

JOB DESCRIPTION

1. JOB DETAILS

Job Title:	Ward Clerk (one full time 37.5 hours, and one part time 19.5 hours)
Reports to:	Ward Manager / Sister
Accountable to:	Clinical Services Manager
Grade:	Band 2
Unit/Department:	Ward 28, Trauma and Orthopaedic Inpatient
Location:	Bradford Teaching Hospitals NHS Foundation Trust

We are seeking two enthusiastic and motivated ward clerks to join our dynamic and forward-thinking team within Trauma and Orthopaedic Surgery. This is for a full time 37.5 hour and a part time 19.5 hour post which together will include providing a seven day service on the unit. The successful candidates will be joining Ward 28 and will be expected to provide a range of clerical duties to support the team in planning and delivering a high quality service. Excellent communication and people skills are essential to this post and the individuals would have to display good interpersonal skills at interview. Previous clerical skills and experience within the NHS setting is essential.

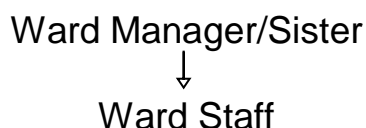
2. JOB PURPOSE

This is a key post in the provision of clerical and administrative support to the ward staff. The ward clerk is an important and integral part of the team and the post holder must be willing and able to act on their own initiative and organise their workload effectively and efficiently.

3. JOB DIMENSIONS

To provide support to the ward staff, ensuring that all aspects of clerical and administrative duties for the patients on ward 28 are dealt with.

4. ORGANISATIONAL CHART



5. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

See person specification

6. PRIMARY DUTIES & AREAS OF RESPONSIBILITY

Act as the receptionist- welcoming patients and relatives.

Request and organise receipt of case notes and ensure they are kept up to date including the filing of results / reports and dispatch to appropriate department on patient transfer or discharge.

Input all required information electronically.

Answer the telephone and take messages.

Photocopy, fax and scan any papers required.

Assist the Ward Manager with the scanning and electronic keeping of appropriate documents.

Ensure that stationery supplies are kept stocked and that all areas under the ward clerk's direct influence are kept clean and tidy.

Clerically support the nursing staff.

Any other duties, which may be deemed appropriate to the post.

Health and Safety/Risk Management

The jobholder must comply at all times with Bradford Teaching Hospitals NHS Trust Health and Safety policies, in particular by following agreed safe working procedures and reporting incidents using the Trust's Risk Incident Reporting System.

Equality and Diversity

The jobholder is required to abide by the Trust's policies and procedures and to actively support the Trust's commitment to equality and diversity in both employment and the delivery of services. All patients, staff and visitors must be treated equitably, with dignity and respect taking into account their race, gender, ethnic origin, age, disability, sexuality etc".

Training and Personal Development – Continuous Professional Development

The jobholder must take responsibility in agreement with his/her line manager for his/her own personal development by ensuring that Continuous Professional Development remains a priority. The jobholder will undertake all mandatory training required for the role.

Patient and Public Involvement

All staff will be expected to comply with S242 of the NHS Act 2006.

Respect for Patient Confidentiality

The jobholder should respect patient confidentiality at all times and not divulge patient information unless sanctioned by the requirements of the role.

Environment and Sustainability

All staff have a responsibility to promote sustainability and carbon reduction within the Foundation Trust adhering to our Sustainable Development Strategy and therefore ensuring that all our business

is conducted in a sustainable manner

Infection Prevention and Control

All staff have a personal responsibility to comply with Trust and departmental Infection Prevention and Control policies to protect their own health, that of patients, visitors and other employees and to prevent Health care associated infections. This includes a requirement to maintain a safe, clean and tidy work environment and to complete mandatory Infection Prevention and Control training as provided by the Trust

Safeguarding children and adults

All staff have a responsibility to safeguard and promote the welfare of children and adults. The postholder will be responsible for ensuring they undertake the appropriate level of training in accordance with the safeguarding policy training strategy and that they are aware of and work within the safeguarding policies of the Trust

7. JOB DESCRIPTION AGREEMENT

Jobholder's Signature:_____ **Date:**_____

Head of Department's Signature:_____ **Date:**_____

Head of Department's Job Title:_____

Terms and Conditions:

You will be appointed on Agenda for Change Terms and Conditions

1. Probationary Period

New employees appointed to Bradford Teaching Hospitals NHS Foundation Trust covered by Agenda for Change Terms and Conditions (whether on a fixed term or substantive basis) are subject to a probationary period. The length of your probationary period is dependent on your length of contract as detailed in the table below. During this time you will be required to demonstrate to the Trust your suitability for the position in which you are employed. This period may be extended at the Trust's discretion and is without prejudice to the Trust's right to terminate your employment before the expiry of the probationary period. In the event that a decision is taken to terminate your contract of employment during or at the end of your probationary period, you will be entitled to a notice period in line with the statutory timescales, which for employees with less than one year's service is one week.

Length of Contract	Probationary Period
Substantive	6 months
Fixed Term for 12 months or more	6 months
Fixed Term for 6 – 12 months	3 months
Fixed Term for less than 6 months	1 month

Probationary periods do not apply to internal moves/transfers and promotions

2. Pension Scheme

New starters to the Foundation Trust will be auto-enrolled into the NHS Pension Scheme subject to qualifying criteria at the appropriate contribution rate.

Contribution rates can be found at www.nhsbsa.nhs.uk/member-hub/cost-being-scheme

The employer contribution rate is 20.68%.

Employees who are not eligible to join the NHS Pension Scheme will be auto-enrolled into an alternative scheme subject to qualifying criteria.

3. Annual Leave

The leave entitlement for this job is *262.5* hours, pro rata (inclusive of bank holidays).

The annual leave year runs from 1 April to 31 March.

Your leave entitlement will rise to *277.5* hours, pro rata after 5 years NHS Service and to *307.5*, *pro rata* hours after 10 years NHS Service (inclusive of Bank Holidays).

- 4. Health Screening** The post is subject to health screening, as appropriate to the post.
- 5. Special Conditions** The postholder may be required to work irregular hours on occasions in order to satisfactorily fulfil the requirements of the post.
- 6. Sickness Absence** Employees absent from work owing to illness will be entitled, subject to the conditions of the agreement and appropriate certification, to receive sick pay in accordance with the Department of Health Agenda for Change agreement (which may be varied from time to time by the NHS Negotiating Council). For details of the sick pay scheme please access the “Agenda for Change” staff Terms and Conditions via the Department of Health Website www.nhsemployers.org , or the HR Pages of the Trust Intranet.

The Foundation Trust is a NO SMOKING Employer - Smoking will not be permitted on Foundation Trust premises and grounds, and there will be no provision made for employees who wish to smoke.

General Data Protection Regulations

All members of the staff are bound by the requirements of UK Data Protection legislation and any breaches of the legislation or of the confidential nature of the work of this post could lead to dismissal.

Disclosure and Barring Service

Please note that this post may be subject to a criminal records check from the Disclosure and Barring Service.

For certain roles the check will also include information held on the DBS's children and adults barred list, together with any information held locally by police forces that is reasonably considered to be relevant to the applied for post.