

JOB DESCRIPTION

|  |  |
| --- | --- |
| **JOB DETAILS** | |
| **Job Title** | Booking Clerk/Receptionist |
| **Reports to** | Service Co-ordinator Team Leader |
| **Band** | Band 2 |
| **Department/Directorate** | Surgery |

|  |
| --- |
| **JOB PURPOSE** |
| Our Booking Clerk/Receptionist provide a timely and efficient service at the West of England Eye Unit.   * Providing a professional, organised and effective reception and appointment booking service to patients and visitors in accordance with Trust policies and standards. * Deliver an efficient administrative and clerical service to the Ophthalmology Team. * Undertake general clerical duties. * Maintain effective communication to both patients, visitors and staff in order to ensure the smooth running of a clinical area, including wards, outpatient clinic areas and the booking office; enhancing patient care. * 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 visitors, treating them with tact and empathy. * Ensure the professional image of the Trust is maintained at all times**.** * Working to a flexible rota; to include changing working times, providing cover during periods of annual leave/sick leave/bank holidays. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| **Administrative Functions**   * Acknowledge and help all visitors/patients to the reception area promptly and professionally. * Ensure patient information is complete and accurate on Epic and all relevant paperwork to meet the Data Quality IG Toolkit standards. * Ensure the reception area is kept clean, tidy and professional looking at all times. * Escalating complaints to Line Manager. * Ensure Trust documentation is completed on Reception if applicable, such as overseas forms. * Arrange new, follow up and post-op appointments in accordance with clinician’s instructions and Trust policy. * Use multiple computer systems as required within the department such as Epic and NHS E-referrals. * Record ‘patient attendance’ on Epic. * Monitor waiting lists and action any issues ensuring all patients are booked according to National Guidelines. |
| **KEY WORKING RELATIONSHIPS** |
| **Areas of Responsibility**  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.  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** | | * Emergency Department | * GPs | | * Administration Team across the Trust | * Care providers | | * Housekeeping * Divisional Management Team * Clinical Staff Members | * Transport * Patients and visitors | |
| **ORGANISATIONAL CHART** |
|  |
| **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**   * 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 to colleagues, patients, visitors and other external contacts. * Proactively manage email communication in line with the RDUH’s Email Best Practice guidance. * Provide excellent customer care, Face to Face and over the phone, in a calm and professional manner – some situations may be challenging which will require tact or persuasive skills or there may be barriers to understanding due to communication needs. * Organise and/or support meetings through effective communication. * Ensure key non-clinical information is provided to patients. * Communicate regularly with the admin team, to ensure information is shared appropriately. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * To assist other members of the admin team in the delivery of a high-quality service. Escalate any issues to the wider Team if appropriate. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * Participate in team meetings as required. * 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 and government targets. * Provide cover in periods of absence as directed by department manager, this may involve moving to other areas within the Trust. * The ability to work using own initiative and manage time effectively to meet deadlines. Organise own day to day activities and tasks relevant to own workload. |
| **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.  Process patients through inpatient and outpatient pathways in line with the Trust’s Elective Access Policy. |
| **POLICY/SERVICE DEVELOPMENT** |
| 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 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** |
| • Comply with Trust requirements and undertake surveys as necessary to own work. |
| **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. |
| **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 will be unpredictable with frequent interruptions.  The post holder will be expected to provide cover for other administration and clerical staff during busy periods, including cover due to sickness absence and annual leave. |
| **EMOTIONAL EFFORT** |
| The post holder may occasionally be required to manage difficult situations, which may arise with abusive patients 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 themselves 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

|  |  |
| --- | --- |
| **Job Title** | Booking Clerk/Receptionist |

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Customer Service Certificate or equivalent experience  Minimum of 3 qualifications at secondary level (GCSEs/O levels) or equivalent experience. | E | D |
| **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 visitors  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  Understanding of hospital IT systems  Knowledge of Epic or equivalent patient information system  Analytical skills & ability to problem solve  Proven strong administration skills  Accurate data entry  Excellent telephone manner  Knowledge of Trust procedures | E  E  E  E  E  E  E  E  E  E  E | D  D  D  D  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  E | D |
| **PERSONAL ATTRIBUTES**  Enthusiastic highly motivated & committed to delivering a service  Understand team work and work within a team  Able to prioritise own work load, meet deadlines and multi-task  Ability to work un-supervised and use own initiative  Ability to work in a multi-disciplinary team  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 |  |
| **OTHER REQUIREMENTS**  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Able to work to rota requirements including bank holidays and weekends.  Ability to travel to other locations as required. | E  E  E |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
|  | | | | | |
| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
| Contact with patients | Y |  |  |  |  |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | N |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
|  | | | | | |
| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
|  | | | | | |
| 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 |  |  |  |  |
|  | |  |  |  |  |
| **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 |  |  |  |  |
|  | | | | | |
| **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 |  |  |