


MACDUFF MEDICAL PRACTICE

JOB DESCRIPTION		
	Job Title:	Clinical Administrator
	Location:	Macduff Medical Practice, Banff Health Centre, Fife Street, Banff AB45 1JD
	Position Type:	Part Time
Essential Skills	Desirable Skills	
<ul style="list-style-type: none"> Talent, Teachable, The ability to handle pressure, Good attitude Professional Computer literate (demonstrable keyboard skills) Excellent communication skills Personable Flexible of mind 	<ul style="list-style-type: none"> Worked in a medical/clinical environment Electronic Working Practises Experience with Vision / Docman, or medical clinical programmes such as EMIS Audio Typist MS Office Applications Excel formula / VBA Accounting Inventory Electronic Scheduling 	
<p>Job Purpose:</p> <ul style="list-style-type: none"> To provide clinical administration in support of the needs of the medical practice. To provide a point of contact for patients and visitors to the Practice and a focal point of communication between patients, GPs, clinical, and administrative staff. <p>General responsibilities:</p> <ul style="list-style-type: none"> To operate effectively, as part of a rotation within a team, covering the following areas of responsibility: <ul style="list-style-type: none"> Clinical administration Telephone communication Electronic communication Digitization Electronic Working Practises Operate independently or as part of a team to: <ul style="list-style-type: none"> Ensure the effective implementation of tasks as specified by the Practice Manager or implied by the dynamic needs of the Practice Be flexible with work schedules, remain calm and courteous and exercise self-control when interacting with patients and colleagues. Effectively communicate policies and procedures as required by the Practice Communicate effectively with other team members Communicate effectively with patients and carers Recognise people's needs for alternative methods of communication and respond accordingly Operate professionally and observe confidentiality Comply with the Practice confidentiality agreement Comply with the Practice Health & Safety Policy 		

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<ul style="list-style-type: none"> Comply with the Practice Equality and Diversity policy Maintain regular communication with the Practice Manager in order to ensure the currency of the requisite skills and knowledge required to meet the needs of the role 			
<p>Personal/Professional Development:</p> <ul style="list-style-type: none"> The post-holder will participate in any training programme implemented by the Practice as part of this employment, such training to include: <ul style="list-style-type: none"> Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and / or professional development Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work 			
Reviewed By:	Lynda Wiseman	Date:	06 July 23
Approved By:	Keith J Anderson MBE	Date:	06 July 23
Last Updated By:	Lynda Wiseman	Date/Time:	06 July 23