NEW VICTORIA HOSPITAL

**JOB DESCRIPTION**

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| **POSITION INFORMATION** |
| 1. **Job Details** |
| Post/Title: Practising Privileges Co-Ordinator  Responsible To: Integrated Governance and Risk Manager  Accountable To: Chief Executive |
| 1. **Job Summary**   (A brief description of the main purpose of the post) |
| To provide support to the Governance Team in the collation and approval of consultant information as identified in the Practicing Privileges policy |
| 1. **Role of the Department**   (The function of the department in which the post holder works) |
| To provide effective governance for the Hospital by ensuring robust systems are in place to monitor the quality and safety of care and provide assurance to the Executive Management Team. To facilitate service improvement and reduce any risks to the health, safety and welfare of patients, staff and visitors. |
| 1. **Key Working Relationships**   (The range of individuals and organisations the post holder has contact with, how regularly and for what purpose) |
| * Consultants and their secretaries * Other healthcare organisations * Healthcare Regulatory Bodies * The Integrated Governance and Risk team * Heads of Department * All employees |
| 1. **Duties and Responsibilities of the Post** |
| * To be familiar with the CQC requirements for managing PPs effectively including the MPAF guidance published by IHPN * To maintain excellent communication with all consultants in relation to new or outstanding mandatory documentation. * Carry out all paperwork checks involved with the granting and renewing of Consultants’ practising privileges at the Hospital and maintain up to date records as per the Practising Privileges Policy. * Maintain secure on line Consultant personal files, and refer to old hard copy files as needed. * Use a variety of communication strategies to communicate with staff, consultants and other stakeholders and promote good relations in the workplace. * Communicate and feedback all relevant information from the consultants to the Integrated Governance and Risk Director * Keep the Consultant Documentation Checklist up to date and report any compliance concerns. * Cover any other tasks which may be reasonably required within the governance department. * Develop a sound understanding of the documentation pertaining to practising privileges. * Meet KPI’s as set by line manager. |
| **INDIVIDUAL RESPONSIBILITIES** |
| 1. **General** |
| The post holder is expected to:   * Adhere to Hospital policies and procedures and relevant legislation including the requirements of any professional bodies * Understand and incorporate the organisational values into daily working practice:   + Compassionate   + Exceptional   + Ethical   + Evolving * Attend mandatory training as identified by the Hospital * Develop own knowledge, skills and experience through supervision practice and educational opportunities within the spirit of lifelong learning * Remain professional in both attitude and appearance at all times, ensuring confidentiality is always maintained. * Keep up-to-date with Health and Safety responsibilities, emergency and fire procedures and general hospital policies and to attend mandatory training courses as per hospital policy. * Work as part of a team and collaborate with colleagues * Avoid any behaviour which discriminates against patients/relatives, visitors employees or potential employees on the grounds of their sex, race, ethnic or national origins, colour, disability, religion or belief, sexual orientation or age. * Ensure good communication links are established with all other departments within the hospital * Develop a team approach to equality and diversity, ensuring relevant policies and procedures are implemented and acted upon if discrimination occurs. * Maintain a high level of security awareness |
| 1. **Health and Safety** |
| Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors. |
| 1. **Risk Management** |
| All staff has a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly via Datix and to co-operate with any necessary investigations undertaken. |
| 1. **Confidentiality and Information Governance** |
| The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow the Hospital policies and procedures to ensure that hospital information is dealt with legally, securely, efficiently and effectively.  It is important that the post holder processes personal identifiable information only in accordance with the Hospital’s Information Security policy.  The post holder must manage the records they create or hold during the course of their employment with the Hospital in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. ISO27001, Data Protection Act 1998, Freedom of Information Act 2000, Caldicott Guidelines and professional codes of conduct on confidentiality.  It is likely that the post holder will be in contact at some time with a form of information system, and therefore are responsible for implementing and maintaining data quality. The post holder, when making entries into the records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that all information recorded is accurate, complete and relevant. |
| 1. **Equality and Diversity** |
| Employees are responsible for ensuring that they assist in the implementation of this the Hospital’s Equality and Diversity policy by:   * Not discriminating in the course of their employment against fellow employees, customers, suppliers, or members of the public with whom they come into contact. * Not inducing or attempting to induce others to practice unlawful discrimination and reporting any discriminating action to the Hospital management. |
| 1. **Infection Control** |
| It is a requirement of the Department of Health that all Healthcare workers accept personal responsibility for compliance with infection control policies and procedures at any time when working in clinical areas. |
| 1. **Safeguarding Children and Vulnerable Adults** |
| It is the responsibility of the post holder to be familiar with their role and responsibility around safeguarding children and adults at risk. |

**PERSON SPECIFICATION**

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| Factor | Essential | Desirable |
| Qualifications | RSA typing | 50+ wpm  Excel |
| Knowledge | Outlook  Word  Excel | Private Practice |
| Experience | Minimum 1 year of working in an administrative role requiring attention to detail. | Administrative role in private healthcare |
| Skills and aptitude | Ability to deal with sensitive information  Good command of written/spoken word  Flexibility  Attention to detail  Tenacity  Ability to work as part of a team | Understanding of practising privileges documentation. |