



SENIOR ADMINISTRATION ASSISTANT – ONCOLOGY & HAEMATOLOGY

INFORMATION FOR CANDIDATES

ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

Our Vision:

“To provide excellent care for the communities we serve”

Our Values:



OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

COLLEAGUE BENEFITS

GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

HEALTH AND WELLBEING

PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

LEARNING AND DEVELOPMENT

COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



JOB DESCRIPTION

Job Title	Senior Administration Assistant – Oncology & Haematology
Band	3
Directorate	Oncology & Haematology
Accountable to	Administration Supervisor
DBS Required?	Yes – standard

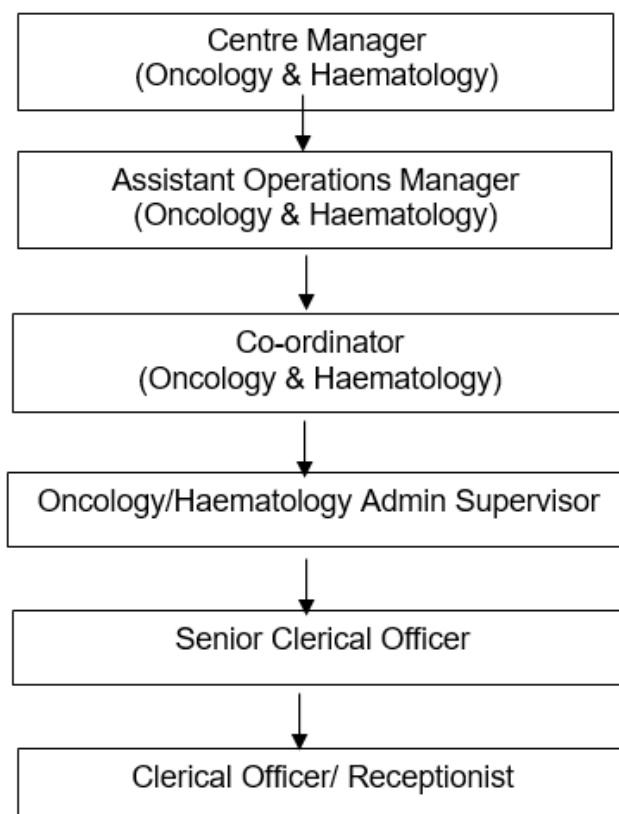
JOB OVERVIEW

To work as a member of the Oncology and Haematology Centre contributing to the efficient and effective working of the team and establishing professional communication with all members, visitors to the Lingen Davies Cancer Centre and users of the service.

To support the Oncology and Haematology Admin Supervisors in managing the Admin teams whilst also working as an integral part of the Oncology & Haematology Centre Admin & Clerical team. To provide support in all clerical duties rotating throughout the Centre including reception, outpatients, prescribing and the day units.

Using office equipment to input patient data that pertains to Oncology, Haematology, Radiotherapy and Chemotherapy activity to inform departmental managers, the Trust and the Department of Health

Organisational Chart



MAIN DUTIES AND RESPONSIBILITIES

To support the Oncology/Haematology Admin Supervisors in the day to day running of the Administrative and Clerical teams within the Oncology & Haematology Centre, ensuring the Admin teams are delivering the highest possible standard of work and best service for our patients.

To be able to organise workload without supervision, adapting daily work plan to meet rapidly changing priorities where the workload is unpredictable.

To have robust understanding of the Trust's Patient Administration Systems (PAS), Sema / Careflow, outpatient clinic systems and case notes systems and to be able to deliver all aspects of the administration service. In addition, to have knowledge of Aria, Somerset and clinical portal to aid prescribing and tracking cancer and 18 weeks targets.

In the absence of the Oncology/Haematology Admin Supervisor, to be the point of contact and support for the Admin & Clerical team, escalating any concerns to the Oncology & Haematology Co-ordinator. To take a lead role in supporting Admin team with answering patient queries using own initiative from previous knowledge and experience.

As an integral part of the Admin Team the postholder will provide admin assistance including the below:

- To welcome and receive patients and visitors to the Lingen Davies Cancer Centre Receptions, validating current patient information held and completing booking-in function for Oncology/Haematology both Out-patients and Day Units
- To prepare clinic documentation for future days, completing COF's, clinic continuation sheets, printing labels and pulling notes as required

- To book Chemotherapy / Haematology day unit appointments ensuring any pre-assessments / bloods are requested as required.
- To be responsible for accurate and speedy inputting of electronic data and to ensure that the data is up to date for activity reports.
- To assist with patient transport bookings and Interpreting services as required.
- To review, answer and redirect email queries coming into the departments generic email boxes, supporting the Admin & Clerical team using own initiative and experience to answer queries as required.
- To assist any visitors coming into the department and all other general admin duties

To arrange new and follow up Outpatient appointments, ensuring appointments are booked within the designated time limit, using either pre-designated two week wait appointments or liaising with the operational teams to set up capacity to see the patient, including:

- Ensuring attention to detail when booking appointments, checking patient referrals are booked into the correct slots and the correct information is sent regarding where and when to attend.
- To be responsible for ensuring that clinics are booked to their maximum capacity, pulling SQL reports as required to support filling any gaps. To use own initiative to reduce capacity issues ie balancing urgent / long wait patients.
- To undertake cancellation of clinics as required, ensuring patients are notified either by telephone or postal services.
- To 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 patients appointments are made appropriately. To maintain good communication with health professionals and other groups within the Trust to ensure that patients receive appropriate and timely care.

On a regular basis and often at very short notice to be responsible for setting up new clinic templates / rescheduling clinics which includes cancelling / adding / amending slots due to patient choice / lack of capacity. To manage the changes to ensure alterations are actioned accurately and liaise with patients and wider teams in a timely manner to ensure they are fully informed of any changes.

To ensure telephone enquiries from patients, relatives, other Trust staff and external agencies are dealt with efficiently and appropriate action taken promptly. Dealing with occasional distressing situations whilst ensuring that an ethos of excellent patient focused patients or communication by telephone or letter.

To assist with maintaining the Sema / Careflow / Chemo E-Prescribing systems, ensuring clinics are closed for periods of annual leave and availabilities are accurate in the Day Centre Scheduler.

To undertake scheduling on Aria for patients receiving Chemotherapy as instructed by the Nursing teams. To have a basic understanding of chemotherapy regimes, procedures and medical terminology.

To pull future lists for patients planned for chemotherapy to ensure all prescribing has been completed, escalating any outstanding prescribing to Clinicians to ensure everything is prepared for patients attending CDC.

To review prescribing lists to identify any mismatches, highlighting any variances with the medical teams and ensuring any incomplete prescriptions are returned to avoid any delays to patient treatments

MANAGERIAL RESPONSIBILITIES

To assist the Oncology/Haematology Admin Supervisor with the duty rota ensuring that the units are adequately staffed at all times, taking into consideration staff skill mix and working patterns.

To assist with the recruitment of the Oncology & Haematology Admin & Clerical Team and be an integral part of their induction and continued on the job training.

To assist the Oncology/Haematology Admin Supervisor in organising and implementing a robust induction programme for new Admin & Clerical staff and deliver training to ensure competencies are gained and maintained.

To assist the Oncology/Admin Supervisor with re-ordering of office supplies using the Trust's ordering systems.

To ensure that administrative procedures conform to Trust policies and procedures specifically, patient records, confidentiality, complaints procedures, health and safety issues and risk management, proposing changes where necessary.

To ensure the Admin Supervisors are aware of staff absences to undertake sickness management in line with Trust policies, adjusting staff rota's as necessary.

To assist the Admin Supervisors with undertaking staff performance management, ensuring Admin teams are aware of performance standards required.

Environment

- Be aware of physical effort with regard to sitting for long periods and the transfer of substantial numbers of medical notes
- Exposure to frequent interruptions to routine, relating to telephone calls and personal requests and demands
- Be aware of the prolonged exposure to Visual Display Units (VDU) and the associated health and safety risks.
- Responsible for the safe evacuation of clerical / secretarial / patients and carers in reception accordance with the local / Trust fire guidelines.

General

- Implement and adhere to agreed policies, procedures, protocols, including national initiatives and proposed changes on improvements to departmental working practices.
- View the service as Trust wide and therefore must be flexible with regard to location.
- Participate in reflection, self-evaluation and continuous professional developments including performance review.
- Contribute to ongoing projects as required.
- Contribute to safe working practices and environment in accordance with local Health & Safety.
- To participate as an appraisee in annual appraisal and personal development opportunities.
- To receive appropriate training and develop and update skills in relation to requirements of the post
- To ensure own mandatory training is undertaken for non-clinical staffing (such as safe moving and handling, fire prevention etc) and attend other relevant training programmes to keep up to date.

Physical, Mental and Emotional Demands of the Post

- Occasional analysis of a range of information in order to identify trends or highlight potential issues.
- Coping with frequent interruptions during periods of concentration.
- Occasional exposure to verbal aggression.
- Contact with distressed and terminally ill patients

Working Conditions

- To work in normal office conditions, including regular VDU work.
- To travel occasionally between all Trust sites



PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Knowledge of Microsoft Office packages eg Word, Excel and other IT skills acquired through training and practical experience • 4 x GCSE's (Grades 4 – 9) or equivalent experience 	<ul style="list-style-type: none"> • OCR / RSA Level 1 or 2 word processing • NVQ Level 2 in Business Administration

EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Previous general office / admin experience • Previous NHS experience • Knowledge of PAS software programmes ie sema / Careflow, Clinical portal, Aria, Somerset • Experience of booking and scheduling appointments • Previous experience of E-Prescribing Systems • Knowledge of Health and Safety in the workplace • Understanding of confidentiality/data protection issues 	<ul style="list-style-type: none"> • Previous supervisory / team leader experience • Experience of sema / Careflow clinic management • Knowledge of NHS cancer pathways • Knowledge of RTT pathways • Knowledge of SQL Reporting

SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none">• Excellent IT skills• Patient focused• Good communication skills with excellent telephone manner• Able to communicate sensitively and tactfully with patients and carers• Ability to prioritise and work using own initiative• Excellent organisational skills• Ability to work effectively as part of a team• Ability to work under pressure whilst remaining calm and confident• Reliable with good time management	

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 & 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 AND CYBER SECURITY

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.

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.

NO SMOKING POLICY

The Trust is a no smoking/e-cigarette/vaping organisation except for designated external areas, in accordance with Trust Policy.

MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.



Proud to have signed
The Pregnancy
Loss Pledge





The Royal Shrewsbury Hospital

Telephone: 01743 261000

Minicom: 01743 261213

Address:

The Royal Shrewsbury Hospital

Mytton Oak Road

Shrewsbury

SY3 8XQ

Getting to The Royal Shrewsbury Hospital

The Princess Royal Hospital

Telephone: 01952 641222

Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

Getting to The Princess Royal Hospital