

Ward Clerk

Job Description & Person Specification –

A summary of the role responsibilities and person specification

Why Our Trust?

Terms and conditions

Post – Ward Clerk

Division – Specialised Services

Department - Cardiac Intensive Care/C604

Band – 2

Salary - £22,383 pa pro rata

Location – C604 – Bristol Heart Institute

Hours of work- 22.5 hours/week 3 x 7.5 hour days (Wednesday 8am to 4pm, Thursday 8am to 4pm, Saturday 10am to 6pm)

Annual leave – Up to 33 days dependant on NHS Service

Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: www.nhsbsa.nhs.uk/pensions

Job Purpose

As a Ward clerk in Cardiac Intensive care, you will predominantly work in a supportive role, assisting the clinical nursing team to ensure the department runs smoothly. You will be in charge of reception, welcome patients and relatives as well as making sure clerical needs are up to date. You will need to be flexible, adaptable and have strong organisational skills. Excellent communication skills are important as you will be liaising with teams throughout the hospital whilst working closely with the nursing team. This is a busy Intensive Care Unit specialising in post-surgical patients, both planned admissions and emergency.

About us

Our mission is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

What you'll love about working here

UHBW has been rated by the CQC as 'Good' - our staff are proud to deliver excellent care. As a forward-thinking multi-award winning Trust, our world-leading research and innovations are having a positive local and global impact. Our hospitals are spread across Bristol and Weston-super-Mare, join us and you can enjoy the very best of both worlds; city living within a stone's throw of the countryside or beside the seaside, both with easy access to all that the South West has to offer.

A digital exemplar- Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

Sustainable healthcare - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

Access to further opportunities with the Trust - Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

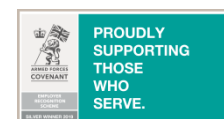
Diversity & Inclusion

A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values.

'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy. The Trust will not tolerate discrimination, harassment or bullying under any circumstances and particularly because of a characteristic protected by the Equality Act 2010.

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**We are
supportive
respectful
innovative
collaborative.
We are UHBW.**



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Main Duties and Responsibilities

Communication:

- To liaise with patients, clinical staff, GPs and Trust support staff in person, via telephone and email as and when necessary
- To show a caring and professional approach towards patients and visitors when carrying out all duties
- Escalate patient queries, capacity problems and general issues to the role's line manager or relevant clinical staff as appropriate

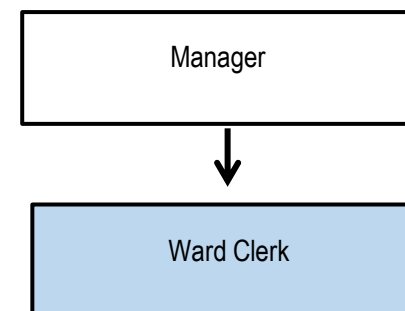
Patient Care:

- To welcome and assist patients, relatives and visitors on arrival to the ward and inform appropriate staff. This may require acting with resilience to deal with sometimes distressed patients and relatives in a professional and empathetic manner

Organising and Planning:

- Ensure that all clinical results and other clinical information are accurately filed in the patient notes and that patient notes are up to date and maintained according to the relevant Trust standards
- Ensure patient records are appropriately received and transferred and trace all notes into and out of the ward
- Prepare patient notes for coding within the relevant deadlines set by the coding team
- To carry out associated clerical duties, for example maintaining accurate filing systems, photocopying, receiving and distributing post, diary management and scanning/uploading patient notes to the online document system
- To undertake the role's/duties in the case of a major incident in your department
- Attend appropriate meetings as required by the role's line manager

Organisational Structure



Key Relationships

• Supervisory Sister / Charge Nurse / Team Leader • Matron and Head of Nursing • Ward nursing team and outpatient teams • Medical and multidisciplinary teams • CNS team • Patients and visitors • Administrative / support staff • Pharmacy staff • Education and Learning teams • Dietician • Research nurses

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Main Duties and Responsibilities Contd.

Service Development and Research:

- To take part in departmental audits and associated duties
- Attend training courses as required to support personal development and the needs of the service
- Assist in training of new members of the team

Finance and Resources:

- If and when appropriate and directed, order and/or receipt stationary and essential items, in line with Trust policies

Information Resources:

- To check and update patient details on arrival to the ward, retrieving data from a number of internal and external PAS's to ensure real time patient flow data is kept across the Trust
- Be responsible for the accurate entry of data to computerised databases, using all computer systems relevant to the role
- To review discharge paperwork and book patient follow-up appointments in line with the Patient Access Policy (PAP) and arrange appointment related services as and when required (E.g. transport and interpreting services)
- To check incoming email inbox(s) on a daily basis to keep up to date with departmental and Trust wide news and information

Other:

- Ensure all patient property is correctly documented and is safely stored as per Trust policy
- To keep public areas tidy and patient information materials up to date
- Maintain confidentiality and discretion and comply with the terms of the Data Protection Act and local Trust policies at all times
- Act with flexibility to utilise skills in other functions if and when appropriate or required by the role's line manager
- To be aware of Service and Trust policies and guidelines and ensure all these are adhered to.
- Liaise with Hotel Services if anything needs changing/cleaning or a deep clean – or for any general queries. - Logging compliments/gifts/general thank you from patients on Datix - Contacting the IT helpdesk if any issues arise with computers, laptops or software - Supporting the nursing team: assisting in any non-clinical tasks and clerical tasks – there to generally help in any way appropriate

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Personal Profile - (E) = Essential (D) = Desirable

Knowledge and Experience

- Previous reception or customer facing experience in a healthcare or public setting (E)
- Previous NHS experience (D)
- Clerical/administration experience including filing and/or reception (E)
- Able to work as a member of a team (E)
- Experience of time management skills and prioritising work within a busy environment (E)

Skills and Abilities

- Excellent/professional telephone/ reception manner (E)
- Flexible approach to duties (E)
- Able to work under pressure and meet deadlines whilst maintaining a high standard of accuracy (E)
- Able to communicate clearly and act quickly in emergency (E)
- Good IT skills including Microsoft packages (E)
- Tidy and methodical working practice (E)
- Attention to detail (E)
- Ability to work effectively in a busy team, adjust to change and motivate others (E)
- Ability to work independently and as part of a team (E)
- Confidence to handle difficult conversations with patients, relatives and carers (E)

Aptitudes

- Supportive (E)
- Respectful (E)
- Collaborative (E)
- Innovative (E)

Qualifications and Training

- Educated to GCSE, grade C or above (or equivalent) in English Language and Maths (E)
- Ability and willingness to undertake appropriate training (D)

(E) = Essential
(D) = Desirable

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Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust, and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

Workplace health and wellbeing

The Trust Workplace Health and Wellbeing Framework applies to all employees, students and volunteers who are encouraged to take responsibility for their individual health and wellbeing and to promote the wellbeing of colleagues. Line managers must recognise the importance of health and wellbeing and take it into account when planning tasks and designing jobs.

Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

Health and Safety

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

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.