Job Title: Medical Secretary/Administrator

Reports to: Assistant Practice Manager

Accountable to: Practice Manager, GP Partners

Hours: Full time, 37.5 hours

**Place of work**

The post holder will be required to work at Birchgrove Surgery, which also covers a branch site in Rhiwbina.

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| **1. Job Summary** |

The post holder will be responsible for undertaking a wide range of clinical data administrative duties to support the multi-disciplinary team. Duties can include but are not limited to, read coding information into patients’ clinical records, extracting data from clinical correspondence and adding to patient clinical records, monitoring QoF targets and recall systems, running searches and audits, notes summarising. The post holder must work as part of a team, organise and prioritise their own workload on a day-to-day basis, and observe strict rules about confidentiality at all times. Working strictly in accordance with specific practice or national guidelines, they must also know the limits of their own capabilities and seek direction from a doctor, supervisor or manager when required.

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| **2. Key Duties & Responsibilities:**  |
| * Manage and monitor the referrals sent to secondary care
* Oversee the administration of private work (medical reports, letters, etc.) undertaken by the practice, ensuring that they are invoiced and completed in a timely manner
* Accurately input clinical data into patient records
* Run patient recall systems
* Monitor Quality Outcomes Frames (QoF) and other clinical audits and assist with
* administration in achieving QoF targets
* Assist with searches, recalls and audits for chronic disease management, ensuring that recalls letters / questionnaires are produced and sent out on time
* Assist doctors/managers with administration of enhance services and projects
* Summarise patient notes accurately and efficiently, in liaison with doctors, and in
* accordance with the timescale outlined in the GMS Contract, ensuring clinical
* information is added to the computer system accurately and efficiently
* Administer the electronic GP2GP system ensuring patients notes are processed and summarised in a timely manner
* Review and extract required data from clinical correspondence and inputting the data and Read Codes into the patient’s medical record in the computer system
* Ensure, as far as possible, that all data entered complies with the GMS Contract
* Advise doctors and staff in the correct use of Read Codes, shortcuts and GMS
* Guidelines and amend entries as appropriate
* Enter test / screening results and other clinical information
* Ensure that all relevant Safeguarding Adults and Child Protection information is entered into the computer system
* Maintain strict confidentiality in relation to all issues concerned within the service and adhere to the requirements of the Data Protection Act 1984, Information Governance and Caldicott Principles.
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| **3. Other Responsibilities**  |
| **Health and Safety** * To comply with the Health and Safety at Work etc. Act 1974.
* To take responsibility for their own health and safety and that of other persons who may be affected by their own acts or omissions.

**Equality and Diversity** * To carry out at all times their responsibilities in line with Equal Opportunities Policy and Procedure.

**Risk Management and Clinical Governance** * To work within the Clinical Governance Framework.

**Confidentiality** * To maintain confidentiality of information relating to patients, clients, staff and other users of the services in accordance with the General Data Protection Regulations 2018 including outside of the work environment.  Any breach of confidentiality may render an individual liable for dismissal and/or prosecution.

**Safeguarding** * Whilst in post, staff are expected to acquire and update their knowledge on safeguarding as per the intercollegiate document requirements and SHP policies.

**Professional development** * The post holder will participate in any training programme implemented by the practice as part of this employment
* To participate in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development

**General** * To undertake any other duties commensurate with the role, within the bounds of his/her own competencies.
* In light of national policy and due to the needs of the business it may be necessary for the Partnership to alter the opening hours of the surgeries.  This could incorporate different opening hours and weekend working which may affect when you are required to work.  The post holder is expected to be flexible and accommodating, following consultation, in terms of any changes to operating times in the future.
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