

ROLE BRIEF

Department:	SMSKPE EAST
Job Title:	Clinical Quality Administrator
Responsible To:	Clinical Director
Location:	Ivy House, Eastbourne
Key Duties:	<p><u>Job Purpose:</u> The Clinical Quality Administrator is responsible for:</p> <ul style="list-style-type: none"> • Organising and co-ordinating all SMSKPE activities relating to clinical quality and standards and patient experience. • Providing administrative support to ensure the outputs of clinical meetings are accurately understood by all stakeholders • All aspects of the organisation and follow up of patient forums and attendance at these. • Developing a Corporate Support function which actively demonstrates the organisation's values, and which becomes renowned throughout the organisation, and with external stakeholders, for its efficiency, professionalism and high-quality outputs.
Key Accountabilities:	<p><u>General</u></p> <ul style="list-style-type: none"> • To carry out any other reasonable duties as requested by the Senior Management Team. • To take an active role in the staff appraisal system and action agreed goals and objectives. • To comply with all SMSKPE Policies and Guidelines. • To act in such a manner as to satisfy public trust and confidence, to uphold and enhance the good reputation. • To take every opportunity to maintain and improve knowledge and professional competence, in line with the appropriate professional body or as agreed at the annual Individual Performance Review. • To ensure that confidential information from SMSKPE or its associated companies (including information regarding patients and staff) is not inappropriately disclosed.
Key Knowledge, Skills and Experience:	<p><u>Must Haves</u></p> <ul style="list-style-type: none"> • Preparing agendas and completing/organising the taking of minutes / action notes at any key meetings, providing a high standard of administration support and organisation to the Senior Management Team. • Collate, format and prepare a variety of monthly reports for review by the Clinical Director, SLT and wider clinical team members • Co-ordination and execution of all aspects required for the

	<p>organisation and running of effective patient forums with the Patient Director (e.g. ensuring patient attendance, coordinating host site requirements, liaising with patients prior to and during the forums, providing and distributing summary reports).</p> <ul style="list-style-type: none"> • Support clinical team members with administrative requests relating to established and agreed clinical performance activities. • Ensuring appropriate confidentiality in view of the access to, and involvement with, sensitive information. • Ensuring through personal actions that the Corporate Support Office is viewed effectively and professionally across a wide range of stakeholders (JVCo, CCG, Clinical Staff, Service provider organisations etc.) • Effective managing and prioritisation of incoming work and issues • Deploying effective communication in all aspects of the role — not simply as a skill but as an integral part of the role. • Create, edit and proofread communications and presentations ensuring grammatical correctness, appropriate layout etc. • Co-ordination and execution of aspects required for effective clinical meetings (e.g. compilation of agendas and minutes, TOR, meeting papers preparation, room booking etc). • Maintenance of effective systems for managing mail • Maintenance of the clinical filing system. • Develop, maintain and communicate an efficient Document Management system, which includes (but is not limited to) the maintenance, distribution and archiving and security of organisational policy documents. • Coordinate and support the preparation of external communications relating to SMSKPE clinical matters
<p>Health and Safety:</p>	<p>The Health Act 2008 Code of Practice for Prevention and Control of Healthcare Associated Infections:</p> <p>You will carry out your duties in a way that maintains and promotes the principles and practice of infection prevention and control. You will comply with national standards, policies, guidelines and procedures. If you need a few tips, speak with our Infection Control Specialist.</p> <p>For clinical colleagues with direct patient contact, this will include (but is not limited to):</p> <ul style="list-style-type: none"> • compliance with clinical procedures and protocols, including uniform and dress code • the use of personal protective equipment • safe procedures for using aseptic techniques • safe disposal of sharps.

	Please take due care at work, reporting any accidents, incidents or near misses to your line manager and record them on the Datix system.
Equal Opportunities	Horder Healthcare's Equal Opportunities Policy tells you all about our commitment to ensuring that no patient, colleague or prospective colleague is discriminated against, whether directly or indirectly on the grounds of : gender, sexual orientation, age, marital status, responsibility for dependants, disability, religion, creed, colour, race, nationality, ethnic or national origin, trade union activity, social background, health status, or is disadvantaged by conditions or requirements which cannot be shown as justifiable.
Confidentiality	You will make sure that no confidential information is disclosed about Horder Healthcare or its associated companies (including information about patients and colleagues) to any unauthorised person .
Safeguarding	You will be aware of the key issues in safeguarding children and vulnerable adults from significant and serious harm . Reporting safeguarding concerns to appropriate professionals and recording incidents accurately.
People Managers (if applicable)	You have a responsibility to manage your team, ensuring safe staffing levels at all times. You should ensure all new team members are effectively inducted onto your department; making sure that mandatory training is complete and kept up to date. You should effectively manage your team members monitoring performance and absence, using the HR policies and procedures.
Review	Whilst this role brief outlines the main duties of your role identified at the date of issue, you may be required to carry out additional tasks as requested by senior colleagues. Your role may be subject to amendments in the light of the changing needs of the business, and will be reviewed periodically , which we'll discuss with you first.
Role Brief Agreement	<p>I have read this role brief and understand the contents of my day-to-day duties. I also understand that this role brief may change over time with the business needs of Horder Healthcare. I understand that the role brief will therefore be subject to periodic review.</p> <p>Colleague name:</p> <p>Colleague signature:</p> <p>Date:</p>