

PERSON SPECIFICATION – Data Quality Team

Category	Essential	Desirable
Education	<ul style="list-style-type: none"> Education at 5 GCSEs at Grade C or above or other experience/qualifications at Level 2. 	
Experience	<ul style="list-style-type: none"> Demonstrate a commitment to Continual Professional Development. Understand, accept and adheres to the need for confidentiality. Must be a team player – demonstrate evidence of working successfully within a team. 	<ul style="list-style-type: none"> Experience working in an administrative role within General Medical Practice. Experience of the NHS Quality and Outcomes Framework (QoF) and Enhanced Services.
Attitudes	<ul style="list-style-type: none"> Work calmly under pressure and to meet deadlines. Proficient in time management. Conscientious and pays attention to detail. Self-starter. Flexible and proactive attitude. Enthusiasm for the role. Able to work as part of a team. 	
Skills and Abilities	<ul style="list-style-type: none"> Excellent verbal and written communication skills. Teamwork skills. Very good interpersonal skills. Problem solving skills. Experienced using Microsoft Word and Excel. 	<ul style="list-style-type: none"> Knowledge of SystmOne.

JOB DESCRIPTION – Data Quality Team

Job Title: Data Quality Team Member

Responsible to: Assistant Practice manager

Place of Work: Medical Practice

Job Summary

We are looking for a positive, friendly and enthusiastic Data Quality Team Member with an eye for detail to join our welcoming, hardworking and dedicated team. Our Data Quality Team provide a high level of support to patients, clinical staff and other teams within the Practice. To continually improve performance and adhere to Care Quality Commission standards. Full in-house training will be given.

Working for Brook Square Surgery is an exciting opportunity to begin your career in the NHS where there is always potential for career progression.

Contact us on 01723 380651 or email hnyicb-ny.dqt-b82088@nhs.net find out more.

Duties and Responsibilities

Administration

- File pathology results.
- Sending referrals for patients to secondary care.
- Summarise new patients' medical records.
- Review information from clinical documents and transfer into the electronic patient record.
- Monitor generic emails to the Practice and distribute to staff as appropriate.
- Filing patients records.
- Proofread medical reports.
- Invoicing and payment reconciliation.
- Processing non-NHS paperwork.
- Regular Fire Alarm testing.
- Registering new patients.
- Taking requests for repeat medications and issuing.

Reporting

- Create and run reports using our IT system ensuring that results are accurate.
- Investigate data for audit purposes.

Data Protection

- Ensure security of data at all times with the Data Protection Act and the practices Information Governance policies and procedures.

Clinical Practice:

- To ensure that all statutory requirements outlined in the IntraHealth personnel procedures and policies are personally adhered to.
- To be familiar with and conform to responsibilities under the Data Protection Act as identified by IntraHealth.
- To undertake duties as necessary, in line with the changing needs of the company. To participate in the annual appraisal and knowledge and skills framework profiling process. Any necessary training will be provided.

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- To support others in the development and application of knowledge and skills in practice.

Communication:

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

- 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 patient's needs.
- Effectively manage own time, workload and resources.

Health and Safety:

- The post holder is required to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts at work.
- The post holder is required to co-operate with their employing body to ensure that statutory and departmental regulations are adhered to.

No Smoking:

- IntraHealth has a No Smoking policy. All Health Service premises are considered as non-smoking zones, other than designated smoking areas. There will be a strict no-smoking policy within the company premises.

Core Competencies

Technical Competencies

- Competent at word, excel etc.
- Attention to accuracy.

Management Competencies

1. Teamwork.
2. Flexibility.
3. Motivated.
4. Risk Awareness.
5. Health and Safety Awareness.

Personal/professional Development

- Participate in training programmes as part of your personal and professional development.
- Take responsibility for own development, learning and performance and willing to support colleagues with their training.

Managing Tasks / Projects

- Ensuring tasks and duties are performed within clearly defined timescales.

Managing Information / Data

- Compiling, processing and supplying information and data to both internal and external contacts.

Communications

- High level of verbal and written communication skills.
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