

JOB DESCRIPTION

Job Title: Medical Secretary – Bank

BANK HOURS – AS AND WHEN REQUIRED

Responsible to: Outpatient Department Sister

Accountable to: Chief Executive

Overall objective: To provide efficient and accurate typing and processing of patient information from consultants.

Main duties and responsibilities:-

1. To proof read, type and process letters for Consultant medical staff, in accordance with the departmental policy. Once the letters have been proof / typed they are then place the letters in the relevant Consultant's folder / pigeon holes. These letters will be signed and returned for posting.
2. To provide administrative support for the Head of Department and members of the nursing staff, as required.
3. The medical secretary is responsible for taking telephone messages for the Consultants in the Outpatients department. These messages are recorded and placed in the Consultant's folder in the Appointments Office or the consultant is contacted directly by phone or email for the Consultant to take the appropriate action.
4. To help Consultants with any queries relevant to own work area and are responsible for the monitoring and processing of the office's email account.
5. To immediately notify Head of Department of any issues and provide regular ongoing updates as required.
6. Confidentiality must be reinforced as it is essential when typing about people's personal matters and medical conditions.
7. Be familiar with the work carried out in the other sections of the Outpatients' Department, so that telephone calls and patients can be directed to the appropriate area.

General Duties

- Read, understand and adhere to all Ulster Independent Clinic policies and procedures.
- Comply with the Ulster Independent Equal Opportunities Policy at all times.

- Attend all mandatory in-service training and lectures.
- Actively participate and contribute to the continuous improvement of the service in own work area.
- Carry out all duties & responsibilities in accordance with Health & Safety policies and statutory regulations.
- Communicate effectively with all users of service, being courteous and respectful at all times.
- Participate in annual performance review and maintain own personal development file.
- Is responsible for own professional development and maintenance of knowledge and skills according to professional guidelines.
- 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.

Person Specification

Notes to applicants:

You must clearly demonstrate on your application form how you meet the required criteria, as failure to do so may result in you not being shortlisted.

Shortlisting will be carried out on the basis of the essential criteria set out below, using the information provided by you on your application form. Please note UIC reserves the right to use any desirable criteria outlined at shortlisting.

CATEGORY	ESSENTIAL	DESIRABLE
Experience / Knowledge / Skills	<p>Experience of working as a Medical Secretary.</p> <p>Computer Literate: Proficient in the use of Microsoft Office .</p> <p>Experience of audio typing</p> <p>Administration experience.</p> <p>Ability to record data accurately both electronically and in paper format.</p> <p>Understanding of Data Protection and patient confidentiality issues.</p>	<p>Experience of using an electronic patient management information system.</p>
Education/ Qualifications / Training	<p>GCSE (or equivalent) at Grades A to C, in English Language and Mathematics</p>	
Other	<p>The post holder will be required to be flexible in their working pattern to meet service needs</p> <p>Satisfactory completion of the following checks:</p> <ul style="list-style-type: none"> • References • **Evidence of right to live and work in UK • Qualification checks • Satisfactory *ACCESSNI clearance. 	

Competencies:

- Ability to work in a team or independently
- Effective communication and interpersonal skills
- Ability to prioritise own workload and meet deadlines
- Excellent organisational skills

Information for Applicants

*Positions which involve direct patient care are classified as regulated and are subject to Enhanced AccessNI Disclosure with Disclosure and Barring Service (DBS) checks.

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.