

# CLERICAL OFFICER

## Candidate Pack



## Job Summary

*\*\*This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read. Our goal is to make the application process more accessible and inclusive for everyone. \*\**

- This role is based in the Health Records Department and involves helping with patient bookings, admissions, and managing medical records.
- You will use computer systems every day to update patient information and help organise appointments.
- You'll talk to patients, doctors, and other staff to make sure everything runs smoothly. You'll be trained to work in different areas and will help cover for other team members when needed.
- You must follow rules about keeping patient information private and be ready to work flexible hours across different hospital sites.

## Job Description

|                        |                                               |
|------------------------|-----------------------------------------------|
| <b>Job title:</b>      | <b>Clerical Officer – Scheduling Services</b> |
| <b>Grade:</b>          | <b>2</b>                                      |
| <b>Site:</b>           | <b>The Royal Shrewsbury Hospital</b>          |
| <b>Accountable to:</b> | <b>Booking &amp; Records Manager</b>          |
| <b>DBS required:</b>   | <b>None</b>                                   |

## JOB PURPOSE

The post holder to work throughout the Health Records Department, which includes the Library, Clinic Prep, Admissions, Booking and Waiting List. Induction Training to be given in all Health Records Departments then specific training in each area where appropriate.

## Main Duties

- To provide Admission and/or Reception Duties in various clinical areas.
- The post holder would be expected to use the Trust's Patient Administration System (PAS) SEMA, within all areas of Health Records and Patient Access; this will require extensive use of a VDU, keyboard skills daily.
- Responsible for the provision of a comprehensive day to day health library service for case notes including x-rays at Telford.
- To operate and maintain an efficient and effective planning service for inpatient and outpatient appointment booking, according to the requirements of clinical priority, local and national guidelines, taking note of clinical priority,

long waits, casemix, equipment required by theatres, ward requirements and surgeon present for list.

- Develop and maintain effective communication skills to ensure a high-quality service is provided when liaising with patients, GP's and all other internal and external contacts to ensure patient's appointments are appropriately made and that clinics run efficiently.
- To maintain good communication with health professionals and other groups within the Trust to ensure that patients receive appropriate and timely care.
- The post holder would be expected to meet performance standards specific to the area they are working in.
- Develop and maintain a knowledge and expertise of all Health Records and Patient Access areas in order to provide a comprehensive service to all patients.
- Ensure that when handling patient information, or discussing patient needs, confidentiality guidelines are strictly adhered to and that close attention is given to the Trust's Confidentiality Policy and Information Governance guidelines.
- Develop and maintain skills to deal with conflict remaining calm and professional at all times.
- Participate as a member of the Health Records and Patient Access team, sharing duties and responsibilities, including covering during staff absences. A knowledge of all areas will be required.
- The post holder works within well-defined boundaries, using initiative to make planning decisions as required. They will have access to supervisors at all times (not necessarily their immediate or section supervisor).
- The department operates a service between the hours of 8.00 am and 8.00 pm Monday to Friday and Saturday 9am – 12 noon, therefore the post-holder will be expected to be flexible in line with the needs of the service and available to cover during sickness and annual leave if required.
- The post will be based at either Shrewsbury or Telford. The postholder may be required to work across sites as directed by the Booking Manager but appropriate notice will be given.
- To be responsible for assisting the Booking Manager in the training of new staff
- To be aware of and work within the Trust's Health & Safety policy at all times.
- Any other duties as delegated by the Supervisor, Booking Manager and Patient Access Manager as appropriate to the grading of the post.
- Utilise database programmes to ensure patients appointments are recorded as per the PAS elective entry and that all associated procedure details are recorded accurately to support clinical teams in order to maintain optimal safety for each procedure undertaken.

## Responsibilities for Education and Training

- Ensure own mandatory training is undertaken for non-clinical staff (such as safe moving and handling, fire prevention etc) and attend other relevant training programmes to keep up to date.
- Take part in the Personal Development Review

## Communication and relationships

- Patients, Consultants, medical staff, general practitioners, medical secretaries, outpatient, day surgery and specialist nursing staff, all staff throughout Health Records and Patient Access, ward clerks, other hospitals and members of the public.

## Person Specification

|                       | Essential                                                                                                                                                                                                                                                                                                 | Desirable                                                                                                     |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <b>Qualifications</b> | <ul style="list-style-type: none"><li>• Minimum of 3 GCSE's (Grades 9 – 4) or equivalent including Maths and English (or equivalent qualifications/experience)</li></ul>                                                                                                                                  | <ul style="list-style-type: none"><li>• NVQ Level 2 in Business Administration or Customer Services</li></ul> |
| <b>Experience</b>     | <ul style="list-style-type: none"><li>• Administrative experience</li><li>• Experience of working with software programmes</li><li>• Experience of dealing with patients/clients</li><li>• Knowledge of Choose and Book system.</li><li>• Understanding and knowledge of "Choice" in healthcare</li></ul> |                                                                                                               |

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Knowledge and skills</b> | <ul style="list-style-type: none"> <li>• Good organisational skills</li> <li>• Good keyboard skills</li> <li>• Excellent telephone manner</li> <li>• Patient focused.</li> <li>• Computer literate with IT skills e.g use of Microsoft Office</li> <li>• Excellent interpersonal skills</li> <li>• Understanding or knowledge of booking processes across Primary and Secondary Care.</li> <li>• Good verbal and written communication.</li> <li>• Able to use initiative</li> </ul> |  |
| <b>Other</b>                | <ul style="list-style-type: none"> <li>• Ability to liaise at all levels with both internal and external agencies.</li> <li>• Able to work flexibly.</li> <li>• Willing to travel and work across sites if required.</li> </ul>                                                                                                                                                                                                                                                      |  |

## General conditions

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

## Health and safety

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and



- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

## Infection prevention and control (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

## Information governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

**Confidentiality and Security** - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.

**Disclosure of Information** - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.

Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

## **Professional standards and performance review**

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

## **Safeguarding children and vulnerable adults**

We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- As an employee of the Trust you have a responsibility to ensure that:
  - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
  - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

## **Social responsibility**

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

## **Continuous improvement**

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability,

passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH

continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

## Equal opportunities and diversity

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

