

**JOB DESCRIPTION**

**1. JOB DETAILS**

**Job Title**: **Admin Assistant / Receptionist**

**Band: 2**

**Responsible To**: **Team Leader**

**Accountable To**: **Administrative Line Manager/Administrative Services Manager**

**Department/Care Group:** **Dermatology, Medicine Care Group**

**2. JOB PURPOSE**

* Provide a professional, efficient and effective reception and administrative service to patients and visitors in accordance with Trust policies and standards; acting as the public face for the Trust.
* Undertake general clerical duties
* Ensure all information is secure and confidentiality of information is maintained at all times
* Provide excellent customer care which may include communication with distressed and anxious patients and relatives, treating them with tact and empathy
* Ensure the professional image of the Trust is maintained at all times

**3. KEY WORKING RELATIONS (Examples below are not exhaustive)**

* Senior Administration Manager/Administration Manager
* Consultants and other members of the medical team
* Patients and their relatives
* GPs
* Care Group Management team
* Senior Nursing staff and other ward staff
* Other members of the multi-professional clinical team
* Health Records & IM&T Departments
* Administration and secretarial teams across the Trust
* Central Support Team

**4. DIMENSIONS**

1. The post holder will be part of a Trust Administration team. This post may involve some evening/weekend working as required.
2. The post holder will be working for the Dermatology Service in providing a comprehensive, effective and efficient reception and administrative service, focussing on the needs of this busy service by ensuring patient information is accurate and updated in a timely way and to provide effective communication to both patients and staff.
3. The post holder will closely monitor clinic lists and liaise with the team to ensure all calls to the Department are answered in a timely manner.
4. The post holder will be proactive in addressing the workload with the team and help prioritise accordingly.

**5. ORGANISATIONAL CHART**

**6. KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES:**

# Administrative functions

* Acknowledge and help all visitors/patients to the reception area promptly and professionally
* Use multiple computer systems as required within the department such as EPIC, PAS, Plato and CDM.
* Make and receive telephone calls both external and internal according to Trust standards
* Provide assistance for onward transportation as requested
* Ensure the reception area is kept clean, tidy and professional looking at all times
* Ensure accurate and up-to-date patient details are maintained on patient information systems such as PAS in line with Trust Information Governance policy
* Respond to complaints where appropriate, escalating to Line Manager if unable to resolve

**Service delivery/improvement**

* Contribute to the NHS service improvement/modernisation agenda e.g. service redesign
* Work as part of the team in developing processes within the department to meet the demands of a growing service
* Participate in team and directorate 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

**Communication**

* Make and receive telephone calls both external and internal according to Trust standards
* 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 RDUH 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

**Reception Desk:**

* Clinic preparation including printing clinic lists, put name plates up, check referrals are scanned on patient record, check stock of clinic paperwork.
* Checking in and discharging patients – updating patient demographics.
* Reconcile clinics, complete end of day check list.
* Scanning of clinical documents.
* Give accurate and thorough handovers with other team members when going for breaks.
* Accept deliveries and process them appropriately, and making sure waiting area is kept clean and tidy.
* Actively encourage patients to fill out feedback forms/care opinion.
* Conduct reminder calls for patients for appointments the next day.

**Phones/Administration:**

* Monitor eRS for referrals, and upload referrals onto Epic from eRS, adhering to referral protocols.
* Book and rebook outpatient appointments and day case procedures, escalating to Senior Administration Manager or Administration Manager when unable to find appropriate slots.
* Processing telephone requests for appointments or queries, taking messages and directing calls to the appropriate individual.
* Monitoring and actioning emails in generic dermatology accounts.
* Process A&G on eRS and EPIC and manage work queues daily on EPIC.
* Competent I.T user in particular EPIC, eRS and Microsoft Office.
* Process outgoing external mail.
* Action cancellations/changes on a daily basis.

**Duties applicable to the role**

* To have a flexible approach to working hours to meet the demands of the service
* Provide cover in periods of absence as directed by department manager, this may involve moving to other areas within the Trust

**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

**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

### Additional Responsibilities

* The post holder will be expected to carry out any other duties as required, commensurate with their pay band
* The post holder will be required to facilitate and support new starters to carry out their role
* The post holder will understand the limitations of the role and how to access support

**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.

### 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.

**PERSON SPECIFICATION**

**POST: Booking Clerk / Receptionist**

**BAND: 2**

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| **REQUIREMENTS** | Essential / Desirable at: | |
|  | Recruitment | 1st PDR |
| **QUALIFICATIONS / TRAINING:**  Minimum of 3 qualifications to include GCSE grade A-C/4-9 or equivalent in Maths and English  Clinical Document Management (CDM)  Patient Administration System (PAS) Level 3 outpatients or equivalent in an IT system | **E**  **D**  **D** | **E**  **E**  **E** |
| **KNOWLEDGE / SKILLS:**  Excellent planning & organisational skills  Ability to prioritise workload to respond to changing demand  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  Comprehensive PC skills - databases, word-processing, email, Excel  Understanding of hospital IT systems  Knowledge of PAS or equivalent information system  Analytical skills & ability to problem solve  Proven strong administration skills  Accurate data entry  Excellent telephone manner  Knowledge of Trust procedures | **D**  **D**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **D**  **D**  **D**  **D**  **E**  **E**  **E**  **D** | **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E** |
| **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 | **D**  **D**  **D** | **E**  **E**  **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**  **D**  **D**  **D**  **E**  **E**  **E**  **E**  **E**  **D**  **E**  **E**  **E** | **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E** |

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| **Hazards within the role, used by Occupational Health for risk assessment** | | | | | |
| Laboratory specimens |  | Clinical contact with patients |  | Dealing with violence & aggression of patients/relatives |  |
| Blood / Body Fluids |  | Dusty environment |  | VDU Use | 🗸 |
| Radiation / Lasers |  | Challenging behaviour | 🗸 | Manual Handling | 🗸 |
| Solvents |  | Driving |  | Noise / Vibration |  |
| Respiratory sensitisers |  | Food Handling |  | Working in isolation |  |
| Cytotoxic drugs |  | Electrical work |  | Night working |  |