

Job Title:	Ward Administrator
Reports to (job title):	Admin Lead / Team Lead
Line Manager to:	No line management responsibility

## Job purpose

- The ward administrator will be part of a wider business support function, providing administrative and organisation support across the full range of ward and service activities. The ward administrator will also be expected to cover ward clerk colleagues, supporting with the smooth running of the ward and providing support to frontline clinicians and managers.
- In the absence of the admin lead, the ward administrator will provide administration support to the bed manager with admission and discharges of patients from the in-patient wards. Liaising with other hospitals and providers in supporting smooth and timely admissions and discharges.
- Each in-patient ward will have its own range of demands, which the ward administrator will be expected to meet in discussion with the Admin Lead / Team Lead.
- The ward administrator will be required to work flexibly and provide cover for administration colleagues across (Gravesham, Livingstone, Sheppey and Sittingbourne) as required ensuring that service priorities and workloads are maintained.

## 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:

### Communication

- Maintain effective working relationships with colleagues within the organisation. In particular, work effectively with managers and other senior team members to ensure that statutory and other timescale tasks are achieved.
- Support and assist other administrative colleagues with their roles, tasks and workload as required (under the guidance of the Admin Lead / Team Lead).
- Maintain effective communication with the Admin Lead / Team Lead when ensuring tasks are prioritised and resourced effectively.
- Maintain high standards of customer services by providing effective communication with patients, families, carers, colleagues, managers and a range of professionals from within and outside the organisation.
- The role requires excellent communication and interpersonal skills. The role will involve the transmission of fairly complex, sensitive and clinical information. A significant degree of diplomacy, tact, confidentiality and discretion will need to be displayed at all times.
- Support the ward managers and in-patient matrons with meeting preparation and minute taking.

## **Analytical/Judgmental**

- The postholder is required to use their personal judgement to escalate or refer issues to colleagues/managers within the guidelines provided by the Admin Lead / Team Lead.
- Deal effectively with routine situations without further escalation (within the guidelines provided).
- The postholder will need to have a high level of attention to detail to ensure work is to a high standard and accuracy and to be able to deal with competing priorities.

## **Human Resources**

- Attend statutory and mandatory training as required.
- Maintain a high standard of personal development.
- Participate and contribute to supervision sessions with Admin Lead / Team Lead.
- Attend and contribute to team meetings.
- Support new and existing colleagues as directed by Admin Lead / Team Lead.
- Contribute to the induction and training of new staff as directed by Admin Lead / Team Lead

## **Health, Safety & Security**

- Adhere to the organisation's policies and procedures in relation to health and safety.
- Assist in maintaining the health and safety of self and others.
- Report risks to Health and Safety Manager, Admin Lead, Team Lead or another Manager as appropriate.
- Monitor equipment services dates and required maintenance.

## **Policy and Service Improvement**

- Contribute to service development by making suggestions and expressing views about how systems and processes can be improved, and with the agreement of the Admin Lead / Team Lead, put these into effect.
- Report suggestions made by patients, relatives, carers and visitors to Admin Lead / Team Lead.
- Participate in service development projects/initiatives as requested by Admin Lead / Team Lead.

## **Audit/Research & Development**

- Participate in audits relating to service area or own work as directed by Admin Lead / Team Lead / or another Manager as appropriate.
- Support feedback from service users by complying with the organisation's requirements (e.g. Friends & Family Test).

## **Quality**

- Maintain the quality of own work and support colleagues to do the same.
- Contribute to the improvement of quality in own service area by reporting and resolving issues and making suggestions for improvement to their Admin Lead, Team Lead or another manager as appropriate.

## **Freedom to Act**

- Be proactive in highlighting areas of concern.
- Adhere to the organisation's policies and procedures.
- Carry out duties within the guidelines provided by Admin Lead / Team Lead.
- Prioritise own workload on a day to day basis.

- Deal with routine matters within the guidelines provided by line manager and escalate non-routine issues to colleagues/managers as appropriate.

## **Equality, Diversity and rights**

- Act in ways which support and promote equality, and value diversity in own work.
- Challenge bias, prejudice and intolerance if appropriate.

## **Planning and Organisation**

- Organise own day to day tasks and responsibilities and prioritise appropriately.
- Notify Admin Lead / Team Lead of any identified gaps in service provision.
- Organise meetings or other events as requested by Admin Lead / Team Lead / Ward Managers.

## **Patient Care**

- Provide non-clinical information (within the organisation's guidelines) to patients, families, carers, colleagues and other professionals.
- Provide and receive confidential, complex and sensitive information from a range of staff internally and externally.

## **Responsibility for Financial and other Physical Resources**

- Monitor and order stationery and office/clinical supplies (expenditure to be authorised as appropriate). Maintain records as required.
- Support Ward Managers by liaising with Ward staffing agencies, using appropriate systems to secure safer staffing levels for the Wards, bearing in mind financial restraints.
- Raising purchase orders to cover service charges and adhoc requests.

## **Information Resources**

- Accurate data input to key IT systems and databases. This will include scanning and attaching documents, creating patient records, updating personal information relating to service users, generating standard letters and discharging cases.
- Ensure paper and/or electronic systems are kept up to date and accurate.
- Typing for practitioners.
- Attend meetings to take notes/minutes if required (can include management meetings, team meetings, clinical reviews or meetings with patients).
- Update and maintain diaries for managers and/or clinicians if required.
- Be responsible for maintaining filing systems including keeping filing accurate, up to date, archiving and adhering to file retention policies.
- Photocopying and scanning.
- Processing incoming and outgoing mail.
- Operate and maintain a range of statutory, regulatory and corporate business processes and systems as required.
- The postholder is required to work flexibly and provide cover for other administration colleagues across all the in-patient wards (Gravesham, Livingstone, Sheppey and Sittingbourne) as required ensuring that service priorities and workloads are maintained.
- To provide administration support to managers with diary management.
- Archiving patient notes/clinical records.

The postholder is required to undertake any additional duties as delegated by the Admin Lead / Team Lead.

## 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 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

- Administrative experience (minimum 1 year).
- Experience as an administrator within a customer care, healthcare or social care setting.
- GCSEs or equivalent.

#### Knowledge & Skills

- Excellent knowledge of Microsoft Office packages including Outlook, Word, Excel.
- Accurate and efficient IT and keyboard skills.
- Effective interpersonal, organisational and communication skills.
- Ability to communicate clearly with a wide variety of colleagues and service users, both verbally and in writing.
- 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 within a busy environment.
- Ability to work as part of a team.
- Responsive attitude to delegation of tasks.
- Punctual, cheerful, reliable and dependable.
- Accurate minute/note taking.

#### Personal Attributes (demonstrable)

- Reliable and flexible.
- Ability to prioritise own workload, work to tight timescales and manage interruptions.
- Able to contribute to the changing demands of the service.
- Willing to undertake training relevant to the post.
- Demonstrates a diplomatic caring attitude.

#### Desirable

- NVQ level 3 Business Administration or equivalent experience.
- Previous NHS experience.
- Administrative experience (minimum 2 years)

#### Other requirements:

- Travel to work at other sites to cover absence, training etc.
- UK full driving licence
- Smart appearance



# Job Description

Employee signature

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Manager signature

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