

Job title: Medical Secretary

Band: 4

Department: Community Paediatrics

Division: Womens & Childrens



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Letter from Adam Sewell Jones, Chief Executive

Thank you for expressing an interest in working here at East & North Hertfordshire NHS Trust.

East and North Hertfordshire NHS Trust is a very special organisation. Our teams are amazing, and this has been demonstrated even more so during the unprecedented challenges brought about by the Covid-19 pandemic. Our ability to be flexible and innovative in the way in which we work and deliver our services to our catchment has never been more important than it is now.

We are a large acute Trust which operates across four sites; acute services are offered at the Lister Hospital; specialist cancer services at the Mount Vernon Cancer Centre (MVCC); and non-acute services offered at Queen Elizabeth II and Hertford County hospital. We underwent an extensive £150m reconfiguration some years ago which saw all inpatient and complex services centralised at the Lister.

We are an organisation with a strong culture of positive values and our ambition is to provide high-quality, compassionate care to our community in all that we do, including patient experience, clinical outcomes, patient safety and financial sustainability.

We have many great people working for us doing all sorts of roles, ranging from porters to doctors, from administrators to nurses, and everything in between. But we all share one vision – we put our patients at the heart of everything we do.

If you decide to apply, you will be joining us at an incredibly exciting time as we continue on our transformation journey. I hope very much, that after reading this pack, you will want to join us on that journey.

I wish you the best of luck in your application.



Adam Sewell-Jones
Chief Executive

Benefits

As a Trust employee, you can access a range of financial and non-financial benefits to support our staff in all aspects of their life.

Wellbeing:

- Get confidential advice and support on personal, work, family and relationship issues, 24/7, from our Employee Assistance Programme
- Offers and discounts at local gyms
- In-house Health at Work service with advice line and self-referral facility for staff as well as signposting and access to other support, such as weight management clinics and physiotherapy
- On site workplace pharmacy at Lister offering a minor ailment service, flu vaccinations, travel clinic, sexual health, smoking cessation and health check services
- Opportunity to discuss ideas, problems or concerns easily and anonymously with our Speak in Confidence service

Travel:

- Save up to 30% on a new bicycle through our Cycle to Work scheme
- Reduced staff car parking costs through our Car Sharing scheme
- Discounts on local buses and trains
- Competitive rates through our car lease scheme
- Inter-site transport minibus which includes shuttle to Stevenage Railway Station

Work/Life Balance:

- Pursue different interests with the security of employment on your return from your break of 3 months to 5 years with our Career Break scheme
- Generous annual leave with additional days awarded for long service
- A variety of different types of paid and unpaid leave covering emergency and planned leave, such as special leave/ emergency leave/carers leave, through our Special Leave policy
- A Retire and Return scheme, enabling you to draw your pension whilst continuing to work for us after a short break
- Options for flexible working to provide you with a healthy work/life balance such as part time working, term time only, compressed hours (subject to service requirements), and flexible work schedules

Financial:

- Discounts on restaurants, getaways, shopping, motoring, finance through a variety of providers
- Access to the NHS Pension Scheme, providing generous benefits upon retirement, as well as a lump sum and pension for dependants

Learning and Development

- Extensive range of learning and development opportunities, including coaching, for both clinical and non-clinical topics
- Access to our Grow Together scheme, ensuring that you have meaningful, quality conversations with your manager about what matters to you and your development
- We fully encourage our staff to develop to their full potential and are supportive of secondments, acting up opportunities and all learning and development activities.

Other:

- Local and Trust wide staff award schemes where staff are nominated and recognised by their colleagues and peers for their hard work
- Assistance in relocating for some staff with our Relocation Policy

Our vision, mission, and values

Our vision is:

“To be trusted to provide consistently outstanding care and exemplary service”

Our mission is:

Providing high-quality, compassionate care for our communities

Our values are:

Include



We value the diversity and experience of our community, colleagues and partners, creating relationships and climates that provide an opportunity to share, collaborate and grow together

Respect



We create a safe environment where we are curious of the lived experience of others, seek out best practice and are open to listening and hearing new ideas and change

Improve



We are committed to consistently delivering excellent services and continuously looking to improve through a creative workforce that feels empowered to act in service of our shared purpose

Job description

Job title:	Medical Secretary
Band:	4
Department:	Community Paediatrics
Base:	Danestrete (You may be required to work on a permanent or temporary basis elsewhere within the Trust)
Responsible to:	Service Co-Ordinator for Paediatrics
Responsible for:	

Job summary:

To provide professional and efficient secretarial and administrative support to the Consultant and medical team. Be the first point of contact and communication for General Practitioners, consultant colleagues, nursing staff, administrative and other hospital staff, patients, relatives and outside agencies. To have a sound knowledge and understanding of medical terminology.

The post holder must apply a high degree of confidentiality to all of their work.

To undertake these duties without direct supervision, working within broad procedural guidelines.

Main responsibilities:

Principle Responsibilities/Competencies:

1. To act as the first point of reference for the consultant and their team, receiving and dealing with all mail as required. Deal with routine correspondence without recourse to the consultant as appropriate and highlight correspondence of an urgent nature as appropriate. The consultant however must make judgement regarding the critical nature of any case. Respond to priorities set by the consultant and organise the routine work relating to patients so that it is conducted in a timely and chronological order, bringing to the attention of the consultant and line manager any significant lapses and their causes.
2. Communicate and liaise (by letter, telephone and in person) in a professional and sensitive manner with patients and their relatives.
3. Communicate and liaise in a professional manner with General Practitioners, consultants, senior management, other hospital staff, and outside agencies.
4. Use Alden ensuring that all dictation is uploaded within 24 hours of a clinic, audio proof read the letters and download in a timely manner assuring that these letters are given to the consultant/doctor to approve. Once approved and any changes made, within 24 hours, send a copy of the letter to the GP, patient and any other individuals as indicated and file into the patient notes.
5. Prioritise and manage workload. Work independently and without direct supervision, using own initiative.
6. Receive results following diagnostic tests on patients and ensure that the appropriate medical staff sees all such reports. Ensure all urgent results are acted upon promptly and subsequently filed in the patient's notes. Results must not be communicated to patients or relatives without the consultant's agreement.
7. Reassure nervous and appropriately manage abusive patients who are worried about test outcomes. Communicate sensitive information to patients and know when to involve the consultant.

8. Work alongside the Admin Team ensuring that clinic lists are fully utilised and escalate to the Service Co-ordinator any overbooked or under utilised clinic lists.
9. To maintain an accurate index of all patients' notes held in the office area and to forward these to the appropriate destination as soon as they are no longer required, ensuring information is correctly recorded on the Lorenzo system.
10. Supervise support secretaries, temporary staff and voluntary workers. Work closely with all secretaries in the Directorate, providing cross-cover when required.
11. Supervise and provide guidance to clerical support staff to ensure appointments are sent out in a timely and efficient manner in keeping with national targets. This includes advising staff of consultant annual leave and ensuring that clinical sessions have been cancelled where requested.
12. Prioritise and maintain consultant's diary ensuring any necessary documentation is available.
13. Co-ordinate and distribute rotas and co-ordinate doctors annual/study leave.
14. Take minutes of meetings, transcribe and circulate in a timely fashion.
15. Enter computer data in support of the development of clinical information systems within the Directorate. Access and retrieve data and information, including internet based data as required.
16. Assist in the collection of audit data.
17. Receive and deal with as appropriate all medical reports and insurance claim requests.
18. Retrieve heavy and bulky medical records and x-ray film packets as required. Maintain medical record systems by filing and keeping an accurate record of the movement of medical records and use the case note tracking system on Lorenzo.
19. Contact other hospitals when required for further information as requested, i.e. previous letters, results etc.
20. Dependant on varying secretarial workloads, all secretaries within the Directorate will help and support colleagues as required, including cover for annual leave and sickness or as directed by the Service Co-ordinator.
21. To undertake induction of new staff, and training and supervision as appropriate to junior grades.
22. To undertake any other duties commensurate with the grade.
23. Adhere to the Trust access policy at all times.
24. Adhere to the Trust's health and safety and fire training policies.

This job description is neither exclusive nor exhaustive and the duties and responsibilities may vary from time to time in the lights of changing circumstances and in consultation with the job holder.

Supplementary job description information:

Confidentiality

Each of us have a personable responsibility and liability under the Data Protection Act 2018 around the confidential nature of our jobs. Details of a confidential nature, including information relating to patients or staff, must not under any circumstances be divulged to any unauthorised person. Breaches in confidence will result in disciplinary action, which may result in dismissal. In exceptional circumstances this could result in a prosecution for an offence or action for civil damages under the Data Protection Act 2018.

Health and Safety

You must take reasonable care of your own health and safety and that of other people who may be affected by acts of omission at work and to ensure that statutory regulations, policies, codes or practice and department safety rules are adhered to.

Sustainable Development

We recognise the need for a sustainable development strategy that focuses on reducing carbon emissions. We do this through:

- Reducing environmental impact achieved by greener waste disposal and travel, energy and water consumption
- Being a good community role model and supporter of the local economy
- Providing excellent value for money
- In order to reduce our carbon footprint, every single one of us must play a part in ensuring we are an environmentally-responsible organisation. You recycle at home, we ask that you do the same simple things at work
- When you can, use public or inter-site transport, cycle between sites and claim for mileage
- Recycle all you can: paper, CDs, batteries – there are recycling stations throughout the Trust
- Always switch off lights, PCs and other electrical appliances when not in use
- Don't waste water

Safeguarding

You must have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004.

You must treat all patients with dignity and respect and ensure that vulnerable adults are safeguarded from abuse and neglect within the provisions of the Hertfordshire Safeguarding Adults from Abuse Procedure.

Infection Control

You are expected to take individual responsibility to ensure working practice is safe.

Equality, Diversity and Inclusion

The organisations which make up Herts and West Essex Integrated Care System believe that fairness for people is fundamental to providing good care. We want to ensure that those who work with us and for us share this core value.

We are committed to equality, diversity and inclusion for all job applicants, staff, patients and the wider community. We are continuing to develop the strength of our inclusive approach, and creating a workforce which represents the diverse communities we serve is an important part of this.

We have agreed to:

- Work together to learn, celebrate and embrace diversity, end unfairness, discrimination and racism, and embed these changes into our everyday work
- Strive towards being an exemplar group of organisations for equality, diversity, inclusion, fairness and belonging
- Commit to value all people and promote a culture of zero tolerance to all kinds of harassment, bullying, discrimination and racism in the workplace
- Pro-actively champion national and local policies and initiatives to address health and workforce inequalities
- Work in partnership with other professional and health and care organisations to embed these principles
Work in partnership with other professional, health and social care organisations, trade union and voluntary sector organisations to embed these principles

Each organisation with the Herts and West Essex Integrated Care System has agreed to include this statement on their job descriptions so that staff and job applicants are aware of this commitment. Staff are expected to be supportive of these principles and to demonstrate this in everything they do at work, regardless of their role.

You are required to always demonstrate behaviours which support our commitment to equality, diversity and inclusion, as detailed below, so that our workplaces are free from harassment and/or unlawful discrimination and where diversity is actively valued and celebrated.

Review

These guidelines are provided to assist in the performance of the contract but are not a firm condition of the contract. The job description will be reviewed as necessary to meet the needs of the service, in consultation with the post holder.

Person specification

Requirements	Essential	Desirable
Qualifications / Training	RSA 3 or equivalent AMSPAR or equivalent	Evidence of continuing development
Previous Experience	Demonstrable secretarial and administrative experience Managing appointments and diaries Handling telephone enquiries	NHS Experience Recent medical secretary experience
Skills	Excellent communication and presentation skills Excellent verbal/written and interpersonal skills Excellent typing skills Ability to work well under pressure Confidentiality Sensitivity of approach Confidence, tact and diplomacy Initiative, flexibility and adaptability Awareness of limitations of experience and role Well presented application including relevant information for the job	Audio-typing skills Digital dictation
Knowledge	Computer literacy including, Lorenzo, IFIT, Microsoft Word, Excel and Email	CIPTS Organisation structures

Other requirements	Willingness to learn and progress Ability to work within a team environment	
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