

LINGWELL CROFT SURGERY

EMPLOYMENT APPLICATION

This form may not allow sufficient space for provision of the information requested, or other information you feel would be relevant to the application. If this is the case, please include additional sheets.

PERSONAL DETAILS:

Post applied for:	
Where did you see the post advertised?	
Surname:	First Name(s):
Male/female:	
Address:	Postcode:
Telephone Nos:	Daytime: Evening:
E-mail address:	
Do you hold a current UK driving licence?	
What would be your method of transport to work?	
National Insurance number:	
Are you legally eligible for employment in the UK? (delete as applicable)	Yes / No
Do you require a work permit to work in the UK? (delete as applicable)	Yes / No
<i>Please note that prior to making an offer of employment, we are required by law to verify documentary evidence (and maintain copies for our files) regarding a candidate's eligibility to work in the UK. This applies to all applicants regardless of nationality/origin.</i>	

CURRENT (OR MOST RECENT) EMPLOYMENT OR WORK EXPERIENCE

Title of Post	
Number of Hours worked per week:	
Name and Address of Employer	
Postcode	
Nature of Business	Date of Appointment
Salary or Hourly Rate	Period of Notice / Contract End Date
Summary of Duties Responsibilities	
Reason for Leaving:	

PREVIOUS EMPLOYMENT (most recent first - you may include unpaid work)

Please give a brief explanation of any periods of unemployment

Employer's Name and Address	Title of Post Held	Salary and Scale	Date From	Date To	Reason for leaving

EDUCATION AND QUALIFICATIONS (most recent first). Include details of any qualifications for which you are currently studying/expect to attain.

Schools, Colleges Universities or other Training organisations			Programme of study/examinations taken (with levels and grades)

* Inclusion of qualification dates is not compulsory

PERSONAL INTERESTS/HOBBIES

APPLICANTS WHO ARE PATIENTS OF LINGWELL CROFT SURGERY

Lingwell Croft Surgery considers that employing staff who are patients of the practice has significant disadvantages both to the patient and to the practice. Please note therefore that if your application is successful, you will be required to register elsewhere.

REFERENCES

Please give the name, address and telephone number of two people who would be willing to give you a reference. If you are currently or have recently been in employment, one of these should be your current or last employer. If not, a referee should be a person who can make a statement with regard to your character, e.g. a school or college teacher. Referees must not be members of your family or related to you in any way.

Name	Name
Job Title (if applicable)	Job Title (if applicable)
Address	Address
Postcode	Postcode
Telephone	Telephone
How does this person know you?	How does this person know you?
If required, may we take up reference before interview? Yes / No (delete as applicable)	If required, may we take up reference before interview? Yes / No (delete as applicable)

INFORMATION IN SUPPORT OF THIS APPLICATION

In your own words, describe the sort of work you think you would be asked to undertake if you were successful in getting this job:

Please use the space below explain why you would be a good applicant for the post, including any experience you have gained, skills you have to offer (for example, IT skills) and personal qualities. This may include work and voluntary/domestic activities (e.g. school committees, charity work). Please relate your comments to the job description and advertisement.

Please continue on an additional sheet if necessary

APPLICANT'S DECLARATION

I hereby give my consent, in connection with this application, for all previous employers, educational institutions and references to be contacted to obtain and verify the accuracy of information provided by me in support of this application.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of the application or immediate termination of employment, whenever it may be discovered.

I understand that Lingwell Croft Surgery is permitted to hold personal information about me as identified on this application form as part of its recruitment procedures and personnel records.

Note: Lingwell Croft Surgery is an equal opportunities employer and does not unlawfully discriminate in employment. No information provided by the applicant will be used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by law.

Finally, please complete the monitoring information at Appendix 1.

Applicant's signature:	Date:
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**This form should be returned to Sophie Leech, Practice Manager at
Lingwell Croft Surgery, 16 Shelldrake Drive, Middleton Leeds LS10 3NB
no later than 20 February 2015**

FOR OFFICE USE ONLY	
DATE APPLICATION RECEIVED:	INTERVIEW: YES / NO
SHORTLIST YES / NO	NOTES ON REFERENCES:

APPENDIX 1 (all information provided with be treated in strictest confidence)

1. DISABILITY & HEALTH MONITORING INFORMATION

Do you have any disability or medical condition, which may affect your suitability for this post? **Yes / No** (delete as applicable)

If yes, please give details:

If required, would you be willing to undergo a medical examination?

Yes / No (delete as applicable)

Are there any reasonable working adjustments you would need us to make to accommodate your health? **Yes / No** (delete as applicable)

If yes, please give details:

Give details of any periods of ill-health you have suffered within the last two years:

Please note that Lingwell Croft Surgery operates a non-smoking policy covering all practice premises

2. DIVERSITY MONITORING INFORMATION

Date of birth:	[optional – you do not need to complete this]
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Please tick the box which best describes your cultural & ethic origin

<input type="checkbox"/> White British	<input type="checkbox"/> Black British	<input type="checkbox"/> Indian
<input type="checkbox"/> White Irish	<input type="checkbox"/> Black Caribbean	<input type="checkbox"/> Pakistani
<input type="checkbox"/> White European	<input type="checkbox"/> Black African	<input type="checkbox"/> Bangladeshi
		<input type="checkbox"/> Chinese
<input type="checkbox"/> Other white origin Please specify:	<input type="checkbox"/> Other black origin Please specify:	<input type="checkbox"/> Other Asian origin Please specify:

**LINGWELL CROFT SURGERY
JOB DESCRIPTION
RECEPTIONIST-2012**

IMMEDIATE SUPERVISOR **Assistant Practice Manager**

RESPONSIBLE TO: **Practice Manager**

SALARY: **£14,064.00-rising to £15,257.32 (*Pro-rata*)**

MAIN PURPOSE OF JOB:

To provide clerical support to the doctors, staff and patients in order that the practice runs smoothly and efficiently

MAIN DUTIES AND RESPONSIBILITIES:

Administration:

- Answer the telephone
- Deal with patient queries
- Make appointments for patients
- Pull patient records, as necessary
- File medical records electronically, as necessary
- Scanning of patient letters onto the computer

Clerical:

- Prepare repeat prescriptions
- Ensure all patient forms are completed accurately
- Record all new patients and changes of patient details
- Deal with requests from doctors and other members of the Primary Health Care Team
- Photocopy patients' notes as required

General:

- Provide cover for colleagues in their absence
- Attend appropriate training courses and update knowledge base
- Ensure patient needs are met
- Any other tasks that may be required from time to time



Dr T L Crystal
Dr A L Weiss

Dr R A Lestner
Dr P J Iles

Dr J A Campbell

Dr P M Glynn
Dr D B Richmond

Dr L E Russell
Dr G Brogan

Dear Applicant

RE: APPLICATION FOR THE POST OF PART TIME RECEPTIONIST

Thank you for your interest in the above position.

Please take your time reading through the documents related to the post of Receptionist.

You can either complete the application form electronically and forward it, along with any supporting documentation to info.lingwellcroft@nhs.net; or print it and post it to the address below, marked Private and Confidential, for the attention of Sophie Leech.

We will only be contacting successful candidates for interview, however if you wish to have feedback on your application please email me at info.lingwellcroft@nhs.net.

Please note the post is subject to an enhanced Criminal Records Bureau check.

Yours sincerely

Sophie A Leech (Mrs)
Practice Manager

Practice Profile

Introduction

We are currently a 10-doctor GMS practice operating from Lingwell Croft Surgery on Shelldrake Drive, at Middleton, Leeds. Lingwell Croft offers modern facilities for primary health care. Secure staff and patient car parking is provided, with CCTV, and our facilities offer easy access to pedestrians. Our service to patients is further enhanced by separate pharmacy and dental surgery businesses operating out of our building. Our purpose-built premises offer excellent access for elderly, infirm and disabled patients, with all clinical facilities sited on our expansive ground floor. We have a current list size of over 14,000. We operate an "Advanced Access" system, and are committed to the recruitment of a full complement of doctors to maintain patient satisfaction.

Location and Area Profile

The surgery is located in Middleton, an inner city district of South Leeds. We are only a short distance from the major junctions of the M1, M62 and A1-M1 link and the A6120 Leeds outer Ring Road, allowing access from locations around Yorkshire and beyond. Leeds city centre is within 5 miles of the surgery. Several shopping centres are close by. The area is of 98% white ethnicity, with a slight age bias towards under 16s when compared with national averages. Unemployment is 4.4% compared with a 3.4% national average. Statistics courtesy of ONS Census 2001. The practice catchment area is served by 5 primary schools; Clapgate, Sharp Lane, Middleton St. Mary's, Middleton Primary and Belle Isle Primary, With secondary education provided at South Leeds High, Coburn High and Rodillian High School.

A Brief History

The practice was founded in 1946 by Dr. Heaps at Domestic Street Surgery, Holbeck, Leeds. He subsequently joined with other doctors and over the next 10 years the surgery developed into a six partner practice, operating from 4 sites. In 1989 the surgeries merged and moved into new purpose-built premises and Lingwell Croft Surgery was formed.

Clinical Services

Working in parallel with our doctors are numerous skilled medical practitioners, enhancing the quality of care offered, including:

- 5 Practice Nurses, 2 Healthcare Assistants and 2 Phlebotomists
- Midwifery staff
- Counsellors
- Drug Addiction Therapist
- Alcohol Prevention Counsellor
- Consultant Psychiatrist

Doctors are encouraged to pursue their special interests, and there is a high degree of partner co-operation and support. The skills of our doctors enable us to offer a care package which greatly enhances our services and includes:

- Occupational Health
- Sports Injuries and Orthopaedics
- Diabetes
- Asthma
- Family Planning and Gynaecology
- Minor Surgery
- Drug Addiction
- Paediatric Surveillance

The practice is actively pursuing promotion of the services offered by the nursing staff, to remove non-essential workload from the doctors. Doctor and nurse-led telephone surgeries are in operation and we have found this an excellent method of providing medical advice directly to the patient and triage of subsequent doctor / nurse consultations.

Administration, Organisation and Management

The clinical staff are backed up by an experienced and well-motivated administration team. We are a paper light practice using the SystmOne clinical system.

- Committed to staff training and personal development
- Extremely low staff turnover rates and typically high lengths of service
- Emphasis on teamwork and the creation of a “family” unit
- Good working relationships between our clinical and administrative teams
- Experienced practice manager, assistant practice manager and IT manager
- Strong links with South Leeds PCT

The partners and practice manager meet on a monthly basis to discuss matters relevant to the practice and input to these meetings from all surgery staff is both encouraged and welcome. All clinical staff and GPs also attend a monthly clinical meeting. A quarterly palliative care meeting is also held to which all external agencies are invited. We have a patient forum who meet 4 times a year to discuss patient services.

Performance

All staff at Lingwell Croft are fully aware of the new GMS Contract. We are dedicated to maximising our performance and income through the quality of the care we provide and the abilities of the “backroom” team.