular dispensing doctors' practices), function. A professional qualification, or post-graduate qualification, is desirable. Key aspects of the role will include:

- The development and implementation of the strategic plan for Islay Medical Practice, working closely with all stakeholders to improve the quality and breadth of services.
- Working with the senior leadership team to monitor the skill mix and deployment of practice staff on an ongoing basis
- The development and review of administrative and managerial protocols and procedures.
- Undertaking continuous Quality Assurance audits to ensure the practice meets the expected, or recommended, requirements of regulatory bodies.
- Improving communication with services users, promoting patient participation groups and the social media profile of the organisation.
- Supporting the Services Manager in planning and co-ordinating the recruitment, induction and training of new staff, (to also include medical students, locum GPs and trainee doctors).
- Assisting with the management of practice accounts, monitoring and reconciling income and expenditure.
- Supporting the Practice Manager, accounts and dispensing team, to ensure continued financial viability of the dispensaries.
- Ensuring the procurement of practice equipment, supplies and services are within target budgets.
- Implementing a cycle of continuous training and development of staff, including the appraisals of non-GP practice staff.
- Working with the Services Manager to have an oversight of clinical services and appointments systems.
- Maintaining up-to-date HR documentation (including job descriptions, employment contracts and employment policies)
- Managing equipment, facilities and premises in line with both Prevention of Infection Control and Health & Safety requirements.

The successful applicant will have:

- Excellent communication, leadership and team working skills.
- Significant computer literacy.
- Experience in undertaking audits and/or research, for quality assurance purposes.
- The ability to work independently, using initiative.
- A flexible approach to working and hold a clean driving licence, as they will be required to spend time at all 3 Islay Medical Practice sites . Attendance at evening meetings may be required from time to time.

Informal enquiries are welcome and can be made by contacting Alan Beresford on 01496 305305 or at alan.beresford@nhs.scot

Formal applications should be submitted to alan.beresford@nhs.scot by 5pm on Friday, 3rd February, including a CV and cover letter.