



Claypath and University Primary Care Network

PCN General Practice Assistant (Full-time/Part-time)

**Salary: £24,071 - £25,048 p.a. WTE
(within A4C Band 3)**

DURHAM

If you are looking for a new challenge, are enthusiastic, self-motivated, and well organised, and keen to develop your skills in a structured and supportive environment you may be interested in joining our small team of PCN General Practice Assistants!

This new and innovative role works closely with general practice clinicians to support the smooth running of clinics by performing more routine administrative and clinical tasks to free up time for GPs and other clinicians to focus on patients.

The main duties of the job include:

- sorting clinical post for the GP to action and signposting to others e.g. PCN Clinical Pharmacists;
- extracting information from clinical letters to be coded and added to patient medical records
- arranging appointments, referrals, tests and follow-up appointments for patients;
- preparing patients to see the GP, taking a brief clinical history and performing basic assessments;
- testing urine, taking blood pressure, ECGs, and phlebotomy;
- completing basic administration for the GP to approve and sign documents e.g. insurance and benefits agency forms, etc.
- explaining treatment procedures to patients;
- helping the GP liaise with outside agencies e.g. contacting the hospital to get hold of an on-call doctor for the GP to ask advice or arrange admission enabling the GP to continue with their consultations, etc.

For informal enquiries please contact: Tracy Watson, Deputy General Manager, Claypath and University Medical Group on Tel: (0191) 374 6888 or claypath.a83011@nhs.net

Applications to be submitted via on-line application form on NHS Jobs website
<https://www.jobs.nhs.uk/>

Closing date for applications: Friday, 28th February, 2025

[Interviews to held on: Wednesday, 19th March, 2025 (morning)]

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