|  |  |
| --- | --- |
| **Job Title** | Data Administrator |
| **Line Manager** | Senior Data Administrator |
| **Accountable to** | Practice Manager |
| **Hours per week** | 37 |

|  |
| --- |
| **Job Summary** |
| To be responsible for undertaking a wide range of data inputting duties in support of the multidisciplinary team. Duties can include but are not limited to, coding information from patients’ clinical records, correspondence from other care service providers and other sources on the practice clinical system, adhering to extant policy and procedure. |

|  |
| --- |
| **Primary Responsibilities** |
| The following are the core responsibilities of the data administrator. There may be on occasion, a requirement to carry out other tasks; this will be dependent upon factors such as workload and staffing levels:   1. Coding data on EMIS Web 2. Extracting the required data from clinical correspondence and inputting the data into the patient’s electronic healthcare record 3. Coding all secondary care (hospital) letters 4. Monitoring patient call and recall systems 5. Maintain effective security of data all times 6. Support the team in the effective use of searches, audits and recalls 7. Support the team in the use of the clinical system 8. Provide guidance in trouble shooting when requested 9. Act as a liaison between the practice and manage all fault reporting 10. Configure searches and interpret data for audit purposes 11. Summarise patients notes when requested 12. Initiate data quality improvement projects 13. Collate the required data for reporting purposes 14. Ensure new patient records are received electronically and imported onto the clinical system 15. Process patient online applications as required 16. Code results and upload data as required |

|  |
| --- |
| **Secondary Responsibilities** |
| In addition to the primary responsibilities, the data administrator may be requested to:   1. Partake in audit as directed by the audit lead 2. Assist in the administration and coding of safeguarding documentation ensuring timescales are met 3. Assist with queries regarding safeguarding matters and refer appropriately |

|  |
| --- |
| **Generic Responsibilities** |
| All staff at West Somerset Healthcare have a duty to conform to the following:  **Equality, Diversity & Inclusion**  A good attitude and positive action towards ED&I creates an environment where all individuals are able to achieve their full potential. Creating such an environment is important for three reasons: it improves operational effectiveness, it is morally the right thing to do, and it is required by law.  Patients and their families have the right to be treated fairly and be routinely involved in decisions about their treatment and care. They can expect to be treated with dignity and respect and will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Patients have a responsibility to treat other patients and our staff with dignity and respect.  Staff have the right to be treated fairly in recruitment and career progression. Staff can expect to work in an environment where diversity is valued and equality of opportunity is promoted. Staff will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Staff have a responsibility to ensure that you treat our patients and their colleagues with dignity and respect.  **Safety, Health, Environment and Fire (SHEF)**  This practice is committed to supporting and promoting opportunities to for staff to maintain their health, well-being and safety. You have a duty to take reasonable care of health and safety at work for you, your team and others, and to cooperate with employers to ensure compliance with health and safety requirements. All personnel are to comply with the Health and Safety at Work Act 1974, Environmental Protection Act 1990, Environment Act 1995, Fire Precautions (workplace) Regulations 1999 and other statutory legislation.  **Confidentiality**  This practice is committed to maintaining an outstanding confidential service. Patients entrust and permit us to collect and retain sensitive information relating to their health and other matters, pertaining to their care. They do so in confidence and have a right to expect all staff will respect their privacy and maintain confidentiality at all times. It is essential that if, the legal requirements are to be met and the trust of our patients is to be retained that all staff protect patient information and provide a confidential service.  **Quality & Continuous Improvement (CI)**  To preserve and improve the quality of our output, all personnel are required to think not only of what they do, but how they achieve it. By continually re-examining our processes, we will be able to develop and improve the overall effectiveness of the way we work. The responsibility for this rests with everyone working within the practice to look for opportunities to improve quality and share good practice.  This practice continually strives to improve work processes which deliver health care with improved results across all areas of our service provision. We promote a culture of continuous improvement, where everyone counts and staff are permitted to make suggestions and contributions to improve our service delivery and enhance patient care.  **Induction Training**  On arrival at the practice all personnel are to complete a practice induction programme; this is managed by the Deputy Practice Manager.  **Learning and Development**  The effective use of training and development is fundamental in ensuring that all staff are equipped with the appropriate skills, knowledge, attitude and competences to perform their role. All staff will be required to partake and complete mandatory training as directed by the training coordinator, as well as participating in the practice training programme. Staff will also be permitted (subject to approval) to undertake external training courses which will enhance their knowledge and skills, progress their career and ultimately, enable them to improve processes and service delivery.  **Collaborative Working**  All staff are to recognise the significance of collaborative working. Team work is essential in multidisciplinary environments. Effective communication is essential and all staff must ensure they communicate in a manner which enables the sharing of information in an appropriate manner.  **Service Delivery**  Staff at West Somerset Healthcare must adhere to the information contained within practice policies and regional directives, ensuring protocols are adhered to at all times. Staff will be given detailed information during the induction process regarding policy and procedure.  **Security**  The security of the practice is the responsibility of all personnel. Staff must ensure they remain vigilant at all times and report any suspicious activity immediately to their line manager. Under no circumstances are staff to share the codes for the door locks to anyone and are to ensure that restricted areas remain effectively secured.  **Professional Conduct**  At West Somerset Healthcare, staff are required to dress appropriately for their role. Administrative staff will be provided with a uniform whilst clinical staff must dress in accordance with their role.  **Leave**  All personnel are entitled to take leave. Line managers are to ensure all of their staff are afforded the opportunity to take their annual leave days leave each year, and staff should be encouraged to take all of their leave entitlement. |

This document may be amended following consultation with the post holder, to facilitate the development of the role, the practice and the individual. All personnel should be prepared to accept additional, or surrender existing duties, to enable the efficient running of the practice.