

JOB DESCRIPTION

JOB TITLE: Full-time Administrator

REPORTS TO: Kirsty Cook – QOF/ Admin / IT Manager

HOURS: 37.5 hours per week

Job Summary:

- 1) Maintain patient information and Read Codes as appropriate
- 2) Maintain, update and monitor computerised registration data base & Links
- 3) General Administrative Duties

Job responsibilities:

1) Maintain patient information and Read Codes as appropriate

- Undertaking scanning of the paper correspondence onto the clinical system
- Action the electronic emails, including the Out of Hours reports, and add onto the clinical system
- Dealing with the incoming NHS courier and Royal Mail post by scanning directly onto the clinical system
- Read-coding of incoming letters as required
- Undertake Patient Registrations
- Summarising of paper notes received into the practice

2) Maintain, update and monitor computerised registration data base & Links

- Ensure all new registrations are entered onto the database and actioned as appropriate via SystemOne Registration Links.
- Update the database for all patient change of registration status as notified
- Ensure all transfers off registration database are effected as and when applicable – (deductions)
- Monitor accuracy of registration database as appropriate producing any necessary reports as required
- Contact the Registration Team / PCSE as required
- Processing the Organ Donors information on to the Practice clinical system.
- Processing TR forms onto the clinical system.
- Processing degraded data on the clinical system.

3) General Administrative Duties

- Photocopying of patient paper clinical notes as requested and required by the practice
- Proof reading of photocopied notes prior to dispatch
- Actioning smear notifications
- Inputting BP information received from patients
- Filing and retrieving paperwork
- Report faults and concerns with the software and hardware to a Manager
- Ensure security of data at all times
- Respond to tasks and requests from other staff members as appropriate to the role and following appropriate training
- Respond to patient queries
- Ensure all Admin Team Task lists are up-to-date.
- Cover for other members of the Admin Team in times of absence after relevant training.

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 and free from hazards
- Actively reporting of 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

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

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 recognizes 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 which 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, 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:

The post-holder should recognize 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

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