**Medical Secretary Job Description**Job Title: **Medical Secretary**

Responsible to: **Admin Manager**

**Responsible for:**

Assisting the Responsible Clinician with report writing, ensuring legal paperwork is completed in a timely manner, organising meetings and liaising with GPs in order to free up the RC’s time so that maximum clinical input can be provided to our patients.

**Summary of responsibilities:**

* Obtaining pre admission GP summary when Admission & Discharge coordinator confirms admission. Find PAA in pre admissions documents, call current GP practice and speak to Medical Secretary to request their GP summary, doctors at site will request if they need anything further.
* When Admission & Discharge coordinator adds new admission to the patient register add any further family contact details received, may need to call them if missing information for the register.
* Arrange, book & minute 72 hour meeting for new admissions, liaise with family / externals pre 72 hour meeting.
* Arrange CPA’s, Professional meetings, Discharge planning, Section 117 & MAC meeting. Meetings are required to be minuted word verbatim.
* Manage CPA yearly schedule and send out updates when required, liaise with ward clerks if meetings need to be held in ward round.
* File MCA forms and arrange Best Interest Meetings when required. Arrange, book and minute these meetings. Post-meeting ensure it is signed and stored on ePrime.
* Arrange GP / Pharmacy Meetings upon request.
* Achieve any medical secretary actions in meetings.
* Store minutes in Patient Data / Pink Notes.
* Update Patient Register when required.
* To update MHAA & Ward Clerk with any related updates.
* Work for Consultants & Doctors as required and manage Consultant / Doctors calendars.
* Assist with morning meeting and reception cover where required.

**General**

1. To attend for work reliably and punctually.
2. To remain vigilant and do everything possible to protect individuals and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report any incident of this nature you witness, hear about or suspect.
3. To develop own practice through the supervision and appraisal process, ensuring your training needs are identified and addressed.
4. Use an appropriate level of confidentiality where personal information is involved with regard to both students and employees.
5. To ensure that people with whom you have contact have equal opportunities, to acknowledge their individual differences and uphold their rights and responsibilities, including the right not to be discriminated against, as set out in law and by Cygnet policies.
6. To contribute fully to effective team working by striving to build and maintain positive relationships.
7. To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.

**Health & Safety**

1. To contribute to the maintenance of safe and secure learning and care environments. This includes taking the appropriate action in the event of an emergency.
2. A duty exists (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, to evaluate and take action to reduce the risks. It is expected that you comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk.

 **Safeguarding**

1. It is everyone’s responsibility to ensure that everything possible is done to protect individuals in our care from abuse of a physical, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report any incident of this nature you witness, hear about or suspect.

**PERSON SPECIFICATION**

**For new appointments, a selection panel will assess each of the points below against what you have written on the application form – so, as a job applicant, you should explain by using examples from previous jobs, voluntary work or whilst you were in education, how you match these points.**

To do this job effectively a person will need:

###### Knowledge/Skills/Experience/Personal Attributes and Qualifications

* Good knowledge of Microsoft Office, including Word, Excel and Powerpoint
* To be able to work with new in-house systems
* Have an understanding of confidentiality and data protection
* Flexibility and be willing to attend meetings at alternative venues
* Must have an eye for detail ensuring accuracy
* Outstanding organizational skills
* Ability to co-ordinate multiple tasks and shifting priorities
* Ability to work well under pressure
* Willing to undertake training course relevant to the job role in order to maintain skills/knowledge
* Ability to relate well to other people and function as a team player
* Ability to work using own initiative
* Self- starter
* GCSE grade C or above in Maths and English or equivalent level of numeracy and literacy
* AMSPAR qualification is desirable
* 1-3 years’ experience or more Administration experience or evidence the same, including report preparation; organising meetings; liaising with individuals in our care
* Knowledge of compliance and auditing systems required by regulatory bodies (CQC)
* Successful experience of working effectively with staff and external professionals in care settings
* Proficiency is diary management
* Experience of co-ordinating the work of others effectively.

Employee………………………………………… Date…………………………………

Employer: Cygnet Brunel Date: 04.08.2023