



Information for applicants

**CLINICAL SUPPORT
ADMINISTRATOR**

SCARBOROUGH

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1. Background

Haxby Group is a high-quality, community-based healthcare organisation, with general practice at its heart. We deliver exceptional care from 10 GP surgeries across York, Scarborough, and Hull, serving more than 95,000 patients. Haxby Group has been rated Outstanding by the Care Quality Commission (CQC) in York and Hull. It has been rated as Good in Scarborough.

We are dedicated to improving the health of the communities we serve and have an innovative approach to ensuring we provide outstanding care. We are actively involved in research projects with the aim of improving patient care, and our digital-first ethos has contributed to reducing waiting times for access to services.

Our large and diverse team of Doctors, Nurses and Advanced Practitioners have decades of expertise, providing a range of care in a safe, friendly environment, with support from highly experienced Health Care Assistants, Clinical Pharmacists, and other non-GP clinicians. Supporting the patients and our clinical team are the large front of house and back-office teams ranging from Patient Services, Care Navigators, Clinical Administration Support and more.

Alongside the full range of NHS GP services, we provide minor surgery, vasectomies, and contraceptive procedures as well as providing some non-NHS services.

As the host for the Workforce and Training hub in Humber North Yorkshire, we offer training services through Haxby Group Training. We are committed to training all our staff, from Clinical Administration and Call Handlers, through to our Nursing team, and including all stages of undergraduate and postgraduate medical education. As a Primary Care Training and Workforce Hub in Humber Coast and Vale, we also provide support for a growing network of local practices, co-ordinating local schemes on behalf of Health Education England.

We have a clear mission “To deliver high quality, compassionate care to our local communities with an innovative and ethical mindset” and we achieve this by applying our organisational values:



More information can be found at www.haxbygroup.co.uk

2. Job Description

Job Title: CLINICAL SUPPORT ADMINISTRATOR

Reports to: CLINICAL SUPPORT TEAM LEADER

Structure:

Team Leader > Business Intelligence Manager > Head of Business Intelligence > Director of Clinical Operations

Job Summary:

To work together as part of the Clinical Administration Support (CAS) team to provide a caring, quality service for patient care, maintaining quality general business support to the Partners and Health Professionals at all sites or establishments. Undertake tasks and duties whilst maintaining a strong sense of team spirit, commitment and enthusiasm following policies and procedures.

You must work at all times within your own competence and use your own judgement, knowledge and common sense in your day-to-day activities.

Job Responsibilities:

The duties and responsibilities to be undertaken may include any or all of the items in the following list. Duties may be varied from time to time under the direction of management, dependent on current and evolving practice workload and staffing levels.

- **Guide all practice staff in the use of read codes.**
- **Retrieve records, make note entries, scan and process documents and correspondence in patient medical records**
- **Prepare and summarise patient's records following business policies and procedures.**
- **Administration responsibilities for processing requests for NHS work that is received from third parties and patients.**
- **Troubleshoot electronic mail including pathology/laboratory.**
- **Responsible for quality data collation and presentation.**
- **Deliver clinical audit activities.**
- **Undertake systematic, critical analysis of quality medical care.**
- **Support focus groups in identifying and targeting patients for assessment and treatment.**
- **Collect data for enhanced/additional services.**
- **Deliver clinical trials administration.**
- **Interrogate data for audit purposes when required.**

- Assist with the patient registration process including temporary residents out of area and immediately necessary treatment following business policies and procedures.
- Deal with GP2GP processes.
- Process SystmOne EDI Links on a daily basis.
- Deal with patient records and deductions appropriately.
- Oversee staff starter and leaver processes adhering to protocol.
- Help troubleshoot IT problems and where possible assist with the reporting of any issues or problems with PC's/printers/telephones and networks.

Business responsibilities:

- Gather statistics and information as required.
- Undertake assigned tasks, project support, or development.
- Maintain accurate documentation and records using IT as per Haxby Group protocol.
- Follow agreed policies and protocols, seeking guidance from Team Leaders and Managers if required.
- Promote service uptake within the community.
- Uphold and promote Haxby Group's ethos and culture.
- Ensure resource rationalisation.
- Assist in expanding the business's professional offerings.
- Attend in-house governance, educational, and staff meetings.
- Plan, develop, and support new working processes to enhance quality.
- Train staff for optimal performance.
- Build and maintain relationships with other healthcare professionals and external bodies.
- Always behave professionally.

Safeguarding:

- Commit to safeguarding Adults at risk (vulnerable adults), children, and young people.
- Adhere to legislation and policies on Child Protection and Safeguarding Adults and be aware of your duties and responsibilities.
- Recognise signs of abuse and neglect.
- Inform the Safeguarding Lead of any concerns promptly.
- Stay up to date with safeguarding training requirements.

Learning and development:

- Participate in training programmes, performance reviews, and personal/professional development.
- Develop and use a Personal Development Plan.
- Utilise learning opportunities and share knowledge with the team.

- Undertake mandatory and statutory training.

Team working:

- Assist and support your line manager in providing a quality service.
- Provide cover during team members' absences.
- Support and facilitate change.
- Undertake additional tasks as required.
- Work effectively as a team member, supporting others.
- Accept delegation from senior staff and manage time effectively.
- Participate in team activities to improve patient care.
- Contribute to team effectiveness by reflecting on activities and making suggestions.
- Support local projects as agreed.
- Delegate duties safely and competently.

Confidentiality:

- Respect patients' privacy and maintain confidentiality.
- Access and share information only with authorised persons as per policies.

Health & Safety:

- Promote and maintain health, safety, and security per the Health & Safety Policy.
- Use personal security systems and manage work risks effectively.
- Keep up with training to update knowledge and skills.
- Use infection control procedures and maintain tidy, hazard-free work areas.
- Report potential risks and accidents promptly and as per the policy.

Equality and Diversity:

- Support equality, diversity, and rights of patients, carers, colleagues and visitors.
- Respect the privacy, dignity, and beliefs of all individuals.
- Behave in a welcoming, non-judgmental manner.

Quality:

- Strive for quality within Haxby Group.
- Alert the team to quality and risk issues.
- Manage time, workload, and resources effectively.
- Work within limitations and cooperate with audits.
- Contribute to achieving high quality standards and initiate improvement projects.

- **Work with the Registered Manager to meet CQC standards.**
- **Collaborate with other agencies to meet patients' needs**

Communication:

- **Communicate effectively with team members, patients, carers and visitors.**
- **Recognise and respond to alternative communication needs.**

Other:

- **This job title and job description is neither exhaustive nor exclusive and is subject to periodic review and amendments.**

3. Person Specification

	Essential	Desirable
Physical Requirements	Able to undertake the requirements of the post	Reliable Flexible Excellent attendance record
Knowledge/Qualifications/Skills	An excellent standard of written and verbal English. Numerate. Excellent customer service skills Good administrative and organisational skills IT literate Excellent telephony skills and phone manner Understand and observe strict confidentiality	Knowledge of medical terminology. Organisational skills. Experience with office machinery Some customer service qualification Skilled in office machinery use
Competencies/Qualities/Attributes	An interest in primary care Pay attention to detail. Good communication (written and verbal) Work well under pressure Able to work as a team member Able to work unsupervised Able to use own initiative Be self-motivated Able to listen and empathise Hard working and willing Flexible and adaptable, able to work according to changing need Enthusiastic Commitment to personal development	

Other	Able to work at the desired times Flexibility of hours for cover Good sickness record	Car driver/clean licence Non smoker
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4. Terms and Conditions

- Salary:** £12.60 per hour, £24,966.07 gross per annum / pro rata.
Pay progression will be dependent upon annual performance appraisal.
- Annual Holiday:** 25 days plus bank holidays pro rata (holiday entitlement will increase as a reward for loyalty and service).
- Training:** Induction training plus other annual training subject to an agreed personal development plan.
- Working hours:** Part-time position: 30 flexible hours per week (Saturdays on a rota) - based around the opening times of Haxby Group.

The Surgeries will be open 8.00 am to 8.00 pm weekdays and until 1.00pm Saturdays. Your exact weekly hours will be agreed according to service and individual needs and will include evening and weekend sessions (possibly on a rota). These hours may vary on a regular basis as dictated by service or individual requirements. To facilitate communication and training you will also be required to attend evening meetings, events and training that fall outside your normal working hours. These will be reimbursed as overtime paid at the normal hourly rate, or as time taken in lieu.

Benefits: We operate an optional contributory pension and benefits scheme.

The Well-being Simplyhealth plan will be offered after your probation period.

Other benefits include:

- Uniform allowance
- Full induction package with reviews.
- Annual reviews.
- Annual training day.
- Regular training and updates.
- Social functions.

5. Application

To apply you must complete an application form.

Human Resources contact details:

Address: HR Department, Haxby Group, 109-119 Front Street, Acomb, York, YO24 3BU.

Or E mail: HR.Team@haxbygroup.co.uk Tel: 01904 928077 / 789046

All applications will be acknowledged however previous applicants need not apply.

For more information regarding the post please contact the HR Team on the above numbers.