

## **Part-Time Medical Secretary – 20hrs per week**

*New Southgate Surgery  
Buxton Place, Leeds Road, Wakefield, WF1 3JQ*

A position has arisen for an enthusiastic, motivated, and experienced individual to join our team as a part-time medical secretary, as soon as possible.

We are a busy 10 doctor teaching Practice with a list size of just over 14,000. The successful applicant will work alongside our current secretaries and will need to be flexible to cover holiday and sickness absence in order to maintain services.

The purpose of the role is to provide first class secretarial support to the GPs, the Nursing Team, and Management within the Practice. You will provide general assistance to the Practice Team also and project a positive, approachable image to patients, visitors, and work colleagues, either in person, via the telephone, or email.

Your main duties will include:

- Typing patient letters, referrals and reports dictated, written or verbal
- Ensuring letters are generated ready for signature, and a copy is recorded in the clinical record
- Typing other documents as requested, e.g. Individual Funding Requests, with GP guidance
- Recording relevant patient data on the Practice clinical system, providing an excellent audit trail
- Actioning tasks and admin notes for the secretarial work group on a daily basis, dealing with urgent requests as soon as possible
- Responding to patient enquiries/queries via the telephone, email or in person
- Obtaining information from hospitals
- Making and chasing hospital appointments for patients, if required
- Ensuring patient letters are sent to the relevant department using the appropriate method, i.e. electronic referrals, paper referrals, telephone
- Urgent and Two Week Wait (Fast Track) referrals to be booked through NHS electronic referral service
- Maintain the outstanding activity/worklist and rejected referrals on the system
- Any other delegated duties considered appropriate to the post

This list is not exhaustive and there may be times when the role will involve carrying out additional duties, which will be appropriate to the post, to ensure the efficient running of the Practice. You will be expected to embrace any procedural changes and adapt to new ways of working as necessary. Experience of SystmOne is preferable but not essential, as full training will be given.

You will be working part time for 20 hours per week (to include Monday and Friday). Salary will be dependent on experience.

If you are interested in applying for this post, please send your CV and covering letter to [new.southgatesurgery@nhs.net](mailto:new.southgatesurgery@nhs.net)

**Closing Date: Friday 31<sup>st</sup> December 2021**