**Administrator job description & person specification**

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| **Job Title** | Practice Administrator |
| **Line Manager** | Assistant Practice Manager |
| **Accountable to** | Practice Business Manager |
| **Hours per week** | 10 per week |

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| **Job Summary** |
| To be responsible for undertaking a wide range of secretarial and administrative duties and the provision of administrative support to the multidisciplinary team. Duties can include but are not limited to, the processing of information (electronic and hard copy) in a timely manner, liaising with multidisciplinary team members and external agencies such as secondary care and community service providers and in accordance with current policies, including the use of the electronic referral service (ERS). |

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| **About the Surgery** |
| Cerne Abbas Surgery is a rural GP practice located in the beautiful village of Cerne Abbas. The surgery provides services to an area of approximately 100 square miles, which includes numerous small villages and a total patient population of around 4000.  We are a dispensing practice, so can issue medication to our patients, and have an Integrated Nursing Team, meaning we provide both practice based and community care from within our own team.  We have 3 part time GP partners, and one part time Salaried GP, who are supported by a team of receptionists, administrators, dispensing staff, and management, as well as the Integrated Nursing Team. |

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| **Generic Responsibilities** |
| All staff at Cerne Abbas Surgery have a duty to conform to the following:  **Equality, Diversity & Inclusion**  A good attitude and positive action towards ED&I creates and environment where all individuals are able to achieve their full potential. Creating such an environment is important for three reasons: it improves operational effectiveness, it is morally the right thing to do, and it is required by law.  Patients and their families have the right to be treated fairly and be routinely involved in decisions about their treatment and care. They can expect to be treated with dignity and respect and will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Patients have a responsibility to treat other patients and our staff with dignity and respect.  Staff have the right to be treated fairly in recruitment and career progression. Staff can expect to work in an environment where diversity is valued and equality of opportunity is promoted. Staff will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Staff have a responsibility to ensure that you treat our patients and their colleagues with dignity and respect.  **Safety, Health, Environment and Fire (SHEF)**  This practice is committed to supporting and promoting opportunities to for staff to maintain their health, well-being and safety. You have a duty to take reasonable care of health and safety at work for you, your team and others, and to cooperate with employers to ensure compliance with health and safety requirements. All personnel are to comply with the Health and Safety at Work Act 1974, Environmental Protection Act 1990, Environment Act 1995, Fire Precautions (workplace) Regulations 1999 and other statutory legislation.  **Confidentiality**  This practice is committed to maintaining an outstanding confidential service. Patients entrust and permit us to collect and retain sensitive information relating to their health and other matters, pertaining to their care. They do so in confidence and have a right to expect all staff will respect their privacy and maintain confidentiality at all times. It is essential that if, the legal requirements are to be met and the trust of our patients is to be retained that all staff protect patient information and provide a confidential service.  **Quality & Continuous Improvement (CI)**  To preserve and improve the quality of our output, all personnel are required to think not only of what they do, but how they achieve it. By continually re-examining our processes, we will be able to develop and improve the overall effectiveness of the way we work. The responsibility for this rests with everyone working within the practice to look for opportunities to improve quality and share good practice.  This practice continually strives to improve work processes which deliver health care with improved results across all areas of our service provision. We promote a culture of continuous improvement, where everyone counts and staff are permitted to make suggestions and contributions to improve our service delivery and enhance patient care.  **Induction Training**  On arrival at the practice all personnel are to complete a practice induction programme; this is managed by the Assistant Practice Manager.  **Learning and Development**  The effective use of training and development is fundamental in ensuring that all staff are equipped with the appropriate skills, knowledge, attitude and competences to perform their role. All staff will be required to partake and complete mandatory training as directed by the Assistant Practice Manager, as well as participating in the practice training programme. Staff will also be permitted (subject to approval) to undertake external training courses which will enhance their knowledge and skills, progress their career and ultimately, enable them to improve processes and service delivery.  **Collaborative Working**  All staff are to recognise the significance of collaborative working. Teamwork is essential in multidisciplinary environments. Effective communication is essential, and all staff must ensure they communicate in a manner which enables the sharing of information in an appropriate manner.  **Service Delivery**  Staff at Cerne Abbas Surgery must adhere to the information contained with practice policies and regional directives, ensuring protocols are adhered to at all times. Staff will be given detailed information during the induction process regarding policy and procedure.  **Security**  The security of the practice is the responsibility of all personnel. Staff must ensure they remain vigilant at all times and report any suspicious activity immediately to their line manager. Under no circumstances are staff to share the codes for the door locks to anyone and are to ensure that restricted areas remain effectively secured.  **Professional Conduct**  At Cerne Abbas Surgery, staff are required to dress appropriately for their role. Whilst there is no uniform, a Dress Code setting out appropriate clothing for your role is provided.  **Leave**  All personnel are entitled to take leave. Line managers are to ensure all of their staff are afforded the opportunity to take a minimum of 20 days leave each year and should be encouraged to take all of their leave entitlement. |

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| **Primary Responsibilities** |
| The following are the core responsibilities of the practice administrator. There may be on occasion, a requirement to carry out other tasks; this will be dependent upon factors such as workload and staffing levels:   1. Processing incoming and outgoing mail 2. File and store records as required 3. Photocopy documentation as required 4. Action all incoming emails 5. Process calling letters as requested 6. Scanning of patient related documentation and attaching scanned documents to patient’s healthcare records 7. Process referrals to external agencies such as secondary care 8. Input data into the patient’s healthcare records as necessary 9. Process referrals using the electronic referral system (ERS) 10. Process incoming e-test results, ensuring they are referred to the relevant clinician 11. Read code data on SystmOne 12. Answer incoming phone calls, transferring calls or dealing with the callers request appropriately 13. Manage all administrative queries as necessary 14. Produce meeting agendas and record the minutes of meetings 15. Carry out system searches as requested 16. Maintain a clean, tidy, effective working area at all times 17. Support all clinical staff with general administrative tasks as requested |

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| **Secondary Responsibilities** |
| In addition to the primary responsibilities, the medical administrator may be requested to:   1. Partake in audits as directed by the audit lead 2. Process requests for information i.e. SAR, insurance / solicitors’ letters and DVLA forms 3. Action GP2GP tasks 4. Data entry of new and temporary registrations and relevant patient information 5. Support reception staff, providing cover during staff absences 6. Book appointments 7. Process all DNA letters in accordance with current protocol 8. On occasion, complete opening and closing procedures in accordance with the rota |

The person specification for this role is detailed overleaf.

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| **Person Specification - Administrator** | | | |
| **Qualifications** | **Essential** | **Desirable** | **Useful** |
| Educated to GCSE level or equivalent | ✓ |  |  |
| GCSE Mathematics & English (C or above) | ✓ |  |  |
| NVQ Level 2 in Health and Social Care |  |  | ✓ |
| **Experience** | **Essential** | **Desirable** | **Useful** |
| Experience of working with the general public | ✓ |  |  |
| Experience of administrative duties | ✓ |  |  |
| Experience of working in a health care setting |  | ✓ |  |
| **Skills** | **Essential** | **Desirable** | **Useful** |
| Excellent communication skills (written and oral) | ✓ |  |  |
| Strong IT skills | ✓ |  |  |
| Clear, polite telephone manner | ✓ |  |  |
| Competent in the use of Office and Outlook | ✓ |  |  |
| SystmOne user skills |  | ✓ |  |
| Effective time management (Planning & Organising) | ✓ |  |  |
| Ability to work as a team member and autonomously | ✓ |  |  |
| Good interpersonal skills | ✓ |  |  |
| Problem solving & analytical skills | ✓ |  |  |
| Ability to follow policy and procedure | ✓ |  |  |
| **Personal Qualities** | **Essential** | **Desirable** | **Useful** |
| Polite and confident | ✓ |  |  |
| Flexible and cooperative | ✓ |  |  |
| Motivated | ✓ |  |  |
| Forward thinker | ✓ |  |  |
| High levels of integrity and loyalty | ✓ |  |  |
| Sensitive and empathetic in distressing situations | ✓ |  |  |
| Ability to work under pressure | ✓ |  |  |
| **Other requirements** | **Essential** | **Desirable** | **Useful** |
| Flexibility to work outside of core office hours | ✓ |  |  |
| Disclosure Barring Service (DBS) check | ✓ |  |  |

This document may be amended following consultation with the post holder, to facilitate the development of the role, the practice and the individual. All personnel should be prepared to accept additional, or surrender existing duties, to enable the efficient running of the practice.