

Job Description

Job Information	
Job Title:	Admissions Failsafe Officer
Directorate/Service:	Surgical Care
AfC Band:	3
Responsible to:	Admissions Team Leader
Accountable to:	Assistant Directorate Manager
Base Location:	Whiston/St Helens Hospital
Job Code:	409-4471747

Job Summary
To provide a comprehensive and quality administration service to the Admissions Department. To be responsible on a day-to-day basis for undertaking the specific failsafe duties within the Admissions Department to ensure that an efficient, timely and patient focused service is provided and the clinical needs of patients are met in accordance with the current operating framework and the NHS constitution.

Dimension & Context of the role
The Admissions Department provides an operational service for St Helens & Knowsley NHS Trust and other external Trusts. The Admissions Department co-ordinates the admissions of patients to the pre-operative assessment unit and elective admission wards for scheduled operations and procedures. This data is captured on a variety of computerised systems.

Key Responsibilities
<p>KEY DUTIES</p> <ul style="list-style-type: none"> Carries primary responsibility for failsafe procedures of the Admissions Department ensuring regular checks are completed in a timely fashion Review and maintain open holds report actioning any adjustments and escalating any concerns in a timely manner Review and quality check all listings forms prior to sending the EDMS ensuring priority, procedure, special requirements and all other information has been inputted onto Careflow correctly and escalate where appropriate Daily quality check of waiting lists to ensure that all elective waiting list entries have an appropriate P code applied Daily quality check of waiting lists to ensure that all P2 patients have been offered a TCID within appropriate timeframe Complete weekly validation of P6 patients (patients making themselves unavailable) Review activity booked for the following day to ensure all patients are assigned P codes and P6 patients have been appropriately upgraded Perform weekly waiting list audits to ensuring to adhere to the patient access policy Weekly validate of the longest waiting patients ensuring pathways are correct and patients are readily available for surgery Complete and review Netcall reminder service one week in advance for elective admissions to reduce DNA's and ensure full utilisation of theatre sessions.

- Monthly validation of 18 week (PTL) for each speciality to maintain 18 weeks, ensure patient availability and/or still require procedure and willingness to accept another surgeon or external providers.
- Monitor and maintain the Surveillance Targeting Lists for individual specialities ensuring that all patients are recalled in accordance with Multi Disciplinary Team guidelines and Department of Health guidelines.
- Review all patients with an outcome of Add to Waiting List ensuring they have been added to the waiting list correctly ensuring to check EDMS for potential missed additions and highlight to Team Leaders.
- Deal appropriately with concerns from staff in line with Trust policy.
- To provide cover for colleagues during periods of annual leave and sickness. Mentor and train relevant staff as required by the Team Leaders or Assistant Directorate Manager.
- Participate in evening and call centre weekly rotation.
- Liaise with other hospitals both NHS and private, GP's, secretarial, clerical, wards, theatre staff and cancer services.
- To work in a flexible manner in accordance with the Trust policy.
- Any other duties required by Line Manager.

GENERAL DUTIES

- To observe the provisions of and adhere to all Trust policies and procedures.
- To actively participate in the annual performance review to identify personal development needs
- To attend Trust Statutory and Mandatory training sessions as required and any other training courses relevant to the post.
- To fully comply with the relevant sections of the Health and Safety at Work Act. They must also understand and implement St Helens and Knowsley Hospitals NHS Hospitals Trust "Statement of Policy on Health and Safety at Work" and the Trust corporate "Health and Safety Policies and Procedures". You are required to follow all applicable rules and procedures relating to Health and Safety at Work and to take all responsible precautions to avoid actions.
- To be aware of the confidential aspects of the post. To keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively. Breaches of confidentiality will result in disciplinary action that may involve dismissal. You must maintain the confidentiality of information about service user staff and organisational business in accordance with the General Data Protection Regulation 2018 (GDPR) and Caldicott principles.
- The post holder should also be aware that, regardless of any action taken by the employing authority, breaches of confidentiality could result in civil action for damages.
- All staff will be treated with respect by management, colleagues, patients and visitors and equally staff will treat management, colleagues, patients and visitors with the same level of respect. Staff will be supported to challenge any discriminatory behaviour that may be based on

differences in race, disability, language, culture, religion, sexuality, age, and gender or employment status.

- You will be expected to undertake the Trusts' commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.
- To ensure that when creating, managing and sharing information records it is done in an appropriate way, subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines. All employees are responsible for implementing and maintaining data quality, ensuring that records are legible and attributable and that the record keeping is contemporaneous
- In accordance with the Health and Social Care Act 2008, the post holder will actively participate in the prevention and control of infection within the capacity of their role. The Act requires the post holder to attend infection prevention and control training on induction and at regular updates and to take responsibility for the practical application of the training in the course of their work. Infection prevention and control must be included in any personal development plan and/or appraisal.
- To adhere to relevant Code of Practice of Professional body (if appropriate)
- The post holder must be flexible in the duties performed and it is expected that similar duties, not specifically listed above, will be carried out as required and may be cross site.
- The duties contained in this job description are not intended to be exhaustive. The duties and responsibilities of this post are likely to evolve in line with the Trust's continued organisational development.
- To adhere to the NHS Constitution and its principles and values. You must be aware of your Duty of Candour which means that you must be open and honest during your employment and if you see something wrong, you must raise it. You must read the NHS Constitution in full and can download this from the Trusts intranet site or the www.gov.uk website. Hard copies are available from the HR Department on request.
- The Trust is a non-smoking site. Failure to follow this rule could lead to disciplinary action.