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| Job Title:              | Care Co-ordinator                                   |
| Reports to (job title): | Administration Manager / Administration Team Leader |
| Line Manager to:        | N/A   |

## Job purpose

To provide an excellent customer experience for patients and professionals contacting the Care Co-ordination Hub by telephone and email as the first point of contact to Lancashire Healthy Young People and Family Services in Lancashire. Ensuring effective filtering and directing telephone calls for these services within Lancashire.

Supporting clinical teams by booking and scheduling routine clinic activity based on rules and protocols and signposting other activity to the relevant services within required timescales

## Base

Locality Hubs

## Key responsibilities

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role: -

- To provide initial screening to all referrals into the CCH from GPs and other partner organisations, service users, carers and relatives. Dealing with referrals by phone, or email and directing these referrals to the relevant professionals and dealing with any incorrect referrals at source
- To answer telephones, taking and forwarding messages, ensuring that all telephone and personal callers receive a prompt, courteous, non-judgmental and well-informed response
- To be able to follow guidelines/protocols and work with clinical colleagues to ensure patients are directed to the correct services in a timely fashion
- To prioritise the level of need of referrals and highlight any urgent referrals to the suitable available health professionals
- To process referral documentation and input details or form in appropriate client or patient database.
- Creating new referrals on the clinical system and allocating those referrals to the appropriate service for timely action including new births, transfers into service and Antenatal ladies, linking all family members.
- To record all referrals accurately for service users and carers on EMIS, following the agreed procedure. To ensure that these referrals are allocated to the appropriate team, and to ensure these records are confidential, but readily available to Case Managers
- To process ante-natal and other key milestone visits to practitioners
- To provide a signposting service to the public with information on HCRG Services and alternative services provided by other statutory and voluntary agencies aiming where possible

- Working to rules and protocols book core planned clinical appointments ensuring patients are seen within any contracted waiting times
- Collating and sending information and appointment letters to patients in respect of booked appointments
- Rescheduling appointments cancelled by patients where possible
- Signposting patients appropriately (only after training) and capturing this data on EMIS
- Updating clinical systems and clinic templates with demographic information and expected dates of birth
- To maintain and take ownership local organisational databases as appropriate
- To book and schedule routine patient appointments using EMIS and other recording systems
- Distributing information for cascade when required from Single Point of Access
- Providing support around incoming and outgoing written correspondence from the organisation (letters/emails)
- Completing the relevant incident forms when required (CIRIS)
- Ensuring all Information Governance requests are processed in a timely manner
- Ensuring all patient data is input to the client database accurately and available on the system for health professionals. Follow appropriate record keeping as per policy
- To be aware of all standard operating procedures for the business unit and follow appropriate pathways

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

### Care Think Do

- Inspire • Challenge •
- Understand • Improve •
- Communicate • Learn •

Accountability  
Involve  
Resilience

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

**care·think·do**

WE CHANGE LIVES BY TRANSFORMING HEALTH AND CARE

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 1998 Data Protection Act and should be managed in accordance with this legislation.

This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice, NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Medicines Management Responsibility

### **Nursing or registered healthcare professionals**

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

### **Skilled non-registered staff**

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a "non-smoking" policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification Essential

### Qualifications:

- Good all-round basic education to at least GCSE level or equivalent, including Maths and English

### Experience:

- Administrative experience in a busy, customer facing environment
- Experience of working in a busy office environment
- Excellent and courteous telephone manner

### General Skills:

- Flexible approach to work
- Reliable
- Shows honesty, integrity, discretion

### Specific Skills:

- Excellent customer services skills
- Advanced keyboard skills
- High levels of computer literacy
- Ability to prioritise

### Communication:

- Ability to work as part of a team
- Excellent interpersonal and communication skills, both verbal and written

## Desirable

### Experience:

- Previous health or social care experience
- NVQ level 2/3 in administration

### Knowledge:

- Understanding of medical terminology
- Knowledge of clinical systems or databases
- Ability to prioritise workload
- Proven planning skills

Employee signature

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Manager signature

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