

JOB DESCRIPTION

1. General Information

JOB TITLE:	Junior Doctors' Administrator
GRADE:	Band 5
HOURS:	37.5 hours per week.
RESPONSIBLE TO:	Training Programme Director
ACCOUNTABLE TO:	Assistant General Manager, Theatres & Anaesthetics
RESPONSIBLE FOR:	(approx) 68 Junior Doctors

Guy's & St Thomas NHS Foundation Trust

Guy's and St Thomas' is one of the largest hospital trusts in the country, with a staff of over 9,500, a turnover of over £600 million and ¾ million patient contacts a year. The Trust comprises two of London's oldest and best known teaching hospitals. The hospitals have a long history, dating back almost 900 years, and have been at the forefront of medical progress and innovation since they were founded. Both hospitals have built on these traditions and continue to have a reputation for excellence and innovation.

Organisational Values:

The post holder will:

- Put patients first - consider the patient's needs and wishes in all that they do
- Take pride in what they do – strive for highest standards on own work and challenge colleagues to do the same
- Strive to be the best – in terms of patient care & teamwork
- Act with integrity - maintain the privacy & dignity of patients, work with integrity and be trustworthy, be accountable for own work
- Respect others – patients, visitors and colleagues. Actively give and receive feedback .

Peri - operative Medicine, Critical Care and Pain Services

The directorate consists of three sections. Perioperative Medicine encompasses Theatres, Anaesthetics, Day Surgery, Lithotripsy, Recovery and Endoscopy. Critical Care comprises Intensive Care and other critical care units including Overnight Intensive Recovery, Critical Care Unit and Lane Fox Unit. The third section is Pain Management, which encompasses acute, chronic and INPUT services.

2. Job Summary

To provide effective management of trainee/junior doctors, ensure effective planning and implementation of local induction process, devise and manage appropriate junior doctor rotas, ensure compliance with the European Working Time Directive requirements by coordinating diary carding and monitoring exercises, ensure systems are in place to manage all leave and sickness for junior doctors and ensure systems are in place to ensure Clinical Risk/Governance requirements are met. Develop and maintain a database of junior doctors' training and sustain a spreadsheet detailing all training units undertaken by all junior doctors. Liaise with the Educational Supervisors/College Tutors to ensure each Junior Doctor receives a 3 monthly appraisal and all educational requirements are met.

The post holder will be required to work and travel cross site, and will be expected to manage their workload without supervision, and be able to manage competing/conflicting demands on their time.

3. Key Relationships

Key liaisons will be the College Tutors, Anaesthetic Department Co-ordinators and the Theatre Administrators.

4. Duties and Responsibilities

Secretarial responsibilities.

- Act as Personal Assistant/Secretary to the College Tutors and members of the Training Group, including meeting co-ordination, diary management, typing and drafting letters/memos, managing routine correspondence, dealing with all in-coming and out-going departmental post.
- Co-ordinate and minute as required meetings related to junior doctors issues.
- Support the College Tutors in the administration of Anaesthesia rotations involving the Trust, training schedules, Royal College of Anaesthetists certification and responses to general enquiries.
- Ensure visitors and callers to the Department are dealt with promptly and courteously.

Personnel

- Arrange and manage local induction process to ensure CNST and HR Policy requirements are met. Ensure that all new Junior Doctors receive Trust ID cards, computer and email access, induction booklet, on call rotas, departmental protocols, all specialty assessment paperwork and any other induction papers.
- Liaise with Theatre Administrators to ensure allocation of lockers and theatre shoes for new staff members, and activation of security swipe cards.
- Develop local induction material for all Junior Doctors ensuring Trust requirements are met and all Junior Doctors attend Corporate Induction.
- Manage and update the Induction Programme, arranging all talks, tours and mandatory training..
- Develop and maintain a database of weekly teaching sessions attended by junior doctors, organise venues for monthly Senior SpR study days.
- Develop and maintain a database of actual clinical activity undertaken by junior doctors.
- Collect all signed CNST (Clinical Negligence Scheme for Trusts) documentation from Junior Doctors, following up on any late submissions.
- Collect all signed 'end of module' paperwork from Junior Doctors each month, liaising with the Anaesthetic Department Co-Ordinator if any Junior Doctor requires additional lists in order to be signed off in their Specialty.
- Manage all Junior Doctors annual, study and professional leave, completing monthly manpower returns where appropriate. Create and maintain spreadsheet records of leave
- Organise appraisals with the College Tutor for each Trainee.
- Ensure that Payroll are appraised of all changes to junior doctor staffing, including status, contract start and end dates, and completing Staff Change Forms as necessary.
- Prepare Leave Summary sheet for each doctor prior to RITA and/or termination of placement.
- Inform Medical Personnel of maternity/paternity leave requests, completing appropriate paperwork for the approval of the College Tutor.
- Liaise with the Medical Personnel Officer and College Tutor regarding Junior Doctor medical vacancies, including typing of job descriptions and preparation of adverts.

- Develop and maintain a training database, ensuring mandatory training is undertaken and records of attendance kept. This will include ensuring that Junior Doctors attend all appropriate training, flagging any difficulties to the College Tutor.
- Collate names and contact details of all new doctors, updating all relevant databases and mailing lists.

Responsibilities for the Anaesthetic Rota

- Participate in the planning of the junior doctor's rotas, allocating Junior Doctors to appropriate theatre lists in line with their teaching modules, publishing the rotas on the Intranet and flagging any potential difficulties to the College Tutor.
- Devise and manage all Junior Doctor on call rotas in compliance to European Working Time Directive Guidelines, ensuring the rotas are completed and distributed prior to 6 monthly change over of Junior Doctors
- Liaise with Anaesthetic Department Co-ordinators to ensure locums are booked to fill gaps on the on call rotas created by staff vacancies
- Cover Anaesthetic Department Co-ordinators in their absence including:
 - Booking locums
 - Rota
 - Making urgent changes to the rota in accordance with cover available
 - Edit and update rota templates as necessary.

Maintain a current timetable of all clinical activity.

General Office responsibilities

(These responsibilities are shared by the Administration team.)

Maintain stationery stocks placing orders as required for authorisation by Service Delivery Manager.

Ensure repairs are reported and acted upon

Place orders for equipment/goods as required, for authorisation by SDM.

Other duties

- To implement Directorate and Trust policies, training new staff members, propose changes for own work area.
- To gather Audit information (such as Hospital at Night and Diary Cards) co-ordinating responses and ensuring forms are signed by the College Tutor and Service General Manager.
- In the absence of the departmental secretary, organise anaesthetic locum cover for service lists.

- As part of the Directorate Administrative team, it may occasionally be necessary for the post holder to provide ad hoc cover in other parts of the Directorate.
- Carry out other secretarial/administrative duties commensurate to the grade as and when necessary in conjunction with the management team or College Tutors.

The post holder is required to follow Trust policies and procedures which are regularly updated including:

Confidentiality / Data Protection / Freedom of Information

Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998. Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Following the Freedom of Information Act (FOI) 2005, post holders must apply the Trust's FOI procedure if they receive a written request for information.

Equal Opportunities

Post holders must at all times fulfil their responsibilities with regard to the Trust's Equal Opportunities Policy and equality laws.

Health and Safety

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

Infection Control

All post holders have a personal obligation to act to reduce healthcare-associated infections (HCAIs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAIs. Post holders must be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps.

Risk Management

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order

to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory.

Safeguarding children and vulnerable adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

Smoking Policy

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within Trust buildings and vehicles.

Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

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PERSON SPECIFICATION

Junior Doctors' Administrator

Perioperative Medicine – Department of Anaesthetics.

Requirements

	ESSENTIAL	DESIRABLE
Education/Qualifications		
	<p>Good general level of education. Degree, NVQ Level 4 in Business Administration or equivalent experience in an administrative setting.</p>	<p>Secretarial or IT qualification</p>
Previous experience		
	<p>At least two years secretarial/PA experience, with a knowledge of full range of secretarial procedures and software programmes including Excel, acquired through NVQ level 3, RSA3 or equivalent, plus relevant practical experience</p> <p>Ability to use all functions of Microsoft Office, particularly Microsoft Excel and to a very high standard of efficiency including designing spreadsheets and analysing data.</p> <p>Experience of organising and prioritising own workload.</p>	<p>Previous experience of NHS Administration</p> <p>Experience of managing/supervising staff</p> <p>Experience of using databases</p>
	<p>Experience of working within a hospital environment.</p>	

	Experience of diary management	
Skills/Knowledge/Ability		
	<p>Accurate keyboard skills and good administrative experience, with a typing speed of at least 40wpm</p> <p>Good minute writing skills</p> <p>Must produce accurate work despite very frequent interruptions in the working day.</p> <p>Work calmly and methodically when under pressure from a busy and varied workload, paying attention to accuracy and detail whilst maintaining a flexible and positive approach to work.</p> <p>Excellent influencing, interpersonal verbal and non-verbal skills and the ability to utilise these appropriately with a large group of dispersed clinicians.</p> <p>Ability to use initiative and to work independently e.g. in liaising with senior clinicians and managers constantly. Able to use own initiative and to work without supervision.</p> <p>Effective communication and negotiation skills, demonstrating the ability to communicate clearly and effectively with clinicians and colleagues</p>	<p>Knowledge of medical terminology</p> <p>To have had previous experience of working within a multi-disciplinary team</p>

	<p>at all levels in the organisation both face to face and over the telephone, in an efficient and courteous manner and also deal with difficult situations.</p> <p>Excellent time keeping and time management skills.</p>	
Additional Information	<p>Demonstrate an understanding of the need for confidentiality, in and out of the working environment</p> <p>Well presented and fully completed application with valid reasons for applying for the post</p>	

(C Hobart March 2009)

