GLASTONBURY SURGERY – JOB DESCRIPTION

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| TITLE OF POST: | Data Administrator |
| SALARY: | £8.61 |
| HOURS OF EMPLOYMENT: | 16 hours per week |
| APPOINTMENT: | Permanent Contract |
| RESPONSIBLE TO: | IT Lead |
| LINE MANAGER: | Practice Manager |

JOB SUMMARY

To assist in administrative support of the EMIS and IT information systems, including providing data/reports, recording of information, and maximising income. To be part of a team working in a cooperative and mutually supportive manner, establishing and maintaining a friendly and welcoming atmosphere.

MAIN DUTIES AND RESPONSIBILITIES

* Assist the Practice Manager and IT Lead as needed
* To run searches and audits of the clinical system as requested.
* Responsibility for maintaining and updating practice Website and Intranet.
* Attend external computer user group meetings as required by the practice.
* Administrative support for practice information system specifically Quality Outcome Framework (QOF).

SPECIAL REQUIREMENTS OF THE POST

* An understanding of and adherence to the need for strict confidentiality.
* Excellent communication skills:
* The post holder should recognize the importance of effective communication within the team and must proactively encourage a manner of positive communication with all staff which should be extended to patients and carers.
* The post holder must recognize both internal and external customers and in providing support to staff and patients recognise peoples differing needs and levels of IT competence and adjust their own methods of communication accordingly

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JOB DESCRIPTION AGREEMENT

This job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post-holder commensurate with the position. This description will be open to regular review and may be amended to take into account development within the Practice. All members of staff should be prepared to take on additional duties or relinquish existing duties in order to maintain the efficient running of the Practice.

Jobholder’s: Signature:…………………………………

Date:………………………

Line Managers Signature:……………………….

Date:………………………

Line Mangers Name : ………………………………..

Position : …………………

GLASTONBURY SURGERY – PERSON SPECIFICATION

DATA ADMINISTRATOR

| Attributes | Essential | Desirable | How identified |
| --- | --- | --- | --- |
| Qualifications and training | * Good literacy and numeracy skills | * Formal qualification in I.T. | Application form |
| Knowledge and skills | * Excellent I.T Skills * Attention to detail | * EMIS Clinical System * Microsoft Office * Interest in Marketing | Application form  Interview |
| Experience | * Previous experience in a data recording role | * Experience in primary care/NHS/caring profession | Application form  Interview |
| Personal qualities | * Demonstrates motivation, reliability and commitment to team working * Can work accurately and calmly under pressure * Good time management * Demonstrate a flexible approach to work. * The ability to respond positively to changes * Willingness to undergo education/ training for both practice and service needs * Common sense and ability to use own judgment . * Ability to work without direct supervision and determine own work priorities | * Evidence of organisational skills | Application form  Interview  References |
| Mental and emotional effort | * Ability to work with competing priorities * Ability to work to deadlines |  | Interview |
| Working conditions | * Ability to work in a pressurized environment on a daily basis | Ability to work desired hours: | Interview |
| Communication and verbal skills | * Excellent communication skills. * Good interpersonal skills |  | Interview  References |