

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Service Administrator |
| **Reports to** | Administration Line Manager |
| **Band** | 3 |
| **Department/Directorate** | CNS Colorectal Service |

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| **JOB PURPOSE** |
| * To provide a good quality professional service * To provide support to the clinicians within the Acute Surgery Division * To provide excellent patient care which will include communication with distressed and anxious patients, treating them with tact and empathy at all times * Ensuring provision of a professional, efficient, accurate and timely service * Ensure the professional image of the Trust is maintained at all times |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| **Administrative functions**   * Registering Patients * Booking patients via the snapboard * Managing the snapboard * Managing patient appointments in General Clinics – working with Slot Administrator to ensure appropriate utilisation of slots * Telephone Triage * Supporting the clinicians * Liaising with Clinical Staff * Managing Mycare work queues * Participate in team/department meetings as required * To cover MDT when necessary |
| **KEY WORKING RELATIONSHIPS** |
| The post holder will be required to work closely with:   * Patients * Slot Administrator/booking team * Senior Management Teams * Trust Executive members * Non-Executive Directors * Board of Governors * Consultants and other members of the medical team * Senior Nursing staff and other ward staff * Administration teams across the Trust * External NHS organisations * External organisations/providers |
| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| * To use own initiative to prioritise daily workload of self and team to meet the changing demands of the service * Escalate more complex queries, providing reassurance, an expected response time, and further contact details as appropriate. Follow through to ensure responses are provided, learning from the outcome to develop own knowledge, skills and abilities as a result. * Resolve queries, using judgement to determine when to pass the caller on to a member of the clinical team. * Have a flexible approach to working hours to meet the demands of the service   The post holder will understand the limitations of the role and how to access support |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| **Communication**   * To communicate with staff, external organisations and colleagues in a courteous, professional and timely manner at all times * To deal with all day to day correspondence within the department – initiating appropriate responses in order to provide, staff and other parties with required information in a friendly and professional manner * Make and receive telephone calls both external and internal according to Trust standards * Inform patients of any short notice changes of appointment or admission dates, wherever possible providing them with alternative dates * Take messages, ensuring they are actioned and/or received by the correct recipient * Communicate effectively including discussion and written communication * Proactively manage email communication in line with the RD&E’s Email Best Practice guidance * Provide excellent customer care, in a calm and professional manner – some situations may be challenging * Organise and/or support meetings through effective communication |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * To assist other members of the admin team in the delivery of a high-quality service * To be responsive to administrative requests from service users and escalate any issues to the Admin Line Manager and Cluster Manager if appropriate * Monitor waiting lists and action any issues ensuring all patients are booked according to National Guidelines   Respond to complaints where appropriate, escalating to Line Manager if unable to resolve |
| **PLANNING/ORGANISATIONAL SKILLS** |
| **Service delivery/improvement**   * Participate in team and Division meetings as required * Contribute to audits regarding departmental procedures * Have a flexible approach to working hours to meet the demands of the service * Adhere to the Trust Access Policy and Health Records Policy and appropriate standard operating procedures, Key Performance Indicators, government targets and standard operational policies * Provide cover in periods of absence as directed by department manager, this may involve moving to other areas within the Trust |
| **PATIENT/CLIENT CARE** |
| * Conduct calls to patients, rearranging appointments where necessary in order to prevent non-attendances. * Sending correspondence to patients, GPs, or others involved in the care of a patient, in a timely manner. * Process patients through inpatient and outpatient pathways in line with the Trust’s Elective Access Policy. |
| **POLICY/SERVICE DEVELOPMENT** |
| **Governance**   * Undertake training as required to maintain competency/comply with trust policies * Work within Trust policies – including those for confidentiality, data protection, health and safety fire protection, and annual appraisal * Adhere to the Trust Access Policy, Key Performance Indicators, government targets and standard operational policies and procedures |
| **FINANCIAL/PHYSICAL RESOURCES** |
| Resource Management  • Monitor use of supplies and stationery and ensure this is done efficiently and cost effectively in line with the needs of the service |
| **HUMAN RESOURCES** |
| • Actively contribute to the smooth running of the service by ensuring harmonious working  relationships with all colleagues  • Assist with on the job training of new staff when appropriate  • Assist volunteers in the department.  • Assist with the induction and orientation of new staff in the department, showing colleagues how  to complete tasks associated with the role.  • Undertake training as required to maintain competency/comply with trust policies |
| **INFORMATION RESOURCES** |
| • Input and access information on hospital information systems as required.  • Record and capture patient information appropriately and in line with Standard Operating  Procedures.  • Ensure patient demographics are correct by checking with the patient at every encounter,  highlighting any duplicate records and escalating appropriately. |
| **RESEARCH AND DEVELOPMENT** |
| • Contribute to audits regarding departmental procedures |
| **PHYSICAL SKILLS** |
| • Use multiple computer systems as required within the department such as EPIC  • Ensure accurate and up-to-date patient details are maintained on patient information systems in  line with Trust Information Governance policy with high degree of accuracy  • Maintain health records and patient files in line with Trust Health Records Policy |
| **PHYSICAL EFFORT** |
| Combination of sitting, standing, walking in a restricted position for a prolonged amount of time at either a reception desk or a ward clerk desk. |
| **MENTAL EFFORT** |
| In order to carry out day to day activities there is a requirement for care and attention  to ensure the correct information is being entered about the correct patient. The work pattern is predictable. There are few competing demands for attention. |
| **EMOTIONAL EFFORT** |
| The post holder may occasionally be required to manage difficult situations, which may arise with abusive clients and telephone callers of which may need to be referred to a senior member of staff. There will be the occasional indirect exposure to distressing and sensitive information whilst maintaining confidentiality in accordance with Trust Policy. |
| **WORKING CONDITIONS** |
| The use of visual display unit equipment for a substantial proportion of the working day. |
| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  Contribute to and work within a safe working environment  You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  You must also take responsibility for your workplace health and wellbeing:   * When required, gain support from Occupational Health, Human Resources or other sources. * Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health. * Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you. * Undertake a Display Screen Equipment assessment (DES) if appropriate to role. |
| **DISCLOSURE AND BARRING SERVICE CHECKS** |
| This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check. |
| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.  T*his is* |

PERSON SPECIFICATION

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| **Job Title** | Service Administrator to CNS Nurses |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Minimum of 3 qualifications to include GCSE grade A-C/4-9 or equivalent in Maths and English  NVQ Level 3 in Business Admin or equivalent level of experience  ECDL, CLAIT or equivalent computer knowledge or equivalent experience | E  E  D | E  E  D |
| **KNOWLEDGE / SKILLS:**  Knowledge of Trust procedures including admissions/appointments  Ability to liaise and communicate with staff at all levels  Excellent interpersonal & communication skills inc. demonstrating empathy & sensitivity to patients and relatives  Ability to promote good working liaisons (staff, patients, relatives)  Extracting information / Listening Skills  Ability to handle complex enquiries - distressed & anxious patients  Ability to deal with challenging behaviour  Ability to provide excellent customer care  Knowledge of IT databases and computer systems (MYCARE)  Comprehensive PC skills - databases, word-processing, email, Excel  Proven strong administration skills  Accurate data entry  Excellent telephone manner  Knowledge of Trust procedures | D  E  E  E  E  E  E  E  D  E  E  E  E  D | D  E  E  E  E  E  E  E  D  E  E  E  E  D |
| **EXPERIENCE**  Previous clerical experience  Working in an NHS/clinical environment e.g. hospital, GP surgery, CCG  Previous reception experience or dealing with the general public | E  D  E | E  D  E |
| **PERSONAL ATTRIBUTES**  Enthusiastic highly motivated & committed to delivering a service  Understand team work and work within a team  Able to plan and organise workload  Able to prioritise own work load and meet deadlines  Ability to work un-supervised  Can remain calm and professional in a busy environment  Empathetic, but able to understand professional boundaries  Smart appearance, adhering to the Uniform Policy  Welcoming friendly and approachable manner  An adaptable approach to work  Flexible approach to working hours  Commitment to continual development to inc. relevant new systems, policies and procedures  Adheres to relevant Trust policies & procedures  Adheres to confidentiality & data protection requirements | E  E  E  E  E  E  E  E  E  E  E  E  E  E | E  E  E  E  E  E  E  E  E  E  E  E  E  E |
| **OTHER REQUIREMENTS**  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. | E | E |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
| Contact with patients | Y |  |  |  |  |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | N |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | N |  |  |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  | x |
| Heavy manual handling (>10kg) | N |  |  |  |  |
| Driving | N |  |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  |  |  |  |
| Mental Effort | Y |  | x |  |  |
| Emotional Effort | Y |  | x |  |  |
| Working in isolation | N |  |  |  |  |
| Challenging behaviour | Y |  | x |  |  |