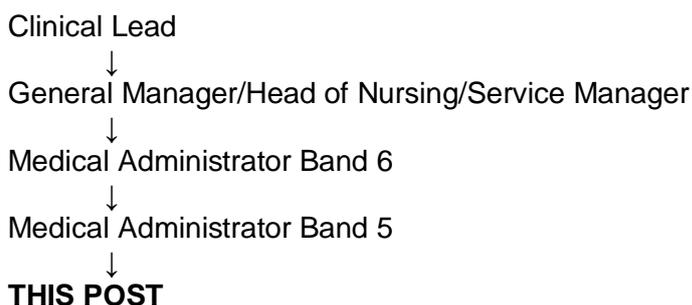




Job Ref:	19-202
Job Title:	Medical Administrator
Grade:	Band 4
Hours:	37.5
Department:	Medicine Division
Location:	Eastbourne DGH and Conquest Hospital
Accountable to:	General manager
Reports to:	Lead Medical Administrator
Job dimensions & responsibility for resources	
Budgetary & Purchasing, Income generation	(please specify) Budget / Delegated Budget managed : £ Authorised signatory for: £ Other financial responsibility: Checking agency timesheets
Staff	Staff (wte):0
Information Systems	Careful use of Trust systems both manual and electronic, to ensure accuracy of data. Store and share information in accordance with department protocols, Trust Information Governance Policy and Data Protection Legislation Specialist systems:eRoster, DATIX, ESR
Job purpose	To support the Management Team by providing general administration and medical administration in the Medicine Division. Responsible for administration within the Medicine Division including senior and junior medical staff leave and absence management. Provide cross cover for other medical administrators as required.

## Department Structure



## Communications and Working Relationships

With Whom	Frequency	Purpose
Clinical Lead	As required	To inform of any issues, assist with Division issues as required.
General Manager / Head of Nursing	As required	To inform of any relevant Division issues and support when required
Consultants	As required	Leave, junior doctors leave, rota issues, training & education, Work plan/work duties Mandatory training. Any other issues
Junior Medical Staff	Daily	All leave, sickness, rotas, work duties, training & education, rotas and any other issues.
Medical Staffing	Weekly/as required	To place adverts, request locum agency staff, advise of locum hours worked.
Matron, Ward Sisters, ward staff	As required	Any support issues ie charitable funds, capex forms.
Human Resources	As required	Staff contracts, clarification on any issues as required.
Training Department	As required	To arrange training & education for junior med staff including mandatory training.
Supplies Department	As required	To discuss or expedite orders, request order numbers and place orders or any other queries.
IT Department	As required	Discuss any IT equipment required, chase orders, report faults, ensure junior medical staff have relevant access.
Payroll Department	As required	Resolve any queries from staff. To co-ordinate all ad hoc payments for medical nursing & admin staff within Medicine.
Other Division Managers & Staff	As required	Any relevant issues that may concern other Divisions.
Switchboard	Daily / Weekly	

		To assist with any queries regarding doctors or other issues. Submit rotas.
H&S Advisor	As required	H&S Issues
Patient Trackers	As required	To support specific areas of validation for cancer and 18 week standards as required.
Clinic Clerks / Theatre Staff	As required	In the absence of a PA, liaise with appointments department to set up additional clinics to support demand.
General Division staff	Daily / Weekly	Liaise with Head of Depts and waiting list and appointments staff to ensure that activity is reduced and/or backfilled during leave.

### Key Duties and Responsibilities

1. Management and maintaining of shift pattern rotas and daily work sheets for senior and junior medical staff within medicine.
2. Monitoring and processing of all leave for senior and junior medical staff within the Division ensuring on call cover is provided and appropriate forms are completed, signed and processed.
3. Responsibility for entering sickness absence and special leave onto ESR for all senior and junior medical staff, undertaking return to work interviews and implementing absence management policy when required.
4. To ensure the Medicine Division complies with Clinical Negligence Standards for Trusts by arranging and participating in departmental inductions for junior medical staff with Clinical Lead, ensuring non clinical aspects of induction are covered.
5. Inductions for all senior and junior locum staff working within the Division.
6. Responsibility for following procedures for requesting agency locum staff as appropriate to ensure affective, optimum service is maintained within the Division.
7. Responsibility of advising Medical Staffing in a timely manner of any advertisements required for replacement medical staff.
8. Responsibility for preparing weekly emergency on call duty rota for Medicine and notifying switchboard.
9. To ensure that all medical staff have relevant IT access.
10. Responsibility for signing and checking of agency locum timesheets and overtime sheets.

## **Finance**

1. Ensuring Charitable fund requests are completed when required and financial procedures are adhered to.
2. At the request of the GM, arranging of ad hoc clinics as required and entering on to system. Ensuring claims are processed for payment by the General Manager.
3. Support the completion and/or processing of ex gratia claims within the Division as required.
4. Responsibility for checking and authorising of agency locums timesheets and faxing to agencies.

## **Human Resources**

1. Awareness of HR policies.
2. Ensuring absences are entered onto ESR and appropriate procedures are implemented when necessary.
3. Supporting the SM and GMs implementing HR policies when required, eg performance management, disciplinary procedures, grievance procedures etc.
4. Responsibility for entering/amending all data for Division staff onto electronic forms and processing. Dealing with associated queries.
5. Supporting the SMs and GM for recruitment and selection (advertising, short listing, interviewing, appointing, CRB checks) as required.
6. Responsibility for preparation of draft contracts for new members of staff to be issued by HR department and checking of same. Issuing of any contract amendment letters for departmental staff.
7. Responsibility for departmental inductions for new members of staff ensuring all relevant areas of induction are covered and authorising required IT access.
8. Maintaining electronic annual leave forms in line with AfC and management of annual leave and special leave A&C staff ensuring appropriate cover is provided wherever possible to Consultants and their teams.
9. Management of personnel files.
10. Organise meetings where required.
11. Authorise any necessary training courses required.

## **Other Duties**

1. To provide a comprehensive, efficient, effective and timely administration service to the Management team as required.
2. Maintain an efficient electronic filing system for all administrative issues.
3. To undertake any work of projects on behalf of the Management Team as required including assisting in collation of data and preparation of reports.
4. To attend and take notes at meetings as required.
5. To assist in the completion of orders as required (non stock, league of friends, capex) ensuring relevant documentation is completed.
6. Liaise with other departments and advise and assist as necessary.
7. Support with validation and additional activity in setting up additional sessions
8. Any other duties relevant to post and commensurate with grade. General Duties

## **Responsibilities applicable to all job descriptions**

1. To be familiar with and adhere to the policies and procedures of the Trust.
2. Behave and act at all times in accordance with the Trust Values, of Working Together, Respect and Compassion, Engagement and Involvement and Improvement and Development
3. To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
4. To participate fully in the performance and development review (appraisal) process and undertake Continuing Professional Development as required.
5. To participate in surveys and audits as necessary in order to enable the Trust to meet its statutory requirements.
6. To be aware of the Trust's emergency planning processes and follow such processes as necessary, in the event of an unexpected incident.
7. This job description is not exhaustive. Staff may be required to undertake any other duties at the request of the line manager, which are commensurate with the band, including project work, internal job rotation and absence cover.

---

## **Statement**

1. This job description will be agreed between the jobholder and the manager to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.
2. The information being handled by employees of East Sussex Healthcare NHS Trust is strictly confidential. Failure to respect the confidential nature





**Person Specification**

Job Title: Medical Administrator	Grade: Band 4
Department:	Date: Aug 19

\*Assessed by:      A= Application      I= Interview      R= References      T= Testing

<b>Minimum Criteria</b>	*	<b>Desirable Criteria</b>	*
<p><b>Qualifications / Training</b>            Good general education to GCSE Grade C or above, with English and Maths.            NVQ3 in administration            Diploma level Business / Administration / IT qualification or proven equivalent experience            Ability to undertake further training required in post</p>		<p>Personnel administration qualification            eg CPP Advanced IT qualification</p>	
<p><b>Experience</b>            Substantial administration experience in NHS or similar complex organisation            Experience of computerised record systems and data storage / retrieval / analysis            Experience of complex diary management / rotas            Experience of working on own initiative and solving problems            Experience of personnel admin processes</p>		<p>NHS administration experience in a similar post.             Experience of managing an office.            IT System administration experience</p>	
<p><b>Skills / Knowledge / Abilities</b>             Proficient IT skills in excel and access databases, word processing, data entry and analysis            Ability to assess and develop systems both paper and electronic.            Excellent written and verbal communication skills.            Customer service skills            Able to use initiative.            Good team worker.            Ability to meet deadlines in a timely manner and have excellent organisational and administrative skills            Ability to communicate effectively and efficiently with good negotiating skills</p>		<p>ECDL qualification or equivalent (Word, Excel, PowerPoint)            Ability to adapt to change</p>	

Ability to prioritise workload and manage often differing topics in parallel Ability to maintain confidentiality at all times Ability to deal sensitively and with discretion			
<b>Other</b> Reliable work record. Flexibility on core hours. DBS clearance if applicable Evidence that personal behaviour reflects Trust values			

-----  
 Managers Signature

-----  
 Date

-----  
 Postholders Signature

-----  
 Date