

JOB DESCRIPTION

1. JOB DETAILS

Job Title:	Healthcare Governance Secretary
Grade:	AFC Band 3
Hours:	37.5 per week over five days
Responsible to:	Deputy Nurse Director & Governance Lead
Duration:	Permanent

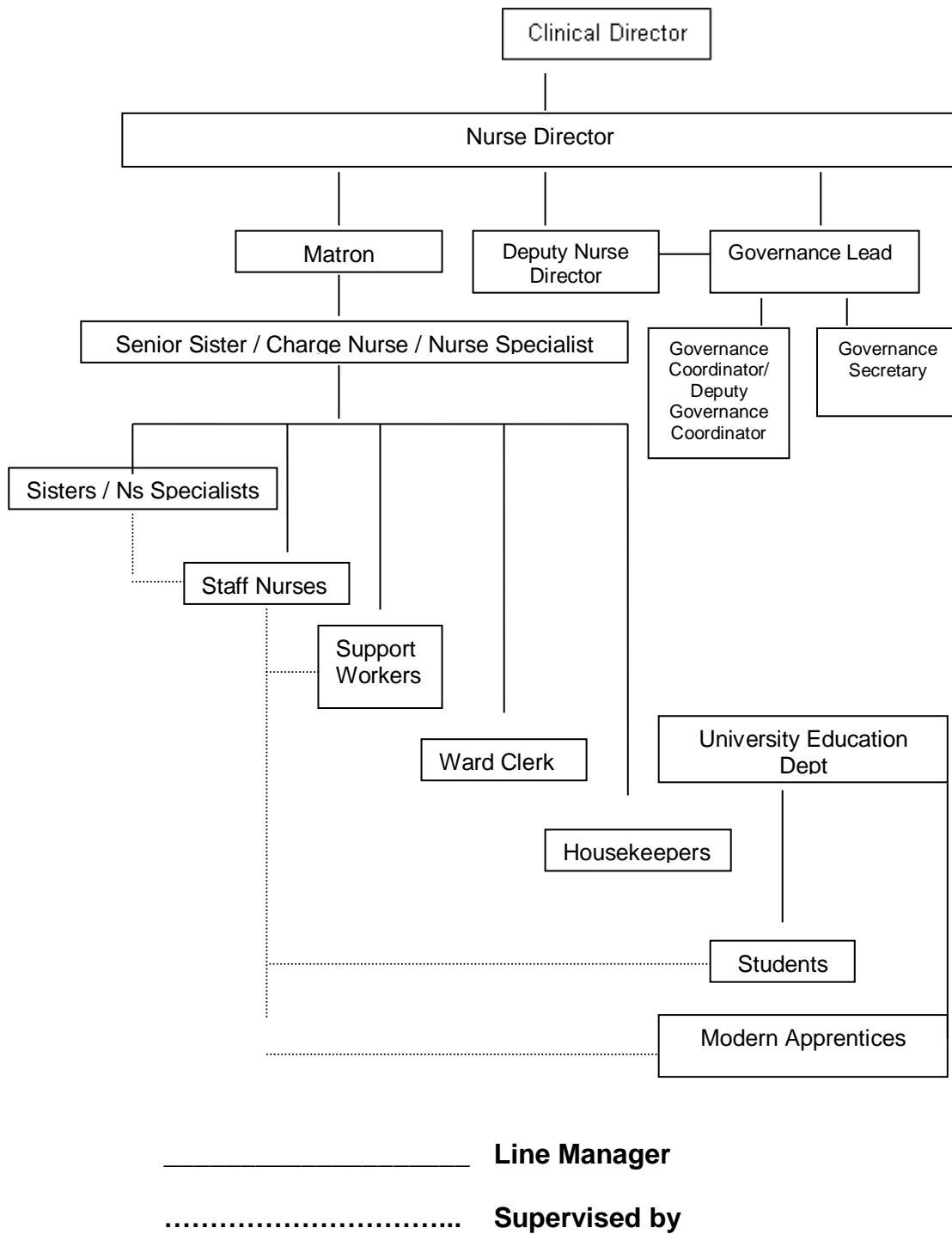
2. JOB PURPOSE

To provide comprehensive administrative support to the Healthcare Governance Team within GRaDE. To organise the clinical, administrative and clerical systems which support the Healthcare Governance strategies.
Provide a secretarial service to the Medical Governance Leads and Governance Team within GRaDE.

3. ROLE OF THE DEPARTMENT

To facilitate the Healthcare Governance agenda in order to promote high quality patient centred services to those requiring care in GRaDE.

4. ORGANISATIONAL CHART



5. MAIN DUTIES AND RESPONSIBILITIES

Provide a comprehensive secretarial and administrative service to the Governance Team for GRaDE, providing an efficient and effective office management system.

Prioritise own workload, work to deadlines, exercise judgement regarding self directed response and produce a consistently high standard of correspondence.

Arrange meetings, formulate agendas, produce and distribute minutes of meetings, following up any action points identified at these meetings in a timely manner.

Provide the first point of contact for the Governance Team dealing with initial enquiries, exercising judgement and taking accurate and informative messages or re-directing calls as appropriate to facilitate timely and appropriate communications with others.

Reply directly to correspondence and telephone calls and draft replies to correspondence.

Effectively manage the diaries of the Governance Team, exercising judgement and prioritising to meet deadlines.

To support the governance team with Business Continuity and emergency preparedness compliance; this would include participation in formal Bronze Command as a Loggist and completion of training to become a Loggist if necessary

Liaise with other departments to support the team in arranging meetings/visits.

Working flexibly and with minimum supervision at all times.

Maintain proactive bring forward and progress monitoring systems.

Order stationery and keep appropriate records

Maintain effective communications and foster good relationships with internal and external contacts including:

Clinical Directors

Nurse Director

Consultants

Matrons

Nurse Specialists

Maintain an effective filing system.

Deal with sensitive and confidential business on behalf of the Governance Team maintaining the confidentiality of patients and staff at all times and initiating action as required.

6. FINANCIAL MANAGEMENT RESPONSIBILITIES

Nil

7. HUMAN RESOURCES MANAGEMENT RESPONSIBILITIES

No responsibility/accountability

8. ASSET MANAGEMENT RESPONSIBILITIES (i.e. stock, equipment, buildings)

Personal use of office equipment. Ordering and monitoring of the office stock and supplies.

9. WORKING RELATIONSHIPS

GRaDE

Clinical Governance Team
Directorate Medical Quality Leads
Deputy Nurse Director
Nurse Director
Matrons
Operations Director & Deputies
Service Managers
Consultants
Ward Sisters/Charge Nurses/Nursing Staff
Secretarial/Clerical staff

Central Trust Departments

Patient Partnership Department
Clinical Effectiveness Department
Patient Healthcare Governance Department
Health and Safety Department
Legal Services Department
Human Resources Department

Post Holder

Post Holder's Signature

Date

Line Manager

Line Manager's Signature

Date