

JOB DESCRIPTION

<u>JOB TITLE:</u>	TEAM ADMINISTRATOR
<u>BAND:</u>	Band 3
<u>LOCATION:</u>	West Dorset DN's - Bridport
<u>HOURS OF WORK:</u>	15 hours per week. The post holder may be required to work flexibly to meet the needs of the service.
<u>ACCOUNTABLE TO:</u>	District Nurse/Team Leader
<u>JOB PURPOSE:</u>	To assist the team by providing clinical and administrative support services.

MAIN DUTIES AND RESPONSIBILITIES:

ADMINISTRATIVE ROLE

- 1.1 To ensure the provision of an effective and efficient secretarial and administrative support including dealing with telephone enquiries, relatives, carers, GPs, Social Workers and other agencies, maintaining good communications between staff members of the Trust and outside representatives using own initiative and managing own workload.
- 1.2 Management of the appointment systems and day today input of the D/N team diary. To schedule appointments, (initial assessments, bloods and ear syringing), adjust appointments and home visits as required for the Clinicians. Ensure all notes are ready for visits.
- 1.3 Management of team training; ensure mandatory training up to date and book as required. Book additional training as requested by team lead.
- 1.4 Management of records and filing systems and aware of the importance of documentation.
- 1.5 Inputting data onto the computer including clinical audit reports. To maintain records including waiting lists, computerised systems, databases and spreadsheets required by the Team e.g. referral information, waiting times, store lists.
- 1.6 To organise and prioritise own routine and non-routine daily workload. To have input into developing, organising and implementing new office procedures and systems e.g. Developing/updating of spreadsheets, procedures for processing data and monitoring waiting times.
- 1.7 To arrange and attend meetings as required and take and transcribe formal minutes at meetings and distribute accordingly. To have access to team diaries, plan and organise activities and events including meetings and with internal and external organisations as requested.

- 1.8 To maintain the effective distribution of incoming and outgoing mail.
- 1.9 To maintain accurate records of patient's personal data and change, update as required.
- 1.10 To order stationery and supplies for the team.
- 1.11 Management of the stores for the localities; responsible for purchasing and the "in stock" levels within the agreed inventory parameters, maintain a process for returns and complete all necessary stock takes and maintain the storeroom.
- 1.12 To ensure the provision of a prompt, responsive and professional office telephone service and where necessary operating a divert system and providing cross cover for colleagues.
- 1.13 Responsible for ensuring that confidential information is appropriately stored and that the premises are secure.
- 1.14 Retrieval of information for statistical purposes and checking personal data as necessary
- 1.15 Liaison with other agencies and organisations outside the trust as necessary
- 1.16 Maintenance of an up-to-date resource of services available and network information as requested.
- 1.17 To submit all claims and work returns promptly.

RESEARCH AND DEVELOPMENT

- 1.1 To contribute towards the development and implementation of health care services, in order to tackle health inequalities within the local population, with other members of the Primary Care Trust and local Unitary Authorities.

EDUCATION AND TRAINING

- 1.1 To contribute towards the development, mentoring, supervision, and teaching of staff and pre reg students as appropriate.
- 1.2 To actively undertake personal education and mandatory training according to the needs of the service.