

Job Description

Job Title:	Administrator – Theatres. Fixed-term contract for 12 months Minimum of 24hrs per week
Responsible to:	Theatre Manager
Accountable to:	Chief Executive
Overall objective:	To provide an efficient and effective administrative service within the Theatre areas. To ensure a smooth, coordinated and planned approach to the administrative duties and maintain a high degree of confidentiality at all times.

Main duties and responsibilities:-

1. Extend a professional welcome to all patients, staff, visitors and other professionals.
2. Help provide patients, visitors and other professionals with relevant information and answer any queries, liaising with relevant staff as appropriate.
3. Assist the Theatre Manager in responding to queries/complaints regarding the administrative function.
4. Liaise with the Theatre Manager, Sisters and Senior Nursing staff regarding patient information.
5. Receive telephone calls, e-mails and answer / direct as appropriate.
6. Receive and sort departmental mail daily and direct as appropriate.
7. Ensure storage of all records is secure, orderly and confidential.
8. Access the computerised patient booking/management system (CMS) to update patient post-case and review appointment information.
9. Input department off duty information onto computerised Time Sheet System.
10. Support the Theatre Manager and team with organising theatre team meetings. Type and circulate agendas and minutes.
11. Support the Theatre Manager and team with administrative duties to deliver of hospital inspections and accreditation – RQIA and CHKS.
12. Manage stationery supplies to ensure adequate stock available.

13. Assist Theatre Manager with equipment maintenance and servicing records.
14. Attend meetings relevant to role.
15. Ensure confidentiality of patient information in accordance with Clinic policies and procedures including Data Protection/GDPR compliance.
16. Perform any other duties in the department deemed appropriate to the grade by the Theatre Manager.

General Duties

1. Read, understand and adhere to all Ulster Independent Clinic policies and procedures.
2. Undertake any educational programme deemed necessary and attend all mandatory in-service training and lectures.
3. Comply with the Ulster Independent Equal Opportunities Policy at all times.
4. Actively participate and contribute to the continuous improvement of the service in own work area.
5. Carry out all duties & responsibilities in accordance with Health & Safety policies and statutory regulations.
6. Communicate effectively with all users of service, being courteous and respectful at all times.
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 according to professional guidelines.
9. Adhere to and abide by professional code at all times (where relevant).

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	Experience in a healthcare setting At least 2 years' administration experience Experience of working with patient information / records. Computer literate in using MS Office – Excel, Word and Outlook.	Administration experience in a healthcare setting Experience of frontline patient care. Proficient in the use of a computerised patient booking/management system.
Education/Qualifications / Training	GCSE (or equivalent) English Language and Mathematics.	
Other	The post holder will be required to be flexible in their working pattern to meet service needs e.g. shifts Satisfactory completion of the following checks: • References • **Evidence of right to live and work in UK • Health screening • Qualification checks • Satisfactory *ACCESSNI clearance.	

Competencies:

- Teamworking
- Strong Patient Focus
- Effective Communication and Interpersonal Skills
- Planning and Organising skills
- Accuracy and attention to detail
- Honesty and Integrity

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.