



**CHAWTON PARK
SURGERY**

JOB TITLE: Dual role - Patient Co-Ordinator & Medical Administrator

REPORTS TO: Patient Co-Ordinator Manager

HOURS: Part Time

There is some flexibility around the hours available, however, we do need to following shifts covered:

Monday	08:00 – 13:00 (5)
Tuesday	08:00 – 13:00 (5)
Thursday	08:00 – 13:00 (5)
Friday	14:00 – 18:00 (4)

Job summary:

The purpose of the role is to:

- Offer general assistance to the practice team and project a positive and friendly image to patients and other visitors, either in person or via the telephone
- Receive, assist and signpost patients in accessing the appropriate service or healthcare professional in a courteous, efficient and effective way
- Undertake a variety of administrative duties to assist in the smooth running of the practice, including the provision of clerical support to clinical staff and other members of the practice team
- Facilitate effective communication between patients, members of the primary health care team, secondary care and other associated healthcare agencies

Duties and responsibilities:

The duties and responsibilities to be undertaken by members of the practice administration team may include any or all of the items in the following list. Duties may be varied from time to time under the direction of the senior team members/practice manager, dependent on current and evolving practice workload and staffing levels:

- Opening up/locking up of practice premises and maintaining security in accordance with practice protocols
- Processing personal and telephone requests for appointments, visits and telephone consultations, and ensuring callers are directed to the appropriate healthcare professional

- Processing and distributing incoming (and outgoing) mail
- Taking messages and passing on information
- Filing and retrieving paperwork
- Processing repeat prescriptions in accordance with practice guidelines
- Computer data entry/data allocation and collation; processing and recording information in accordance with practice procedures
- Initiating contact with and responding to requests from patients, other team member and associated healthcare agencies and providers
- Clearing and re-stocking of consulting rooms as required
- Providing clerical assistance to practice staff as required from time to time, including word/data processing, filing, photocopying and scanning
- Ordering, re-ordering and monitoring of stationery and other supplies
- Dealing with clinical waste
- Provision of refreshments for staff and visitors as required; loading and emptying the dishwasher/washing up and keeping the kitchen area clean and tidy
- Keeping the reception area, notice-boards and leaflet dispensers tidy and free from obstructions and clutter
- Completion of registration process of new patients, including deductions and alterations in accordance with practice protocols
- Processing of insurance, medical forms and reports in accordance with practice protocols
- Supporting the management and clinical team with Infection and control projects, Health and Safety projects and CQC preparation.

Confidentiality:

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately
- In the performance of the duties outlined in this job description, the post-holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as strictly confidential
- Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data

Health & safety:

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the practice health & safety policy, the practice health & safety manual, and the practice infection control policy and published procedures. This will include:

- Using personal security systems within the workplace according to practice guidelines

- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
- Making effective use of training to update knowledge and skills
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way, free from hazards
- Actively reporting health and safety hazards and infection hazards immediately when recognised
- Keeping own work areas and general/patient areas generally clean, assisting in the maintenance of general standards of cleanliness consistent with the scope of the job holder's role
- Undertaking periodic infection control training (minimum annually)
- Reporting potential risks identified
- Demonstrate due regard for safeguarding and promoting the welfare of children.

Equality and diversity:

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner that is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

Personal/professional development:

The post-holder will participate in any training programme implemented by the practice as part of this employment, with such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work

Quality:

The post-holder will strive to maintain quality within the practice, and will:

- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
- Work effectively with individuals in other agencies to meet patients needs
- Effectively manage own time, workload and resources

Communication and collaborative working:

The post-holder should recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognise people's needs for alternative methods of communication and respond accordingly
- The post-holder is to recognise the significant of collaborative working

Contribution to the implementation of services:

The post-holder will:

- Apply practice policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audit where appropriate

Service Delivery:

- Chawton Park Surgery must adhere to the information contained with practice policies and regional directives, ensuring protocols are adhered to at all times.
- Staff will be given detailed information during the induction process regarding policy and procedure.

Security:

- The security of the practice is the responsibility of all personnel.
- Staff must ensure they remain vigilant at all times and report any suspicious activity immediately to their line manager.
- Under no circumstances are staff to share the codes for the door locks to anyone and are to ensure that restricted areas remain effectively secured.

Professional Conduct:

- At Chawton Park Surgery, staff are required to dress appropriately for their role.
- Administrative staff will be provided with a uniform whilst clinical staff must dress in accordance with their role.

Person Specification – Patient Co-Ordinator / Administrator		
Qualifications	Essential	Desirable
Educated to GCSE level or equivalent	✓	
GCSE Mathematics & English (C or above)		✓
AMSPAR Receptionists Qualification		✓
NVQ Level 2 in Health and Social Care		✓
Experience	Essential	Desirable
Experience of working with the general public	✓	
Experience of administrative / receptionist duties		✓

Experience of working in a health care setting		✓
Skills	Essential	Desirable
Excellent communication skills (written and oral)	✓	
Strong IT skills	✓	
Clear, polite telephone manner	✓	
Competent in the use of Office and Outlook	✓	
EMIS user skills		✓
Effective time management (Planning & Organising)	✓	
Ability to work as a team member and autonomously	✓	
Good interpersonal skills	✓	
Problem solving & analytical skills	✓	
Ability to follow policy and procedure	✓	
Personal Qualities	Essential	Desirable
Polite and confident	✓	
Flexible and cooperative	✓	
Motivated	✓	
Forward thinker	✓	
High levels of integrity and loyalty	✓	
Sensitive and empathetic in distressing situations	✓	
Ability to work under pressure	✓	

A DBS maybe required