

## Job Description

New: 23/05/2017



**Job Title: Medical Records Clerk (Temporary)**

**Reports To: Practice Manager**

**Hours: 25 hours per week at times to be agreed**

**Job Summary:** To facilitate the release space in medical record filing cabinets and log the location of files not in these cabinets.

### **Job Responsibilities:**

- Identify records with large quantities of printed content and reduce the space taken in accordance with the Albany Practice procedure.
- Log the files that do not fit in the normal “Lloyd George” cabinets and prepare an electronic list of where these can be found.
- Adjust the cabinets to use the space available effectively
- Remove files for deduction
- Other tasks in line with skills and knowledge

### **Confidentiality:**

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately
- In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to patients and their carers, Practice staff and other healthcare workers. They may also have access to information relating to the Practice as a business organisation. All such information from any source is to be regarded as strictly confidential
- Information relating to patients, carers, colleagues, other healthcare workers or the business of the Practice may only be divulged to authorised persons in accordance with the Practice policies and procedures relating to confidentiality and the protection of personal and sensitive data

### **Health & Safety:**

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the Practice Health & Safety Policy, the practice Health

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& Safety Manual, and the practice Infection Control policy and published procedures. This will include:

- Using personal security systems within the workplace according to Practice guidelines
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
- Making effective use of training to update knowledge and skills
- Using appropriate infection control procedures, maintaining work areas clean and safe way and free from hazards
- Actively reporting of health and safety hazards and infection hazards immediately when recognised
- Keeping own work areas and general / patient areas generally clean, and the maintenance of general standards of cleanliness consistent with the job holder's role
- Undertaking periodic infection control training (minimum annually)
- Reporting potential risks identified

### **Equality and Diversity:**

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognizes the importance of people's rights, interests and them in a way that is consistent with Practice procedures and policies, current legislation
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights

### **Personal/Professional Development:**

The post-holder will participate in any training programme implemented by the Practice as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development

## The Albany Practice

### Person Specification

Job Title:	Medical Records Clerk (Temporary)
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Criteria	Essential/ Desirable	Demonstrated: A = application I = interview T=Test
<b>Qualifications/Training/Experience</b>		
1. Basic secondary education to GCSE standard or equivalent	E	A
2. Experience in use of database packages	D	A/I
<b>Skills and Knowledge</b>		
3. Excellent IT skills	E	A/I/T
4. Ability to undertake alphabetical filing	E	A/I/T
5. Excellent organisational skills	E	A/I/T
<b>Personal Skills, Abilities and Attributes</b>		
6. Team player	E	A/I
7. Meticulous and focused	E	A/I
8. Prepared to be flexible	E	A/I
<b>Other Requirements</b>		
9. Prepared to be flexible	E	A/I
10. Understanding of confidentiality requirements	E	A/I

## EMPLOYMENT APPLICATION

Your application should be filled in electronically and emailed to: [pm.albany@nhs.net](mailto:pm.albany@nhs.net)

Do not include a CV as this will not be included in the shortlisting process.

*Should you require more space for any section, either extend the space available on the form or attach extra sheets.*

### PERSONAL DETAILS:

<b>Post applied for: Medical Records Clerk</b>	
<b>Where did you see the post advertised?</b>	
<b>Surname:</b>	<b>First Name(s):</b>
<b>Address:</b>	<b>Postcode:</b>
<b>Telephone No: Daytime:</b>	<b>Evening:</b>
<b>E-mail address:</b>	
<b>Do you hold a current UK driving licence?</b>	
<b>What would be your method of transport to work?</b>	
<b>Are you legally eligible for employment in the UK?</b>	<b>Yes / No (delete as applicable)</b>
<b>Do you require a work permit to work in the UK?</b>	<b>Yes / No (delete as applicable)</b>
<i>Please note that prior to making an offer of employment, we are required by law to verify documentary evidence (and maintain copies for our files) regarding a candidate's eligibility to work in the UK. This applies to all applicants regardless of nationality/origin.</i>	

**Have you any criminal convictions that are not spent under the Rehabilitation of Offenders Act 1974?** *This post is covered by the Rehabilitation of Offender Act 1974 (Exceptions) Order 1975, both spent and unspent convictions must be declared.*

**Yes / No** (delete as applicable)

**If yes please give dates and details.**

**Are you involved in any activity which might limit your availability to work or carry out your working hours e.g. local government?** **Yes / No**

**If Yes please give details.**

**If offered employment, you will be required to complete an Occupational Health Questionnaire and may also be required to undergo an Occupational Health Consultation. Do you consent to this?** **Yes/No**

**APPLICANTS WHO ARE PATIENTS OF THE ALBANY PRACTICE**

**The Albany Practice** considers that employing staff who are patients of the practice has significant disadvantages both to the patient and to the practice. Please note therefore that if your application is successful, you will be required to register elsewhere.

**DISABILITIES**

**If selected for interview, do you require any special arrangements to be made on account of any disability?** **Yes / No**

**If yes, please give brief details of the effects of your disability on your day to day activities, and any other information that you feel would help us to accommodate your needs during your interview and fulfil our obligations under the Equality Act 2010.**

**EDUCATION AND QUALIFICATIONS** (most recent first). Include details of any qualifications for which you are currently studying/expect to attain.

**\* Inclusion of qualification dates is not compulsory**

Schools, Colleges Universities or other Training organisations	From*	To*	Programme of study/examinations taken (with levels and grades)

**CURRENT (OR MOST RECENT) EMPLOYMENT OR WORK EXPERIENCE**

<b>Title of Post</b>	
<b>Name and Address of Employer</b>	
<div style="text-align: right;">Postcode</div>	
<b>Nature of Business:</b>	<b>Date of Appointment:</b>
<b>Salary and Grade/Scale</b>	<b>Period of Notice / Contract End Date</b>
<b>Summary of Duties Responsibilities</b>	

**PREVIOUS EMPLOYMENT** (most recent first - you may include unpaid work)

Please give a brief explanation of any periods of unemployment. Add extra rows or continue on another sheet with the same layout if necessary

Employer's Name and Address	Title of Post Held	Salary/Pay	Date From	Date To	Reason for leaving

**INFORMATION IN SUPPORT OF THIS APPLICATION**

**Having read the job description, please use the space below to explain why you would be a good applicant for the post, highlighting relevant experience you have gained and skills you have to offer.**

*Please continue on an additional sheet if necessary. Do not include a CV with this application.*



**PERSONAL INTERESTS/HOBBIES**

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**REFERENCES**

Please give the name, address and telephone number of two people who would be willing to give you a reference. If you are currently or have recently been in employment, one of these should be your current or last employer. If not, a referee should be a person who can make a statement with regard to your character, e.g. a school or college teacher. Referees must not be members of your family or related to you in any way.

Name :	Name
Job Title (if applicable)	Job Title (if applicable)
Address	Address
Postcode	Postcode
Telephone	Telephone
How does this person know you?	How does this person know you?
May we take up reference before interview? <b>Yes /No</b>	May we take up reference before interview? <b>Yes /No</b>

In submitting this application I certify the information in it to be accurate

Signed: ..... Dated: .....