

Part time Clinical Administrator/Clinical Assistant Position Description

Position Purpose

The role of the Clinical Administrator/Assistant is to provide administrative and clinical support to the Nursing Team at Mosgiel Health Centre for 15 hours per week. You are firstly responsible to the nurses, the nurse manager, practice manager and ultimately the partners of Mosgiel Health Centre.

Key Tasks/Accountabilities	Performance Indicators
<p>Recall System</p> <ul style="list-style-type: none"> • Generate patient recalls weekly and print new recalls. • The patient management system is kept up to date to support the recall system. 	<ul style="list-style-type: none"> • Patients are recalled in a timely manner in line with Practice Policies. • Recall database is kept up to date and accurate. • Letters/text reminders go out in a timely manner. • Outbox documents are kept up to date with notifications. • Queries are adjusted and merged to letter via query Builder. • Recalls are updated on the patient management system and screening data is updated appropriately. • Learns how to use relevant Clinical Audit and Query Builder tools to assist with recalls and screening programmes.
<p>General Reception</p> <ul style="list-style-type: none"> • Provides additional administration to support the Nurse Manager and to support the Nurse Receptionist. • Provides some reception services for the nursing area when the nurse receptionist is on annual leave or days off. • Provides some front reception services for the main reception area when needed. • Taking messages and redirects queries appropriately. • Contacts patients that are overdue for various screening services. • Check ahead of time to make sure the theatre/Dr and Nurse are all booked for procedures. 	<ul style="list-style-type: none"> • Contacts are made in a timely manner and handled in a courteous, helpful and sensitive manner. • Messages are passed on in a timely manner. • Patient contacts are appropriate, confidential and professional.

<ul style="list-style-type: none"> • Staffroom • 7:45am – Empty dishwasher daily. • Tidy bench area and sipe restock tea, coffee tray. Check fridge and freezer and wipe down remove expired items from fridge. • Spray and wipe tables and chairs with disinfectant. • Restock paper towels and tissues. • Restock Home Visit Kits x 2. <p>Dr Kit Bag Checks (as per arrangement with GP's)</p> <ul style="list-style-type: none"> • Check Dr's bags removing expired items. • Use lists as guide and copy to keep for filing. • Put expired items in CSSD room Pharmacy box for disposal • Liaise with Doctors as required with ordering and supplies of equipment i.e: Gynae supplies. 	
Functions as a team member	
<ul style="list-style-type: none"> • Raises work and team concerns and issues in a timely and constructive manner with the appropriate managers. • Prioritises own workload and works efficiently and flexibly as possible. • Contributes to the development and review of documentation resources and policies and processes relevant to areas of responsibility. • Show initiative to assist other staff with their duties if required. • Create information folders & documentation. • Assists with special requests from Managers. • Hanging & fixing curtains, covering windows with adhesive. 	<ul style="list-style-type: none"> • Uses appropriate communication channels to raise concerns. • Manages workload according to priorities. • Provides input the updating of policies and procedures relevant to areas of responsibility. • Provides feedback to Health and Safety representatives or supervisors. • Pass on information and knowledge to other team members. • Create instruction manual for sterilisation.
Medico Legal Requirements	
<ul style="list-style-type: none"> • Maintain the confidentiality of the patients, the practice and practice staff at all times. 	<ul style="list-style-type: none"> • Ensure telephone conversations are not overheard by other patients. • Ensure that the person on the telephone is indeed the person they claim to be • Do not release information to anyone unless authorised by Practice Manager

Clinical Assistant Role	
<ul style="list-style-type: none"> • Check daily and note items to be ordered – on-line. • Order for stock as follows: • EBOS – Medical supplies and equipment. • USL Medical supplies and equipment. • AlSCO – Linen • Dental Medical: Autoclave, sharps containers, biohazard bags, distilled water. • Assist Dental and Medical technicians annually with equipment check access. • Assist Managers as requested for inventory in DPs & Treatment room. • Check stock in Nurses and Staffroom – complete a list and give to manager to order items. i.e: balloons, razors etc. • Pharmacy Orders – Drug Trolley check weekly as per list. Write in notebook and take list to Pharmacy or charge nurse for Hospital Pharmacy order. • Community Labs. • Ordered items as required. Gather stock from labs as required. • Notify Nurse Manager for ordering of COVID supplies. • Office Max Stationery order. Advise receptionist/telephonist for orders of plastic bags. • Stationary as needed. • Receive stock orders – dispose of packaging. • Assists with minor surgery clean-up. Keeps the minor surgery room clean and stocked. • Check Theatre templates daily for surgery times to make sure the room is cleared and ready for use. • Clean and autoclave equipment as per practice policies. • Clean sterilizer once a week • Keep clinic storage facilities clean and orderly. • Restock doctors rooms on a daily basis. • Ordering of the stores as required. • Put linen away weekly and fold face cloths restock under treatment room beds. 	<ul style="list-style-type: none"> • Minor surgery room is kept clean and tidy equipment autoclaved, stored and put away appropriately. • Restock treatment room daily. • Empty rubbish bins. • Infection control in the treatment room – wiping down of beds and chairs, stools & trolleys. • Doctors rooms are appropriately stocked with all required equipment. • Remove rubbish and dirty linen from Dr's rooms and replenish items. • Spray surfaces clean. • check swabs expiry dates and replace.

Communication	
<ul style="list-style-type: none"> • Works effectively and efficiently maintaining effective and cohesive working relationships with members of the healthcare team. • Is helpful, courteous, committed and purposeful in all activities of the role particularly when providing assistance to patients, families and members of the healthcare team. 	<ul style="list-style-type: none"> • Maintains effective cohesive working relationships with all members of the healthcare team.
Additional Duties	
<ul style="list-style-type: none"> • Any other responsible administrative or clinical assistant duties as requested by the nurses team. • Duties and responsibilities are expected to change as the role development and the practice changes. 	

- The Position Description may be altered at the discretion of the partners of Mosgiel Health Centre