

<b>POST TITLE:</b>	Bowel Cancer Screening Administrator
<b>BAND:</b>	Band 3
<b>ACCOUNTABLE TO:</b>	Programme Manager
<b>RESPONSIBLE TO:</b>	Administration Manager/Lead
<b>LINE MANAGEMENT RESPONSIBILITY FOR:</b>	N/A

## JOB OVERVIEW

The Calderdale, Kirklees and Wakefield Bowel Cancer Screening Programme currently invites men and women aged 60-74 to complete an at home test kit (Faecal Immunochemical Test – FIT) which if positive offers them the opportunity to attend for a screening colonoscopy investigation to determine whether or not they have a Bowel Cancer or a potential bowel cancer. The programme will be extended over the next four years to invite men and women aged 50 -59 yrs.

The Screening centre covers a large geographical area which includes two NHS Trusts which are Calderdale and Huddersfield Foundation Trust and the Mid Yorkshire Hospitals Trust.

The successful applicant will provide administrative support to the Calderdale, Kirklees and Wakefield Bowel Cancer Screening Programme and its participants.

You will need to show experience of working in an effective and efficient administrative and clerical service, demonstrate the ability to devise new systems, work naturally with managers and clinicians and have a very positive attitude to work in what can be a challenging environment. You may also be expected to take minutes at meetings and update local systems for reporting services.

Previous experience of working in an effective and efficient administrative and clerical role, with the ability to work autonomously and able to devise new working practices within the teams and have a very positive attitude to work in what can be a challenging environment.

## DETAILED JOB DESCRIPTION AND MAIN RESPONSIBILITIES

The postholder: -

- To provide administrative support to the administration manager and Specialist Screening Practitioners.

- To maintain the Bowel Cancer Screening Programme and associated services databases for the Screening population. Responsible for inputting and amending data accurately and securely.
- To liaise with the screening team on a daily basis in order to deal with queries from patients and carers confidentially and sensitively and to refer to appropriate area for resolution.
- Provide patients and carers with general non-clinical advice and information about the screening service.
  - There are no clinical duties required in this post.
- Monitor the waiting times targets on the BCSP system and raise issues immediately with the Manager to enable action to be take i.e. additional clinics.
- Prepare for screening clinics including patient note retrieval and tracking of patient progress within the screening pathway.
- Maintain accurate tracker record for patient notes and collate notes in preparation for Screening Clinics.
- To assist in the waiting list management and listing of patients for the Screening programme.
- Maintain and order stationery for the Screening service.
- Ensure supplies of patient literature are ordered and maintained.
- Liaise between community screening clinic locations to ensure smooth transition of information along the patient pathway.
- Attend and participate in regular Regional and Screening Centre team meetings to provide seamless service across the single programme.
- Ensure accuracy of all letters / Clinic Lists and GP Notification Lists produced by checking details of each of these. The post-holder will circulate result letters to the appropriate GPs, alerting them to patients who failed to attend appointments.

- Provide patients and carers with general non-clinical advice and information about the screening services.
- Prepare for screening clinics including ensuring patient lists are available to the staff at clinic and tracking of patient progress within the screening pathway.
- To develop administrative procedures to provide a seamless Screening service.
- To inform the Bowel Cancer Screening Programme Administration Manager of any issues relating to clinics or targets.
- To inform the Bowel Cancer Screening Programme Administration Manager of any issues relating to patient pathways and waiting time targets.
- Liaise with cancer teams in other Trusts regarding clinic arrangements/MDT listings.
- Ensure confidentiality and security of data in accordance with organisational requirements and the data protection act.
- To respond to callers and/or visitors promptly and courteously. Identify their needs, providing information or referring them as appropriate.
- To provide cover for absence of other administrators when possible.
- Any other duties that may be required to ensure continuity of service.

***This job description is an outline only and is not definitive or restrictive in any way. It will be regularly reviewed and may be amended in the light of changing circumstances following consultation with the post holder.***

**PERSON SPECIFICATION**

**ROLE TITLE: Bowel Cancer Screening Administrator**

**BAND:3**

REQUIREMENTS	Essential or Desirable	Application	Interview	Reference
<b>QUALIFICATIONS / TRAINING</b>				
Good standard of general education (5 GCSE at grade 4-9 (A* - D including Maths and English) or equivalent experience.	<b>E</b>	X		
Level 3, Administration or Customer Service qualification or equivalent experience.	<b>E</b>	x		
ECDL (European computer driving licence) or equivalent.	<b>E</b>	x		
<b>KNOWLEDGE, EXPERIENCE &amp; EXPERTISE</b>				
Previous experience of BCSP/AAA or other NHS Screening Programmes.	<b>D</b>	X		
Extensive experience or understanding of the NHS, the hospital environment and patient centred care.	<b>E</b>	X		
Significant office experience. Ability to manage own workload without direct supervision	<b>E</b>	X		
A knowledge of appointment Booking systems. EPR knowledge would be desirable but not essential.	<b>D</b>	X		
Have significant working knowledge of Microsoft packages, applications and excel databases	<b>E</b>	X		
Significant experience of practical experience of working within a busy healthcare setting or a busy office environment with competing demands	<b>E</b>	X		
Demonstrate the ability to prioritise workloads.	<b>E</b>		X	
Significant experience of working as part of an administrative team or Multi-Disciplinary Team (MDT)	<b>E</b>	X		
Demonstrate ability to learn new IT systems within a working environment.	<b>D</b>		X	
<b>COMMUNICATION AND RELATIONSHIPS (INCLUDING MANAGEMENT RESPONSIBILITIES)</b>				
Demonstrate clear spoken and written English. Good communication and interpersonal skills including the ability to communicate effectively verbally and in writing with colleagues at all levels.	<b>E</b>	X		
Awareness of when to request advice from senior staff.	<b>E</b>		X	
Ability to work flexibly and support colleagues.	<b>E</b>		X	
<b>DBS REQUIREMENT</b>				
<a href="#">Role eligibility for DBS checks   NHS Employers</a>				

*This position is eligible basic disclosure only. No Face-to-Face contact with patients*