



INFORMATION FOR APPLICANTS  
FOR THE POSITION OF  
**PART-TIME**  
**RECEPTIONIST ADMINISTRATOR**  
**YORK**

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## 1. Background

The earliest mention of a medical practitioner serving the Haxby/Wigginton area is of a Dr Hood who practised in York and held a monthly surgery in the building next door to the Fish and Chip shop in Haxby, this would be before 1920. Since that time the practice has changed through patient growth, merger and business development into a sizeable and diverse NHS service provider.

The York Practice now has a GMS (General Medical Services) contract with the NHS and provides a full range of primary care services and additional services from 6 different locations in the City. Its Practice area arcs from the North East to the South West and includes the urban/suburban extremities of the City and beyond to some outlying villages. The main site is in the Health Centre at Haxby/Wigginton. The second largest surgery, Gale Farm, serves the suburban area of Acomb. Our Huntington surgery is the third largest. The three smaller sites are based at New Earswick, amongst the original Joseph Rowntree “garden village” social housing development, at Stockton on the Forest, a small rural village outside the City and Poppleton, a semi-rural suburban village. Stockton also provides dispensing services to its patients and to the Poppleton patients. In all we serve approximately 33,000 patients. Additionally, we have been providing local anaesthetic vasectomy services to the patients of York and North Yorkshire from our York Practice for nearly 10 years.

In 2009 as Haxby Business Group (HBG Ltd) we started a new venture to improve access to GP services in Hull as part of the Equitable Access to Primary Care Initiative. We opened three brand new GP practices with very different demographics in the Kingswood, Priory Road and Orchard Park areas covering the North and West of the City and part of the East Riding of Yorkshire. We have developed a strong Hull-based team providing a full range of primary care services to roughly 11500 patients under an APMS contract. In 2013 we were approached by Burnbrae Surgery in East Hull and formed a new Partnership with HBG Ltd as a corporate partner. This well-established Practice provides GMS contract services to an additional 5,000 patients.

Our Hull and York Practices are part of the Improving Access to General Practice scheme meaning that we provide a service to our patients 7 days per week, including Bank Holidays.

We have a long and successful history of involvement with medical training and education and in both Cities we support GP trainees with GP Partners as trainers across all our sites. We have a long-standing relationship with Hull and York Medical School and support students from all years of their Medical course in both Cities.

Both our Hull and York Practices have been appointed as Advanced Training Practices, providing training infrastructure and inter-professional teaching and learning for undergraduate and post graduate nursing students, mentoring nurse practitioners and other health professionals and training HCAs. Part of our ATP role is as a hub to support other practices with this work and in training their nurses and HCAs.

We are research accredited and work with the local primary care research network to support projects in both Hull and York.

In 2010, we teamed up with local pharmacist, Richard Harrison Ltd, to form a new venture as Haxby Group Pharmacy (HGP Ltd). It now operates two pharmacies in York at Huntington and Haxby surgeries. Following our merge with Gale Farm partnership in April this year we became a partner with Community pharmacies UK in an LLP joint venture running a pharmacy at Gale Farm surgery.

We are a high achieving organisation that meets its targets such as the Quality and outcomes Framework and in the standards of performance required by our contracts and as expected and needed by our patients.

We aim to involve and communicate with and listen to our patients as best as possible and have active Patient Participation Groups and disease specific support groups. In addition we are very active with other forms of communication including website, strong social media presence and a professional quarterly newsletter. There are regular patient surveys such as the friends and family test.

We are organised into teams by specialisation, such as finance, nurses or data, or by geography, such as surgery. We value our staff very highly and support them in their role and ambitions through training and appraisals. We also try to communicate and listen with our staff through regular staff surveys, away days and regular social functions.

We have a clear Mission to “work together to provide a caring, quality service to our patients” and an ethos based on three key principles, Professionalism, Unity and Balance.

To be professional we aim to be the best that we can be, to apply the best standards that are possible, to be advocates for the patient and high quality contract performers. We have a comprehensive range of policies and protocols, clinical and non-clinical and are a learning organisation that listens to complaints and reviews significant events in a supportive learning fashion.

To be unified we work as a team and in teams, offer supportive, comprehensive employment policies, accept and value each other’s role as important in the delivery of healthcare and a quality service and listen to each other. We do not discriminate for reasons of disability, age, race or religion and we work with and listen to our patients.

For balance we apply good judgement in the use and application of resources, skill, or medical care. We ensure that we maintain perspective and are as fair as possible in all our dealings. We also ensure that our employment style and work ethic invigorates and supports our team in a positive and happy environment.

More information can be found at [www.haxbygroup.co.uk](http://www.haxbygroup.co.uk)

## 2. Job Description

**Job Title:** RECEPTIONIST ADMINISTRATOR

**Reports to:** SURGERY MANAGER

**Responsible to:** MANAGING PARTNER

### Job Summary:

The purpose of the role is to:

- Offer general assistance to the Practice team and project a positive and friendly image to patients and other visitors, either in person or via the telephone.
- Receive, assist and direct patients in accessing the appropriate service or healthcare professional in a courteous, efficient and effective way.
- Undertake a variety of administrative duties to assist in the smooth running of the Practice including the provision of secretarial and clerical support to clinical staff and other members of the Practice team.
- Facilitate effective communication between patients, members the primary health care team, secondary care and other associated healthcare agencies.

### Duties and Responsibilities:

The duties and responsibilities to be undertaken by members of the Practice administration team may include any or all of the items in the following list. Duties may be varied from time to time under the direction of the Team Leader/Managing Director, dependent on current and evolving Practice workload and staffing levels:

- Opening up/locking-up of Practice premises and maintaining security in accordance with Practice protocols.
- Maintaining and monitoring the Practice appointments system.
- Processing personal and telephone requests for appointments, visits and telephone consultations and ensuring callers are directed to the appropriate healthcare professional.
- Participate in the provision of Improved Access shifts as per the rota.
- Processing and distributing incoming (and outgoing) mail.
- Taking messages and passing on information.
- Filing and retrieving paperwork.
- Processing repeat prescriptions in accordance with Practice guidelines.
- Computer data entry/data allocation and collation; processing and recording information in accordance with Practice procedures.
- Initiating contact with and responding to requests from patients, other team member and associated healthcare agencies and providers.
- Clearing and re-stock consulting rooms as required.
- Dealing with samples.
- Providing clerical assistance to Practice and Trust staff as required from time to time, including word/data processing, filing, photocopying and scanning.
- Ordering, re-ordering and monitoring of stationery and other supplies.
- Dealing with clinical waste.
- Provision of refreshments for staff and visitors as required; loading and emptying the dishwasher and keeping the kitchen area clean and tidy.

- Keeping the reception area, notice-boards and leaflet dispensers tidy and free from obstructions and clutter.
- Helping to maintain hygiene control measures.
- Dealing with the front-desk administration and cash handling required for non-NHS work such as patients' private insurance and medical reports.

### **Confidentiality:**

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately.
- 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.

### **Health & Safety:**

You 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
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks.
- Making effective use of training to update knowledge and skills.
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards.
- Reporting potential risks identified.

### **Equality and Diversity:**

You are to support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognizes 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.

### **Personal/Professional Development:**

You will participate in any training programme implemented by the Practice as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development.
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.

**Quality:**

You 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.

**Communication:**

You 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.
- Recognize people's needs for alternative methods of communication and respond accordingly.

**Contribution to the Implementation of Services:**

You will:

- Apply Practice policies, standards and guidance.
- Discuss with other members of the team how the policies, standards and guidelines will affect own work.
- Participate in audit where appropriate.

**Other**

This job description is neither exhaustive nor exclusive and will be reviewed periodically in conjunction with you. You are required to carry out any duties that may reasonably be requested by the Managing Partner.

### 3. Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Physical Requirements</b>	Able to undertake the requirements of the post.	Reliable. Flexible. Excellent attendance record.
<b>Knowledge/Qualifications/Skills</b>	Excellent customer service skills Good administrative and organisational skills IT literate with good keyboard skills Excellent telephony skills Understand and observe strict confidentiality	Level 2 or equivalent qualification in Dispensing/pharmacy services Some customer service qualification Skilled in office machinery use
<b>Competencies/Qualities/Attributes</b>	An interest in primary care Good communication (written and verbal) Work well under pressure Able to work as a team member Able to work unsupervised Able to use own initiative Be self motivated Able to listen and empathise Hard working and willing Flexible and adaptable, able to work according to changing need Enthusiastic Commitment to personal development	
<b>Other</b>	Able to work at the desired times Flexibility of hours for cover Good sickness record	Non smoker Car driver/clean licence

#### 4. Terms and Conditions

**Salary:** Your salary will be £8.00 per hour however; there is an enhanced rate of pay for shifts included on the Improved Access rota. Pay progression will be dependent upon annual performance appraisal.

**Annual Holiday:** 22 days plus bank holidays, pro rata for part time staff (holiday entitlement will increase as a reward for loyalty and service).

**Training:** Induction training plus other annual training subject to an agreed personal development plan.

**Working hours** **Part-time position: 20 flexible hours per week**

Haxby Group is a Hub within the Improving Access to General Practice scheme in York and therefore your working pattern will include Improved Access shifts.

Your working hours will be based around the opening times of Haxby Group which is 8 am to 8 pm Monday to Friday and 8.30 am to 12.30 pm on weekends (Saturday and Sunday), including Bank Holidays.

The post-holders exact weekly hours will be agreed according to service and individual needs. To facilitate communication and training you will also be required to attend evening meetings, events and training that fall outside your normal working hours. These will be reimbursed as overtime paid at the normal hourly rate, or as time taken in lieu.

**Benefits:** We operate an optional contributory pension and benefits scheme.

The Well-being Simply Health plan will be offered after your probation period.

Other benefits include:

Uniform

Full induction package with reviews.

Annual reviews.

Annual training day.

Regular training and updates.

Social functions.

#### 5. Application

Applications must be completed via the **NHS jobs** website and are available from [www.jobs.nhs.uk](http://www.jobs.nhs.uk)

Human Resources contact details:

Haxby Group HR Team

109-119 Front Street

Acomb

York

YO24 3BU

Or E mail: [HR.Team@haxbygroup.co.uk](mailto:HR.Team@haxbygroup.co.uk) Tel: 01904 724671 / 724654

All applications will be acknowledged.

For more information regarding the post please contact the HR Team on the above numbers.