

## FAIRFIELD INDEPENDENT HOSPITAL

### JOB DESCRIPTION

<b>JOB TITLE:</b>	Administrator
<b>DEPARTMENT:</b>	Pre-operative Assessment - Outpatients
<b>GRADE:</b>	B
<b>HOURS:</b>	15
<b>CONTRACT:</b>	Permanent
<b>RESPONSIBLE TO:</b>	Outpatients Manager
<b>ACCOUNTABLE TO:</b>	Outpatients Manager

#### Job Summary

To provide administration support to the Pre Operative Outpatients Department and also facilitate the preparation and transfer of case notes from Pre Operative Assessment to Ward

#### Role & Responsibilities

1. To ensure patients' case notes are available for their pre operative assessment appointment.
2. To notify a supervisor if case notes cannot be found.
3. To print and put together care pathways for pre operative assessment appointment.
4. To carry out other clerical duties such as printing, photocopying, faxing.
5. To ensure case notes are prepared 48 hours in advance for all patients being admitted to Ward.
6. To process pathology reports once they have been checked by a trained Nurse, by establishing patients PAS ID number on the ISOFT system and then attaching results to case notes.
7. To maintain stock levels of stationary in the Pre Operative Assessment Department

8. Adhere to Caldicott recommendations with respect to confidentiality and security of the patient identifiable information.
9. To follow departmental policies and procedures in relation to day-to- day work.
10. To undertake training that might be identified as necessary to enable all duties to be carried out professionally and efficiently.
11. To be competent in the use of computers and printing equipment.

### **Communication**

- Committed to working and engaging constructively with internal and external stakeholders on a range of business sensitive issues.
- Nurture key relationships and maintain networks internally and externally, including national networks.
- Consult with managers and members of other functions, to address inter-dependencies and ensure alignment.

### **Policy and Service Development**

- Proposes changes to own function making recommendations for other service delivery.
- Maintain a good knowledge of emerging policies from government departments and external bodies which may impact the service.
- Contribute to strategic and contingency planning for the service, which may have an impact on other areas.

### **Other Role-Specific Duties**

- Carry out any other reasonable duties commensurate with the role and delegated or requested by the manager or supervisor, as the needs of the service require.
- The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the Department and the Hospital.

The above list is not exhaustive but reflects main duties of the post. It will be reviewed annually to respond to the changing needs of the service, in consultation with the post holder.

### **Additional responsibilities**

#### **Health & Safety**

It is the responsibility of all employees to work with managers to achieve a healthy and safe environment, and to take reasonable care of themselves and others. Specific individual responsibilities for Health & Safety will be outlined under key responsibilities for the post.

### Infection Control

All staff will adhere to infection control policies and procedures at all times.

### Information Governance

As an employee you will have access to information that is sensitive to either an individual or to the organisation and you are reminded that in accordance with the requirements of Information Governance, NHS Code of Confidentiality, Data Protection Act 1998 and also the terms and conditions in your contract of employment, you have a duty to process this information judiciously and lawfully; failure to do so may result in disciplinary action.

### Rehabilitation of Offenders Act 1974

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment within the Hospital but must be declared in writing at the appropriate stage during the recruitment process.

### Equality & Diversity

It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under current equality legislation.

All employees must act in ways that support equality and diversity and recognises the importance of people's rights in accordance with legislation, policies, procedures and good practice. All employees must read the Hospital's Equality, Diversity and Human Rights Policy.

### Smoke-free Policy

This Hospital operates a Smoke-free policy. This means that smoking is not permitted anywhere within owned or leased premises, including within their grounds and within owned or leased vehicles.

The job description does not form part of the Contract of Employment.

Name of Postholder:
Signature of Postholder:
Date: