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| **Job Title:** | Medical Administrator to the Consultant Psychiatrists |
| **Reporting to:** | Consultant Psychiatrist |
| **Location:** | Brighton and Hove Clinic |
| **Hours:** | 30 hrs per week |

**Main Purpose**

To provide an efficient, professional and effective secretarial and administrative support within the CAMHS inpatient service.

**Key Roles and Responsibilities:**

**Medical Administrator**

Provide administrative and secretarial support to the two site CAMHS consultants, including typing, telephone enquiries, diary management, management of clinical records and other administrative tasks as appropriate. Key roles are:

* Attending meetings (care plan meetings and the weekly multidisciplinary meetings) and taking minutes.
* Transcribing the minutes and entering on to the patients Carenotes record.
* Ensuring that all relevant paperwork required before care plan meetings has been received and distributed accordingly.
* Preparing and sending out bi-monthly reviews from the information from the CPAs and MDT Meetings to the relevant external professionals and parents.
* Ensuring Carenotes is kept up to date with any informed changes of professionals’ information, etc.
* Typing up of discharge summaries, consultant’s letters and other typing as required.
* To be the first point of call for all queries for consultants and triaging enquiries efficiently and in a timely manner.
* This role will also require some reception cover for lunch breaks, annual leave and sickness.

**Reception duties**

* Meet & greet all visitors, contractors & ensure they complete compliance documentation as appropriate before access to the ward
* To receive incoming and initiate outgoing telephone calls in order to facilitate timely and appropriate communications with others, taking messages and dealing with appropriate queries.

**Additional Responsibilities**

* Ensure that all documentation is correctly processed in line with policies and procedures in order that regulatory and statutory compliance and financial requirements are met. Maintain the audit trail ensuring up to date and accurate information can be provided or accessed as required.
* Assist in updating records within Elysium database systems, ensuring accuracy of all data input.
* Compliance with the security, confidentiality and accuracy of patient data, information and records.
* You will be required to undergo mandatory training as required.
* Organises and prioritises own workload within established procedures, but refers more complex issues to the appropriate manager.

**Knowledge and Skills**

The successful candidate should possess excellent secretary & IT skills with a strong level of proficiency for the standard range of Microsoft Office applications such as Word and Excel.

In Addition exceptional organisation, reception and clerical skills and be able to demonstrate audio typing ability. An understanding of medical terminology is desirable.

**Experience**

Experience within an administrative, customer service, clinical or other appropriate background.

**Intelligent Problem Solving**

Generally, you will work within existing procedures and processes; however, there will be the need for a flexible approach to problem solving.

**Communication and Interaction**

Show evidence of having strong interpersonal skills and being a team player.

Understand and demonstrate the appropriate need for discretion and confidentiality.