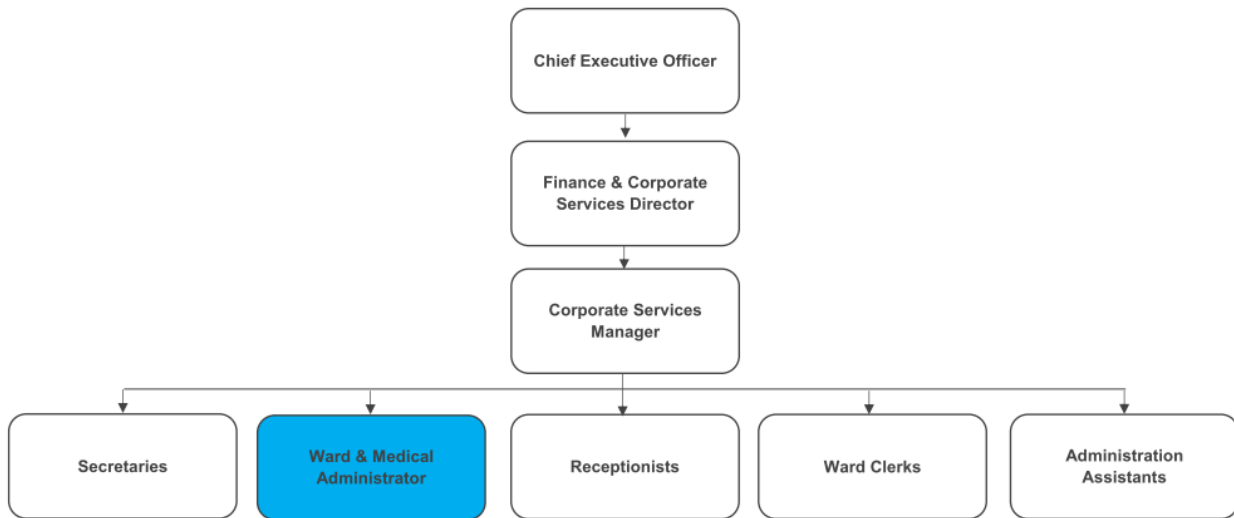


JOB DESCRIPTION

Job Title:	Ward & Medical Administrator
Department:	Administration
Post Holder:	tbc
Grade:	Admin 2
Reports to:	Corporate Services Manager

Organisation Chart:



The duties and responsibilities of this post have been assessed as levels of competence required and reflect the skill and knowledge needed to satisfactorily perform the duties of the post.

Job Purpose:	<p>To provide a full, effective and efficient administrative support service to the Medical and Clinical teams within the Wellbeing Hub and Inpatient Unit.</p> <p>To assist in managing, maintaining and development of the in-house Electronic Patient Records (EPR), including the updating of all patient records.</p> <p>To minimise clinical correspondence queries by ensuring letters are completed, scanned and appropriately forwarded for each patient episode.</p> <p>To sensitively deal with patients, their carers and bereaved relatives.</p>
Key Working Relationships:	<ul style="list-style-type: none"> • Medical Director and Consultant • Service Leads – Wellbeing Hub and Inpatient Unit • Clinical Nurse Director • Corporate Services Manager and team • Medical and Clinical teams

Role Responsibilities:

- Support the Medical team, Clinical teams and Wellbeing Hub Service Lead to effectively manage all paperwork, room and activity bookings, data collection and computer records associated with the referral, admission, discharge, attendance at Outpatient clinics, drop-in activities and care of patients within Hospice at Home.
- Type correspondence, reports and summaries, including outpatient letters, discharge summaries, inquest and investigation letters and take minutes at regular meetings.
- Type correspondence for all Medical Consultants, Doctors and Advance Nurse Practitioner through Electronic Patient Records (EPR), including some audio typing.
- Deal appropriately and professionally with telephone calls and enquiries from General Practitioners, other hospitals, wards, departments, health care professionals, patients and their relatives.
- Administration of departmental mail and franking of hospice mail.
- Co-ordinate staff diaries as required.
- Carry out all routine office procedures e.g. filing, photocopying and scanning, for the Wellbeing Hub team and the Medical and Clinical teams.
- Liaise with external service and activity providers to plan and co-ordinate Wellbeing Hub activities, making internal room bookings, communicating catering requests and ensuring appropriate provision of equipment for meetings and activities within the Wellbeing hub.
- Maintain the security and confidentiality of patients' records and reports and scanning patients' case notes and letters into iCare.
- Support the appropriate administration of all patient referrals, including liaison with GP surgeries and other external bodies.
- Liaise with patients and their families to obtain essential information and to ensure patient biographical data is updated.
- Arrange patients' appointments and transport.
- Complete incident/accident forms in line with Health & Safety regulations and the hospice's policy.
- Answer the telephone and provide cover on main reception as required.
- Rotate and assist in the provision of holiday cover for the Ward Clerk on the Inpatient Unit.
- General upkeep and housekeeping of the ward office.
- Any other duties as specified by the Corporate Services Manager.

General Responsibilities:**Health and Safety**

All employees have a duty to report any accidents, complaints, defects in equipment, near misses and untoward incidents, following hospice procedure.

Ensure health and safety legislation is complied with at all times, including COSHH and Workplace Assessment.

Confidentiality

All information relating to patients, patients' families, staff, volunteers, supporters and suppliers gained through your employment with Bolton Hospice is confidential. Disclosure to any unauthorised person is a serious disciplinary offence.

Infection Control

Comply with policies and procedures for correct disposal of waste, sharps and soiled linen. Be accountable for the cleanliness of the department, liaising with and where necessary directing the housekeeping team to minimise hospice acquired infections.

Training

Managers are required to take responsibility for their own and their staff's development. All employees have a duty to attend mandatory training as required by the Hospice.

Safeguarding Vulnerable People (Children and Adults)

All employees have a responsibility to protect and safeguard vulnerable people (children and adults). They must be aware of child and adult protection procedures and who to contact within the Hospice for further advice. All employees are required to attend safeguarding awareness training and to undertake additional training appropriate to their role.

Disclosure & Barring Service Check

This post is subject to a Disclosure & Barring Service check.

Valuing Equality and Diversity

All hospice staff should promote the core values of the Hospice i.e. compassion, respect, professionalism, excellence, inclusivity and collaboration. It is the responsibility of all employees to support the hospice commitment to do all we can to ensure we do not exclude, alienate or discriminate in any way and to promote a positive attitude to equality and diversity in adherence to our Equality and Diversity policy.

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the post holder.

This job description is an outline of the main responsibilities. It will be subject to periodic review and amendment.

Employee Name:			
Employee Signature:		Date:	
Manager Name:			
Manager Signature:		Date:	

PERSON SPECIFICATION

Job Title:	Ward & Medical Administrator
Department:	Administration
Grade:	Admin 2

The person specification sets out the qualifications, experience, skills, knowledge and personal attributes which the post holder requires to perform the job to a satisfactory level.

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	5 GCSE's or equivalent including Maths and English	NVQ Level 2 Administration Computer qualification e.g. ECDL AMSPAR Diploma	Application Form Certificates
EXPERIENCE	Experience within a medical audio and administration role Experience of working within a clinical environment	Secretarial experience e.g. minute taking	Application Form Interview
SKILLS	Ability to communicate with distressed patients and relatives in a sensitive manner Well-developed interpersonal skills, able to communicate effectively with colleagues at all levels Good written skills Excellent organisational skills, including the ability to manage time and prioritise workload effectively Excellent telephone manner Excellent IT skills proficient with Excel, Word and Outlook Able to work independently and on own initiative, within specified guidelines or processes		Application Form Interview
KNOWLEDGE	Good understanding of a clinical / NHS environment and medical terminology	Experience of an electronic patient record (EPR) system	Application Form Interview
PERSONAL ATTRIBUTES	Adaptable and able to work in a team environment Able to work appropriately with confidential and sensitive information Able to work calmly and professionally under pressure A commitment to the vision and values of Bolton Hospice	Willingness to develop and attend training where required	Application Form Interview