

JOB DESCRIPTION

Job Title:	Healthcare Records Clerk
	Fixed Term Contract – 12 months
	30 – 37.5 hours per week.
Responsible to:	Senior Quality and Education Sister
Accountable to:	Chief Executive
Overall objectives:	To provide an efficient Health Records Service throughout the Ulster Independent Clinic in accordance with current statutory requirements.
	To manage patient health records to ensure confidentiality and availability when required.

Main duties and responsibilities

1. Assemble and distribute health records for patient admissions to Day Procedure Unit, and Levels 1 and 2, incorporating notes from previous admissions as appropriate.
2. Collect patient notes on day of discharge from ward units. Photocopy relevant documents, and distribute to Consultants. File and secure information in individual patient health record.
3. File other relevant information pertaining to each patient's attendance as required, e.g. LAOP records, Outpatients information, enquiry records, reports.
4. Monitor health records for duplicate numbers, and amalgamate charts and merge hospital numbers when necessary.
5. In conjunction with the Health Records Administration Assistant receive, file, copy, issue and return BHSCT, SHSCT, and other NHS patient's information pertaining to attendance as required, for example, operation note, anaesthetic note, and any other information records or reports, and ensuring notes are returned to the NHS Trust from which they originated from in a timely manner.
6. To ensure storage of records is secure, orderly and confidential.
7. To assist in the transfer of patients records to secure storage off-site as and when necessary.
8. To dispose of any health records contents in accordance with legal requirements.
9. Manage stationery supplies to ensure adequate stock available.

10. Liaise with Heads of Department, Hospital Liaison Sister and Senior Nursing staff regarding patient information.
11. Liaise with Quality & Education Department making health records available for audit.
12. Liaise with Chief Executive and the Company Secretary to facilitate requests arising from enquiries, subject access requests, complaints and legal correspondence.

General Duties

1. Read, understand and adhere to all Ulster Independent Clinic policies and procedures.
2. Communicate effectively with all users of the service, being courteous and respectful and ensuring confidentiality, at all times.
3. Actively participate and contribute to the continuous improvement of the service.
4. Attend all mandatory in-service training and lectures.
5. Comply with the Ulster Independent Equal Opportunities Policy at all times.
6. Carry out all duties & responsibilities in accordance with Health & Safety policies and statutory regulations.
7. Participate in annual performance review and maintain own personal development file.
8. Is responsible for own professional development and maintenance of knowledge and skills.
9. Adhere to and abide by professional code at all times (as applicable).

The above is not an exhaustive list of duties and should be regarded as providing guidelines in which the individual works. This job description is subject to review in light of changing circumstances and operational requirements.

Personnel Specification

CATEGORY	ESSENTIAL	DESIRABLE
Experience	2 years recent experience of administration services in a healthcare environment.	Good all round knowledge of administration services in relation to healthcare records. One years' experience in relation to the administration of healthcare records.
Education / Qualifications / Training	GCSE (or equivalent) English Language and Mathematics. Computer literate	Proficient in the use of Microsoft Office Proficient in the use of Patient Management Systems.
Other	The post holder will be required to be flexible in their working pattern to meet service needs. Satisfactory completion of the following checks: References **Evidence of right to live and work in UK Health screening Qualification checks Satisfactory *ACCESS NI clearance	

Competencies

- Ability to work in a team or on own
- Effective Communication and Interpersonal Skills
- Planning and Organising
- Accuracy and attention to detail
- Customer Focus

Information for Applicants

Please refer to our website for the following policies in relation to your application:

<https://www.ulsterindependentclinic.com/careers>

- Policy on the Recruitment of Ex-Offenders
- Criminal Records Information Policy
- Fair Processing Notice for Candidates and Applicants
- Policy on handling & storage of information

*Applicants can obtain information about AccessNI at the following website address:

<https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>

*AccessNI Code of Practice at the following website address:

<https://www.nidirect.gov.uk/publications/accessni-code-practice>

*AccessNI Privacy Notice at the following website address:

<https://www.justice-ni.gov.uk/publications/ani-privacy>

**You must have the legal right to work in the UK and in line with its legal obligations Ulster Independent Clinic will carry out Right to Work documentation checks prior to appointment. This will include checking documentation for those with Settled or Pre Settled status under the EU Settlement Scheme. Please note that whilst we welcome all applications regardless of national origin we do not hold a UK Home Office Sponsor Licence and we are therefore unable to sponsor applicants under the new UK Home Office points based immigration process.