



The Apples Medical Centre

JOB TITLE: Practice Administrator

REPORTS TO: Managing Partner

HOURS: Permanent Part-time hours 22.5 (Mon, Tues and Wed 8.30am to 4.30pm with 30 mins unpaid lunch break) or can be discussed for the right candidate

PAY: depending on experience - pa to be reviewed after 6months probation

Job summary: Provide support to the Managing Partner in day to ay administrative tasks

Job responsibilities:

Main duties and responsibilities: this list is fluid

- To support the Practice Manager (PM) in ensuring the effective and efficient management of the practice
- To assist the PM in ensuring compliance with all current legislation and regulations governing the delivery of primary care services
- Book-keeping: inputting of Purchase invoices, producing Sales invoices (Prepare sales invoices e.g. Leweston, YTFC, Flu, Medical/Insurance invoices)
- Assist in the Recruitment of practice employees; DBS, setting up windows/email account, applying for Smartcard and access to SystemOne, liaise with line managers for inductions and training
- Maintaining team polices on TeamNet (overview of all existing policies) including Nurses polices (under guidance of lead nurse)
- Monitoring and liaising with managers for employees training on TeamNet
- Maintaining/reviewing practice website
- Maintaining and adding to weekly Socials with health champaigns and notices from the practice
- Action/monitoring monthly premises checks e.g. Meter readings, cleaning audits etc
- Action Infection Control Audits (under guidance of lead nurse)
- PPG administrator
- Nurses' admin e.g. non-clinical policies as instructed by Lead Nurse
- Nurses' rota
- Action private documentation e.g. medicals/insurance
- Assist with seasonal health champaigns/clinic prep e.g. Flu, Covid, RSV etc
- Preparing mtg team links for the monthly Frailty MDT and Safeguarding MDT
- Ad hoc HR audits as requested e.g. DBS annual Dec, workstation, annual Dec
- Order monthly station order
- Assist with preparing for CQC Assessment
- Monitoring/preparing equipment/PAT testing annually

2. Health and Safety and Risk Management

- **Practice premises and Fire safety**
Be aware of policy. Ensure basic systems are in place
- **Health and Safety Risk assessment**
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, to include-
Using personal security systems within the workplace according to practice guidelines
Making effective use of training to update knowledge and skills
Reporting potential risks identified.

Confidentiality:

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.

Communication:

The post-holder should recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognise people's needs for alternative methods of communication and respond accordingly.

Quality:

The post-holder will strive to maintain quality within the practice, and will:

- Effectively manage own time, workload and resources
- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own actions, either directly or under supervision
Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions
on ways to improve and enhance the team's performance
- Work effectively with individuals in other agencies to meet patients' needs

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 recognises the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and 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