

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Senior Medical Secretary |
| **Reports to** | Admin Line Manager |
| **Band** | Band 4 |
| **Department/Directorate** | Long Covid |

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| **JOB PURPOSE** |
| To provide all aspects of secretarial and administrative duties to Medical Consultants and the clinical team, this may include the Clinical Director or Lead Clinician. Duties will include diary management and prioritisation of appointments, audio typing of medical letters and reports, minute taking, operating a bring forward system and preparation of agenda’s and associated papers. The post holder is responsible for managing their own workload, which may include financial and personnel administration and assisting in the organisation of the Consultant’s workload.  **K** |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| |  | | --- | |  |   The Senior Medical Secretary will be based in the Long Covid Service)and will provide administrative support to the Long Covid Service).  The post holder will fulfil all tasks and work as part of a team. The post holder will have delegated responsibility for supervision or day to day management of staff within the team*.* To meet the needs of the service, the post holder may be required to work in other administrative areas as appropriate as directed by the line manager and may, on occasion, be required to deputise for the line manager |
| **KEY WORKING RELATIONSHIPS** |
| Areas  of  Responsibility:   * To provide administrative facilitation to the MDT meetings, including preparing, organising and circulating lists of patients for discussion, and ensuring MDTs run as smoothly as possible to reach their full potential in discussing all Long Covid patients. This includes the use of video conferencing and IT equipment as necessary. * To ensure MDT decisions relating to the individual patient’s management plan are accurately recorded on electronic systems as part of the MDT meeting and subsequently distributed to appropriate staff, including referring Trusts and GPs, within one working day. * To attend weekly MDT meetings and input live information on to the relevant database including the recording of the outcome of each discussion and any actions to be taken. To use this information for minimum data set collection and cancer waiting times * To accurately record attendance for MDT meetings, including those team members who participate via video conferencing, to ensure compliance with National Standards. This includes the recording of a cancellation reason in the event of an MDT meeting being cancelled. * To work with the Clinical Lead to ensure that tests, appointments and treatment are arranged as agreed at the MDT meeting * To maintain good working relationships with colleagues in other Trusts and across RDUH departments who refer to or take referrals from RDUH Long Covid MDTs. * To ensure that inter-departmental and inter-Trust referrals are actioned and closely monitored, and information fed back to referring teams or organisations as appropriate and within monitored timescales. * To liaise closely with other administrators within the Specialist Services to ensure that referrals are appropriately tracked and treated as far as possible within target waiting times. * To ensure that the generic Long Covid mailbox is closely monitored and actioned appropriately. * Where pathways of care cross MDT teams and/ or specialties within the Trust, ensure correct referral processes are followed and are supported with accurate and timely documentation. * To proactively track patients to ensure their pathway through the system is smooth and efficient and achieves appropriate targets. This will include liaising with various departments to facilitate the timely booking of diagnostic tests and treatments. * To ensure all patients’ progress is accurately recorded and updated in a timely manner on the tracking system and managing their entire patient pathway. To ensure that all new patients’ treatments are booked within target times and that any potential breaches of waiting standards are clearly escalated to the clinical team and appropriate manager in a timely way. * To contribute to the validation of the monthly cancer waiting times submission to the Department of Health, using the relevant data sources, to ensure data is accurate and national cancer minimum data sets are complete * To liaise regularly with the Long Covid team, members of the MDT and Divisions to complete breach analysis forms, identifying delays in treatment and potential remedies and locating missing data as necessary. * To contribute to the analysis of breaches and the redesign of pathways as necessary including tasks relating to capacity and design exercises * To work with members of the MDT and the Long Covid team to collate information as required to support Peer Review assessments. This may include attendance records, collating data and information and supporting the annual MDT business meeting. * To work with members of the MDT and the Long Covid team in the development of the patient pathway and continual improvement of the service for patients. * To contribute to the development and implementation of improvements in the efficiency and accuracy of MDT administrative processes. * To participate in the collection of accurate Long Covid data and information, working closely with MDTs and the Long Covid team to improve collection processes. * To support and contribute to audit projects (both national and local) as undertaken by the MDT     The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis  In addition the post holder will deal with the wider healthcare community, external organisations and the public.  This will include verbal, written and electronic media.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Admin Services Manager * Admin Line Manager * Lead Clinician and Nurse Specialist * All members of Long Covid specific Multi-Disciplinary Teams * Trust Medical Records Department * All staff with responsibilities for Long Covid information | * Colleagues at other Trusts across the Peninsula * Colleagues at Specialist Treatment Centres and referring units | |  |  | |

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| **ORGANISATIONAL CHART** |
| Community Services Operational Lead  Admin Line Manager for Community Specialist Services  **Post-holder**  Denotes a reporting relationship to Lead Clinician, Nurse Coordinator, Rehab Support worker and the Therapist Team.  NB. The line manager of this post is the Admin Line Manager of Community Specialist Services for Long Covid. The Clinical Lead will, however, provide guidance and direction to the post holder on a day to day basis for issues associated with the MDT and the nursing service. |
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| **FREEDOM TO ACT** |
| To work within Trust policies and procedures. Use initiative to deal with routine matters and complex queries, deciding when it is necessary to refer to the available line manager. Work is managed rather than supervised and the post holder will organise own workload on a day to day basis. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| The post holder will be required to adhere to the organisation’s standards of customer care. Welcomes visitors and deals with clients in a confidential and sensitive manner, this could be face to face or over the phone and may require tact, persuasion and negotiation skills to exchange information relating to appointments / admissions.  To courteously and efficiently receive enquiries (including telephone calls), taking messages and ensuring that these are passed on to the appropriate person. To communicate effectively with staff and clients within partner agency organisations in a confidential and sensitive manner. This may include GP’s, healthcare professionals, hospital departments and referral centres.  The post holder will be expected to behave in accordance with the Trust's values of demonstrating compassion, striving for excellence, respecting diversity, acting with integrity and to listen and support others. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| Judgements on complex facts requiring interpretation and comparing options which may involve exercising judgement when dealing with patient, staff or external contacts. Resolving minor problems with regard to patient records, personnel and payroll. Ability to use initiative and take appropriate action in absence of team/manager. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| The ability to work using own initiative, prioritise and manage time effectively to meet deadlines. The post holder will be responsible for diary management, collation and distribution of case notes.  The post holder will plan and organise meetings with other professionals/agencies, including co-ordinating outpatient clinics.  The post holder will organise their own day to day activities and tasks and allocate to staff as appropriate, arranging staff cover as and when necessary. |
| **PATIENT/CLIENT CARE** |
| The post holder is required to put the patient, as the first priority, at the centre of all activities. The post holder will have regular contact with patients/clients by phone or face to face and will provide non-medical information and advice to patients and carers i.e. appointment/admission information |
| **POLICY/SERVICE DEVELOPMENT** |
| Participate in policy and service development. Follows Trust policies, makes comments on proposals and implements administration policies and proposing changes to working practices for own area. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| The post holder will receipt deliveries and monitor stock levels of stationery and has responsibility for finance or personnel administration which includes handling petty cash and/or dealing with expense claims.  To ensure the efficient and effective use of all resources used within the course of one’s own duties, maintaining an awareness of the financial impact of inappropriate use. |
| **HUMAN RESOURCES** |
| Responsible for the day to day supervision or coordination of staff within the department.  Maintain and update own training relevant to post. Taking an active part in the development review of own work suggesting areas for learning and development in the coming year.  Demonstrates duties to new starters, and allocate and check work of other administrative staff. Provide on the job training for new staff and work experience students, taking an active part in the development review of own work, suggesting areas for learning and development in the coming year. |
| **INFORMATION RESOURCES** |
| Daily use of IT programmes relevant to the work area including medical records systems. Responsible for records management (creation, storage, archive, retrieval of records) in line with Trust policies and procedures. The post holder will modify systems and processes during the continual review for efficient services.  The post holder will transcribe minutes of meetings and medical notes/letters. |
| **RESEARCH AND DEVELOPMENT** |
| Comply with Trust requirements and undertake surveys as necessary to own work. |
| **PHYSICAL SKILLS** |
| The post holder will have advanced keyboard skills for the purposes of audio typing. |
| **PHYSICAL EFFORT** |
| Occasional |
| **MENTAL EFFORT** |
| Predictable work pattern.  Cope with frequent interruptions and competing priorities.  Concentration required for data entry, note taking and typing documents.  Undertaking a range of duties covering for other admin and clerical staff during sickness, absences and annual leave. This may involve travelling and working in other units. |
| **EMOTIONAL EFFORT** |
| Occasionally manage a difficult situation, which may arise with angry/upset clients and telephone callers.  May have to type sensitive/disturbing information. |
| **WORKING CONDITIONS** |
| Working in an office environment using computer equipment for long periods. |
| **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. |
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| 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** | Senior Medical Secretary |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**    Good Standard of Education  Relevant keyboard qualification (Advanced) i.e. RSA III  NVQ 3 Business Administration or Team Leadership or Customer Care or equivalent experience  AMSPAR or British Medical Secretary qualification which includes medical terminology  Additional relevant knowledge acquired through further experience | E  E  E  E  E |  |
| **KNOWLEDGE/SKILLS**  Effective interpersonal, organisational and communication skills  Advanced IT/Keyboard skills including use of Word, Outlook, Powerpoint and Excel. Audio typing.  Ability to manage own workload and to supervise the workload of others and ability to delegate tasks  Knowledge of medical terminology | E  E  E  E |  |
| **EXPERIENCE**  Proven clerical/administrative experience within customer care environment working at a senior level  Experience of supervising lower banded staff  Previous NHS/Social Services experience  Cash management | E | D  D  D |
| **PERSONAL ATTRIBUTES**  Reliability and flexibility, able to contribute to changing demands of the service.  Effective interpersonal, organisation and communication skills  Willing to undertake training relevant to the post.  Ability to work within a team and delegate tasks to and supervise lower bands.  Ability to demonstrate a diplomatic caring attitude whilst maintaining confidentiality. | 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.  Ability to travel to other locations as required | 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 | N |  |  |  |  |
| 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 | X |  |  |  |
| Mental Effort | Y |  |  |  | X |
| Emotional Effort | Y |  | X |  |  |
| Working in isolation | N |  |  |  |  |
| Challenging behaviour | Y |  | X |  |  |