

# Job Description

Job Title:	SPA Administrator (Wiltshire)
Reports to (job title):	Business Support Team Leader
Line Manager to:	N/A

## Job purpose

The post-holder will provide an excellent customer experience for patients and professionals contacting the Single Point of Access (SPA) by telephone, by email and by post, as the first point of contact to HCRG Care Group Services in Wiltshire. The administrator will support the effective filtering and directing of telephone calls and correspondence for Wiltshire Children's Community Services and where required, with partner organisations. This post will also support the wider business support function in providing administrative and organisational support across the full range of office and service activities.

This is a demanding role requiring high levels of administrative and communication skills and the ability to work proactively as part of a team.

## Base

The role will be based in Derby Court, White Horse Business Park, Trowbridge with some flexibility for home working.

## 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 of all referrals and notifications into the Single Point of Access (SPA) from GPs, Service Users, Parents, Carers and other partner organisations

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- To direct incoming referrals and notifications to the relevant professionals and deal with any incorrect requests at source
- 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 requests and highlight any urgent requests to the relevant available health professionals
- Carry out call backs to referrers where necessary to ensure appropriate information is obtained to ensure a high quality referral
- To record all referrals accurately for service users and carers on various client information systems, 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 services
- To provide a signposting service to the public with information on HCRG Care Group and alternative services provided by other statutory and voluntary agencies
- Carry out data cleansing as and when required
- Book and schedule planned clinical appointments on SystemOne ensuring patients are seen within any contracted waiting times
- To collate and send information and appointment letters to patients in respect of booked appointments
- To reschedule appointments cancelled by patients or the organisation
- To maintain and update clinical systems and clinic templates
- To maintain and take ownership of local organisational databases as appropriate
- To produce and distribute information for cascade as required
- To order routine goods and services to support the service
- To provide support around incoming and outgoing written correspondence from the organisation (letters/emails)
- To minute take at meetings where required

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- The post holder is required to work flexibly and provide cover for other business support colleagues as required to ensure that service priorities and workloads are maintained
- The post holder is required to undertake any appropriate additional duties as delegated by their line manager or the Business Support Manager

## 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
<ul style="list-style-type: none"><li>• Inspire</li><li>• Understand</li><li>• Communicate</li></ul>	<ul style="list-style-type: none"><li>• Challenge</li><li>• Improve</li><li>• Learn</li></ul>	<ul style="list-style-type: none"><li>• Accountability</li><li>• Involve</li><li>• Resilience</li></ul>

## 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.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS

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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

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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.

## **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.

## **Policies and Procedures**

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

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## 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 general education to at least GCSE level or equivalent, including Maths and English

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## Work Experience

- Administrative experience in a busy, customer facing environment

## Knowledge and Skills

- Excellent customer services skills
- Accurate and efficient keyboard skills
- High levels of computer literacy – to include a good working knowledge of Microsoft Office packages incusing Outlook, Word, Excel.
- Ability to work as part of a team
- Effective interpersonal and communication skills, both verbal and written
- Good telephone manner
- Polite and helpful customer service skills
- Ability to work with discretion, sensitivity and maintain confidentiality
- Good planning and organisational skills and ability to meet deadlines
- Ability to prioritise and manage workload in busy environment

## Desirable

### Work Experience

- Previous health or social care experience
- Minute taking

### Knowledge

- Understanding of medical terminology
- Knowledge of clinical systems or databases

### Other requirements:

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There may be a requirement to travel to another Wiltshire office location for training

**Employee signature**

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**Manager signature**

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