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| Job Title: | Service Secretary |
| Reports to (job title): | Service Manager |
| Line Manager to: | N/A |

Job purpose

To provide an efficient and effective typing and administration function to the team.

The post requires fast and accurate audio typing skills, and a sound knowledge of medical terminology.

To be proficient in the use of computerised systems for booking and tracking all types of appointments and patient electronic records ensuring this function is co-ordinated and updated accurately and in a timely manner.

To undertake clerical duties to ensure a comprehensive and efficient administrative support service.

Key responsibilities

- Accurately transcribe all correspondence and reports by touch typing from audio dictation using knowledge of medical terminology. Daily use of the Blithe Lilie Patient Management System, HIV database, microsoft office and use of various IT packages and departmental databases as required.
- Undertake routine clerical duties such as distributing and despatching mail, photocopying, faxing, responding to emails, and retrieval of case notes for various departments as requested.
- Answer the telephone and wherever possible deal with enquiries or take messages and pass to the appropriate person to respond.
- The tracking of all medical documents whether hard copy or electronic in your possession via the Patient Management System.
- Agenda formation and minute taking.
- The accurate filing of letters and investigations within the appropriate section of the patient EPR.
- Liaison with other departmental staff regarding case notes in your possession.
- Provide administrative support to the medical teams and service support to the Management team.
- Management of the onward referral process and act as a support for the administration teams for inward referral tracking when required.
- Support with the tracking and collation of alerts.
- To support the HIV service with administration of patient and non-patient activities.

- To liaise with other third parties and hospital trusts to obtain patient history notes and transfer of care letters.
- To support the HIV team with secretarial and ad-hoc administrative tasks.
- To attend, contribute and minute take contractual, operational and educational meetings.

There may be on occasion additional duties that may be required upon managerial request.

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"> • Inspire • Understand • Communicate | <ul style="list-style-type: none"> • Challenge • Improve • Learn | <ul style="list-style-type: none"> • 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.

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 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

- Experience of working in a customer / patient focused environment
- Experience of working in a pressurised environment
- Communication Skills
- Able to handle sensitive information
- Being able to 'multi-task'
- An understanding of basic medical terminology
- Be able to prioritise effectively to meet deadlines
- Knowledge of good office & administrative practice
- Computer literate: able to use Microsoft Word, Email, Excel and other Office applications to maximise the efficiency of the office.
- Secretarial or typing qualification; or equivalent experience

Desirable

- Experience as a medical secretary
- Previous NHS or independent health sector secretarial /administrative experience.
- Knowledge of hospital databases. LILIE. EMIS. SYSTMONE. ULTRA. PAS, CHOOSE & BOOK etc
- AMSPAR