# Anaesthetic Department

## Job Description

<table>
<thead>
<tr>
<th>Post Title:</th>
<th>Anaesthetics Departmental Secretary</th>
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<tbody>
<tr>
<td>Grade:</td>
<td>A&amp;C 4</td>
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<tr>
<td>Managerially accountable to:</td>
<td>Office Manager</td>
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<td>Responsible to:</td>
<td>Office Manager</td>
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<td>Professional Guidance:</td>
<td>Office Manager</td>
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| Key relationships: | Consultant Anaesthetists
- Consultant Teams
  - Associate Specialists
  - Staff Grade
  - Registrar
  - SHO’s
- Nurse Specialists
  - Clinical Service Director for Surgery
  - Medical Director
  - Lead Consultant for Clinical I.T.
  - Directorate Manager Anaesthetics and Critical Care
  - Clinical Director Anaesthetics and Critical Care
  - College Tutor for Anaesthetics Department
  - Postgraduate Clinical Tutor |

## Qualifications: Experience

| ESSENTIAL: | 4 GCSE’s (or equivalent)
RSA Level 3 Typewriting
12 months audio typing |
| DESIRABLE:  | AMSPAR
ECDL
NVQ 3 Business Admin
Customer Care/Service
Medical terminology |

## OVERALL AIMS

1. Provide an efficient and comprehensive secretarial support service to the Anaesthetics Department, arranging meetings and prioritising work to ensure deadlines are met.
2. Co-ordinate the activities of the Consultant Anaesthetists and their teams.
3. Ensure effective communication with associated departments.
4. Assist in the organisation of the Clinical Team’s workload.
MAIN DUTIES AND RESPONSIBILITIES

1. Using Microsoft Office application, produce clinical correspondences with audio transcription. To include communication to General Practitioners and other health professionals, clinical letters, notes and discharge summaries.
2. Act as main point of contact for and on behalf of the Consultant and their team, liaising with hospital staff, external organisations, patients and relatives.
3. Respond to telephone calls from anxious and distressed patients, resolving problems on behalf of the Consultant when possible.
4. Ensure all queries from colleagues and external organisations are dealt with quickly and effectively in the department, producing file notes as necessary.
5. To promote the implementation and adherence of agreed policies, procedures and protocols.
6. Ensure the smooth running of the office/team including the assessment of priorities and the initiation of preparatory action.
7. Opening and dealing with incoming correspondences as appropriate.
8. Manage electronic and manual diaries for the team.
9. Manage and maintain comprehensive office systems ensuring prompt access to information.
10. Maintain effective filing and bring forward systems, including preparation of papers for meetings.
11. Responsible for acting on behalf of designated persons in relation to communication / correspondences where necessary. e.g. drafting replies, taking and acting upon messages.
12. Arrange and service meetings as required and taking any follow-up actions as requested.
13. Ensure all queries from colleagues and external organisations are dealt with quickly and effectively in the department, producing file notes as necessary.
14. Ensure shared knowledge within the team.
15. Contribute to ongoing projects as required.
16. Keep up to date with technological developments with regard to developing appropriate skills in the use of current office technology. e.g word processing, spreadsheets, databases, electronic mail, presentations etc.
17. Maintain and encourage safe working practices and environment in accordance with local Health and Safety Policies.

MAIN CHALLENGES TO

1. Organise the office efficiently in a complex, changing environment.
2. Manage multiple tasks ensuring deadlines are met.
3. Communicate appropriately with a range of people at different levels of the organisation.
4. Co-ordinate the work of the team within the department, ensuring appropriate communication both within and outside the department.
5. Be flexible, self motivated and work with minimum supervision.
6. View the service provided as Trust-wide and therefore must be flexible with regard to location.
7. To participate in reflection, self evaluation and continuous professional developments including performance review.
Health and Safety

Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974), to ensure that the agreed procedures are carried out to maintain a safe environment for employees and visitors.

Equal Opportunities

All duties and responsibilities should be undertaken, at all times, in compliance with the Trust’s Equal Opportunities Policy.

Data Protection

Personal data is protected under the Data Protection Act (1999) and the post holder will ensure that it is securely held and that the requirements of the Act are followed.

Smoking Policy

The Trust operates a No Smoking Policy.

This job description is a summary of the main responsibilities and is not intended to be an exhaustive list of duties or tasks. It will change and develop in line with organisational needs.
## PERSON SPECIFICATION
Anaesthetic Secretary

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<tr>
<th>SPECIFICATION AREA</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tbody>
<tr>
<td>Education / Training</td>
<td>• 4 GCSE (C and above) or equivalent</td>
<td>• AMSPAR</td>
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<td>• RSA Stage 3 typewriting, word processing</td>
<td>• ECDL</td>
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<tr>
<td></td>
<td>• AMSPAR</td>
<td>• NVQ 3 Business Admin</td>
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<tr>
<td>Experience and Attainments</td>
<td>• 12 months audio typing</td>
<td>• Medical Secretarial/PA</td>
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<td>• Customer Care</td>
<td>• Medical terminology</td>
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<td></td>
<td>• Secretarial/PA</td>
<td>• Experience of compiling rota’s</td>
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<td>Skills and Aptitudes</td>
<td>• Good command of English</td>
<td>• Minute taking</td>
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<td></td>
<td>• High standard of grammar and spelling</td>
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<td></td>
<td>• Able to prioritise</td>
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<td></td>
<td>• Well organised</td>
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<td></td>
<td>• Reliable</td>
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<td>• Team worker</td>
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<td>• Patient focused</td>
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<td></td>
<td>• Shows initiative</td>
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<td>• Calm and confident</td>
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<td>Special Requirements</td>
<td>• The post-holder will be required on occasions to perform tasks outside of the Anaesthetic department, therefore flexibility is key.</td>
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<td>• A requirement may be made to operate on another site within the Trust</td>
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<tr>
<td>Knowledge</td>
<td>• Knowledge of good practice and system of work within secretarial/PA field.</td>
<td>• Knowledge of NHS policies.</td>
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<td>• Knowledge of Health and Safety in the Workplace</td>
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