

**JOB TITLE:** Admin Assistant

**ACCOUNTABLE TO:** Practice Manager

### **JOB SUMMARY**

To provide the practice with an efficient and effective administrative support to ensure practice objectives are achieved.

### **MAIN OBJECTIVES OF THE POST:**

- To work with the Practice Manager/Team Leader to ensure that there is an efficient and effective administration system to support the provision of a high quality of service to patients.
- To ensure that the practice IT system is used to fully support the receptionist and administration services in accordance with practice policy.
- To support the Practice Manager to ensure that communication channels are in place to ease the flow of information both within the practice and externally.
- To assist the GPs/Practice Manager/Pharmacology Team within the practice to achieve the aims of the General Medical Services (GMS) contract.

### **PRINCIPAL RESPONSIBILITIES:**

- Use well established IT software e.g. INPS Vision, SPIRE, Scottish Therapeutics Utility etc to assist with data searches and analysis and for audit and data quality purposes.
- Work alongside the Practice Manager to assist with the delivery of the administrative objectives of the Practice Healthcare Team.
- Ensure all administrative procedures are carried out in accordance with practice policy.
- Entry of appropriate data into the patient electronic health record.
- Support the Practice Manager to develop and manage information & IT strategy policies with the aim of maximising the use of IT equipment.

- Keep up to date with clinical software developments, ensuring a good knowledge base to support the practice IT objectives.
- Participate in the development of a new multi-disciplinary team (MDT) approach to patient care within the practice.

The above list of duties is not exhaustive, but is intended as a general guide. Duties may vary subject to the introduction of revised guidelines or new technology.

The particular duties, responsibilities and hours of work attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.