



ANEURIN BEVAN UNIVERSITY HEALTH BOARD

JOB DESCRIPTION

JOB TITLE	Back up Medical Secretary
GRADE	Band 3
RESPONSIBLE TO	SECRETARIAL MANAGER

JOB SUMMARY:

To provide medical, secretarial and administrative service to Consultants and their Teams, including covering duties of the medical secretaries as required.

KEY RESPONSIBILITIES:

1. To provide audio typing service to Consultants and their clinical Team, including typing patient clinic letters, operation notes, operating lists, discharge summaries and other authorised reports and correspondence where applicable
2. Filing and maintenance of patient case notes and other records including timely maintenance of Trust electronic patient information systems
3. Answer and action telephone enquiries from General Practitioners, other hospital departments, other hospitals, patients, patients' relatives and others on behalf of the Consultant
4. Liaise with other personnel (ie Medical Records staff, ward staff) regarding the arrangement of follow-up appointments, on-going referrals to other departments, and generally assist with the smooth running of the service.
5. Deputise for the medical secretaries as required

6. Process medical secretarial work generated as a result of waiting lists within the relevant specialty
7. Input relevant data for auditing purposes into Trust database
8. To carry out any other appropriate duties as required by the service
9. Must be flexible to the needs of the service

Under the provisions contained in the Health & Safety at Work Act 1974, it is the duty of every employee to:

- a. take reasonable care of themselves and for others at work
- b. to co-ordinate with the Authority, as far as is necessary to enable them to carry out their legal duty and
- c. Not to intentionally or recklessly interfere with anything provided, including personal protective equipment, for health and safety or welfare at work.
- d. Attendance at all mandatory courses

This job description is intended to identify key responsibilities only. Specific objectives will be agreed annually with the Manager.

This job description is current as at the date shown below. In consultation with you, it is liable to variation to reflect or anticipate changes in or to the job.

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PERSON SPECIFICATION

Post: Back-up Secretary

Attributes	Essential	Desirable	Measurable by
Education and training	Good general education Knowledge of secretarial procedures and systems, some of which are non-routine, and non-routine activities such as answering queries, progress chasing, task related problem solving, acquired through experience and training to Vocational Level 3 or equivalent demonstrable experience Audio typing	Shorthand AMSPAR qualified	Application form
Work experience	Previous secretarial experience	Previous medical secretarial experience	Application
Knowledge and understanding	Word processing systems Knowledge of WPAS Knowledge of CWS	Hospital systems Hospital environment Knowledge of spreadsheet systems	Application form
Skills and attributes	Ability to work under pressure Ability to meet deadlines Ability to prioritise workload Ability to achieve targets Ability to follow instructions	Previous experience in patient administration Ability to speak Welsh	Application form and interview
Personal qualities	Team player Polite telephone		Application and interview

	manner Ability to use initiative Good organisation skills Self motivated Flexible to the needs of the service		
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