

Job Title:	Administrator / Receptionist
Reports to (job title):	Reception Team Lead & Admin Manager
Base:	Chippenham Community Hospital

Job purpose

This role forms part of a Reception Team that acts as the first point of contact for patients who may require treatment within the Minor Injury Unit (MIU). In addition, the team provides reception support for all visitors to the hospital, covers X-ray reception and assists both patients and staff by providing a patient-focused, high quality and efficient service.

Key responsibilities

- Register patients who wish to be seen in MIU.
- To act as the first point of contact to all patients, relatives and healthcare colleagues visiting the hospital, ensuring that they are dealt with in a professional, appropriate, courteous, calm, and sympathetic manner so they feel welcome and that they are given the information they require.
- To deal appropriately, calmly, and courteously with telephone enquiries from patients, relatives, GP's, and other healthcare colleagues.
- Book in patients for X-ray & ultrasound appointments. Deal with x-ray telephone enquiries and book x-ray appointments.
- Data input information onto patient administrative system (SystemOne)
- Act as central point of contact for all calls/enquiries to the team, redirecting calls, taking messages, and dealing with enquiries where appropriate.
- Support administrative colleagues providing admin support to the team as required. To include word-processing and photocopying for the team.
- Maintain filing systems for: electronic files; paper files; personal files; team notice board; patient records; archive filing.
- Ensure personal mandatory training compliance and personal development to meet requirements of the post and participate in supervision, training, and appraisal.
- Support administrative colleague with checking of invoices as required.
- Ensure all office equipment is in working order, reporting faults and monitor progress of repair. Collect, distribute, and prepare post sending out to other departments/sites/agencies. Open all post as directed by Reception Team Lead or Admin Manager.

Budget Responsibilities

Not applicable – this is not a budget-holder post.

Responsibilities for People or Training

Not applicable – this is not a post with responsibilities for staff or training.

Other Factors

1. Frequent sitting and inputting at keyboard.
2. Lifting, sorting, filing, storing stationery ordered
3. Frequent requirement for prolonged concentration is required to input data onto databases
4. Meeting frequent deadlines
5. Uses VDU equipment most of the day

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

- Inspire
- Understand
- Communicate

Think

- Challenge
- Improve
- Learn

Do

- 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.

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

- Good general education (e.g GCSE English & Maths)
- Reception duties/ meeting & greeting the public
- IT literate
- Excellent customer service skills
- Experience of working with a range of Microsoft Office packages (e.g. Word, Outlook & Teams)
- Experience of inputting accurate and timely data onto electronic systems
- Ability to treat all patient and other hospital information confidentially
- The ability to communicate basic or sensitive information to colleagues, patients and relatives
- The ability to work as part of a wider multi-disciplinary team to ensure high quality administration support
- Able to organise, prioritise and adjust own workload in relation to the priorities of the department daily
- Efficient, courteous telephone manner
- Good organisational skills
- Calm in a pressured environment
- Confident in dealing with people at all levels
- High level communication skills
- Able to work unsupervised
- Willing to work in other areas of the organisation if required to do so

Employee signature

Manager signature
