



**University Hospitals
of North Midlands**

NHS Trust

Job Description and Person Specification

**PROUD
TO
CARE**

Join the UHNM Family

University Hospitals of North Midlands NHS Trust is one of the largest and most modern in the country. We serve around three million people and we're highly regarded for our facilities, teaching and research.

The Trust has around 1,450 inpatient beds across two sites in Stoke-on-Trent and Stafford. Our 11,000 strong workforce provide emergency treatment, planned operations and medical care from Royal Stoke University Hospital and County Hospital in Stafford.

We are a specialist Major Trauma Centre for the North Midlands and North Wales. Happy staff make for happy patients, and with the help of both we have put together a wide range of development and support packages aimed at ensuring that everyone. The Trust has the opportunity to fulfil their potential and meet their aspirations as well as the tools to provide great care.

Our mission to provide the very best health care includes recruiting the best people. Our goal is to be a world-class centre of achievement, where patients receive the highest standards of care and the best people come to learn, work and research.

The Trust also has a vibrant charity arm, UHNM Charity, which provides funds to enable University Hospitals of North Midlands NHS Trust to purchase state-of-the-art medical equipment and to enhance and improve patient experience and comfort.

Many of our staff are passionate about the service they provide and want to be part of something special. You can find out more about how our staff and patients are helping to improve the health, comfort and hospital experience of local people every day at www.uhnmcharity.org.uk



Values & Promises

We have four core values and promises that were co-created by our staff, patients and carers.



Together

- We are a Team – I will be considerate, help others to achieve our goals and support others to make positive changes
- We are Appreciative – I will acknowledge and thank people for their efforts and contributions
- We are Inclusive – I will be open and honest, welcome people's views and opinions and involve people in decisions that affect them



Compassion

- We are Supportive – I will be empathetic and reassuring. I will support and encourage people when they need it
- We are Respectful – I will treat people fairly, with respect and dignity, protect their privacy and help them to feel comfortable
- We are Friendly – I will be welcoming and approachable. I will make eye contact, say hello and introduce myself #hellomyname is



Safe

- We Communicate Well – I will explain clearly, share relevant and timely information and keep people updated
- We are Organised – I will plan ahead, manage my time well and be prompt in what I do
- We Speak Up – I will contribute to ensuring healthy and constructive feedback for all so we can feel safe to challenge inappropriate care and behaviour and promote our values



Improving

- We Listen – I will welcome people's views and ideas, invite people to ask questions and share their opinions and respond to what I hear
- We Learn – I will share best practice, celebrate good performance and support others to use their skills, learn and grow
- We Take Responsibility – I will have a positive attitude, act and encourage people to take the initiative and make improvements

Division: Women's, Childrens and Diagnostics

Job Title: Appointment Scheduler

Band: AFC Band 3

Location: UHNM

Hours: 37.5

Managerially accountable to: Junior Operational Support Manager

Professionally accountable to: Directorate Manager

Role Summary

To provide a comprehensive, efficient and effective service in the scheduling of appointments, and performing other administrative duties such as MDT meetings, ensuring that local and national waiting time targets are achieved. The post holder will deal with all enquiries in a courteous and professional manner, in order to contribute to the delivery of a first class service to all users. Most members of staff in the Trust have a responsibility for supporting the delivery of Planned Care Services, and the achievement of Cancer and RTT targets, whether in a supportive role, or in terms of providing hand-on care. Application of the national rules and guidance is critical in relation to treating patients in a timely manner and chronologically, whether by clinical priority or in terms of length of wait. As part of the administrative support structure, the post-holder is responsible for adhering to the Trust's Access Policy and Standard Operating Procedures.

Key Areas/Tasks

Communication & Relationships Skills

There is a requirement to exchange verbal and written information with patients, staff and carers, requiring tact and diplomacy.

- To communicate with information to wards, patients, carers, other departments and external contacts regarding appointments and any preparation that is required for this appointment to take place.

To behave in a professional way at all times.

- To ensure any necessary information is disseminated in a timely and appropriate manner.
- To develop and maintain effective communication and working relationships with the Directorate, Division and Trust.
- To respond to requests for information from other departments and external bodies, providing assistance and feedback in a prompt and efficient manner.
- To assist in providing cover during times of annual leave and sickness.
- To support other Appointment Schedulers/ modality secretary when problems arise around patient scheduling or admin tasks and ensure they are resolved efficiently and with a professional manner.

Knowledge, Training & Experience

- To ensure all requests via paper or order comms have been entered onto the system and that all patient details are validated prior to scheduling.
- In line with defined procedures ensure that those requests which require a protocol have been approved prior to scheduling.
- All requests to be scheduled in chronological order, ensuring that national and local targets are achieved and maintained

Re-schedule appointments as and when required in line with the Trust Access Policy

- To generate transport requests for patients from remote wards, where applicable.
- To have the authority working under a protocol and in consultation with the appropriate Modality Team Leader to overbook appointment slots.

Analytical & Judgemental Skills

- To highlight to the Modality Team Leader and Appointments Manager when waiting times for particular examinations cannot be met and provide a comprehensive explanation for the reasons.
- To ensure that all duties are undertaken in a professional manner and the confidentiality of information is maintained at all times.
- To maintain computer based databases or spreadsheets from which data can be extracted and manipulated, as required.
- Where out-patient examinations require a short recovery period in hospital, the co-ordinator will liaise with the departments/wards.
- To utilise CRIS (Radiology Information System) fully to manage the patient pathway within Imaging
- To monitor all requests which have been received for Imaging to ensure that these are progressed and appointed to within the national and local wait time targets.
- To understand the capacity and demand issues of the department

Planning & Organisational Skills

- To ensure the needs of the patient or staff within the Trust are identified and dealt with in accordance with defined procedures, in a professional and courteous manner.
- To organise and prioritise work when required, including the responsibility of ensuring that the waiting list is booked in order of age of request/priority.

Physical Skills

- Standard PC skills.
- Excel skills
- User for CRIS.
- User for Netcall.
- Microsoft Office package use

Information Management

- To use Medway and CRIS to obtain the necessary information required to perform the duties of the post
- To understand all areas of CRIS applicable for the purpose of the role so that tasks may be completed in a timely, accurate and efficient manner.

Freedom to Act

- The post holder will be required to manage their own workload and to use their initiative
- The post holder will be required to deal with routine enquiries.

Physical Effort

- Data inputting at a VDU screen is the majority of the job function and key board skills are used on a daily basis.
- During the course of the post holders duties you would be required to use all forms of office equipment, printers, faxes, photocopiers etc.

Mental Effort

- Concentration would be required when planning a patients pathway.

Personal/Professional Development

- To take every reasonable opportunity to maintain and improve your professional knowledge and competence
- To participate in personal objective setting and review, including the creation of a personal development plan and the Trust's appraisal process.

Health and Safety

- To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work.
- To co-operate with University Hospitals of North Midlands (NHS) Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to.
- To comply and adhere to individual and role specific responsibilities as stated in the Trust Health and Safety Policy (HS01) and all other Health and Safety related policies.

Equality and Diversity

UHNM is committed to the implementation of the Equality, Diversity and Inclusion Policy Which ensures equal opportunities for all. UHNM is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. All staff are required to observe this policy in their behaviour to other workers and patients/service users

Infection Prevention

Infection Prevention is the obligation of every employee both clinical and non-clinical at the University Hospitals North Midlands NHS Trust. Driving down healthcare associated infection is everyone's responsibility and all staff are required to adhere to the Trust's Infection Prevention policy

All staff employed by the UHNM Trust have the following responsibilities:

Trust Dress Code

- Trust approved uniform/dress code must be adhered to
- When in clinical areas **all** staff must be bare below the elbow, without wrist watches, stoned rings, wrist jewellery, false nails, nail polish or plaster casts
- No personal bags to be worn during clinical duties

Hand Hygiene

- Decontaminate your hands as the per 'The five moments of hand hygiene'

Own Practice

- Lead by example
- Encourage and praise good practice
- Be prepared to accept advice about your own practice

Decontamination

- Ensure that equipment you have been using or about to use has been decontaminated effectively
- Ensure that you are aware of the Trust approved cleaning products, and follow a safe system of works

Trust Policies

- Ensure that you know and strictly follow relevant Infection Prevention policies for your role and apply standard precautions at all times, which is available in the Infection Prevention Manual on the UHNM intranet

Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality

All staff are responsible for ensuring they are familiar with and adhere to the Trust's policies, procedures and guidelines with regards to the Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality. This includes confidentiality, information security, cyber security, secondary use and management of records.

Staff have a responsibility in protecting the "rights and freedom" of natural persons (i.e. live individuals) and to ensure that personal data is not processed without their knowledge, and, wherever possible, that it is processed with their consent. Processing includes holding, obtaining, recording, using and disclosing of information and applies to all forms of media, including paper and images. It applies to both patient and staff information

Hence staff must ensure confidentiality is maintained at all times, data is recorded accurately and you only access this information as part of your job role

Safeguarding Children, Young People and Adults with care and support needs

All staff are responsible for ensuring that they are familiar with and adhere to the Trusts Safeguarding Children and Adults policies, procedures and guidelines. All health professionals who come into contact with children, parents, adults with care and support needs and carers in the course of their work have a responsibility to safeguard and promote their welfare as directed by the Children Acts 1989/2004 and the Care Act 2014. Health professionals also have a responsibility even when the health professional does not work directly with a child or adult with care and support needs but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trust's intranet, or alternatively copies can be obtained from the Human Resources Directorate

Sustainability



Sustainability and Corporate Social Responsibility are fundamental to the way the University Hospitals of North Midlands NHS Trust (UHNM) work. The Trust has developed a Sustainable Development Management Plan (SDMP): '*Our 2020 Vision: Our Sustainable Future*' with a vision to become the most sustainable NHS Trust by 2020. In order to achieve this, we need the support of all staff. As a member of staff, it is your responsibility to minimise the Trust's environmental impact and to ensure that Trust resources are used efficiently with minimum wastage throughout daily activities. This will include minimising waste production through printing and photocopying less, reducing water waste and when

waste is produced, it is your responsibility to segregate all clinical waste correctly and recycle. Switch off lights and equipment when not in use, report all faults and heating / cooling concerns promptly to the Estates Helpdesk and where possible minimise business travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

SWITCH to a Sustainable UHNM is a campaign that focuses on the sustainability of the Trust and how we can use resources more effectively to provide better patient care, improve our health and work place. SWITCH is looking to recruit as many Champions as possible to help to bring the campaign to colleagues in their departments / wards and bring SWITCH to life. If you are interested in becoming a SWITCH Champion please contact switch@uhns.nhs.uk

Disruptive Incident & Business Continuity

The Trust needs to be able to plan for, and respond to a wide range of incidents and emergencies that could affect health or patient care. These could be anything from severe weather to an infectious disease outbreak or a major transport accident.

All staff are required to have an awareness of the Trust's business continuity arrangements, as a minimum. All staff will be required to;

- To know how to identify a business continuity incident and the method for reporting;
- To have an awareness of local business continuity arrangements;
- To participate in awareness, training and exercises, as required;

In the event of a disruptive incident, all Trust employees will be required to attend work if they are fit and well and able to do so in line with a Trust risk assessment. Those who are clinically qualified will be required to work flexibly across the Trust to meet the service need in clinical areas. This will include front line clinical staff who will be expected to cover alternative duties as and when required in order to ensure that all essential services are maintained.

Signed Employee _____ Print _____ Date _____

Signed Manager _____ Print _____ Date _____

Appointment Scheduler

Person Specification

	Specification	Criteria		Evidence
		Essential	Desirable	
Essential Qualifications	<ul style="list-style-type: none"> Minimum of 3 GCSE's / O levels (Band A-C) to include Maths & English or equivalent IT skills at an advanced level NVQ Level 3 in admin / clerical / customer service related area ECDL / other IT qualification 	✓ ✓	 ✓ ✓	Application Form Certificates.
Experience.	<ul style="list-style-type: none"> Computerised systems with the ability to use the Microsoft package. Handling confidential/sensitive information. Minimum of one years experience of working in the NHS or other complex organisations. Minimum of one years experience of dealing with patients / public / customers, either face to face or via the telephone, on a daily basis. Experience of working in an appointment booking environment. Experience in dealing with waiting lists and targets. 	✓ ✓ ✓ ✓	 ✓ ✓	Application Form Interview

Knowledge, Skills and Training.	<ul style="list-style-type: none"> • Excellent standard of literacy and numeracy. • Excellent organisational skills. • Excellent communication skills. • Ability to work to defined protocols and seek advice where appropriate. • Experience of dealing with general public. • Experience of using information systems. • Data inputting. • IT Systems. • A basic knowledge of anatomical sites. 	✓ ✓ ✓ ✓ ✓	 ✓ ✓ ✓ ✓	Application Form Interview References
Personal Qualities	<ul style="list-style-type: none"> • Ability to work under pressure and tight deadlines. • Excellent interpersonal skills and telephone manner. • Methodical / organised approach. • Ability to divert from one set of tasks to another. • Thorough and takes pride in work. • Flexibility • Reliability • Excellent attendance record. • Smart appearance. • Good general health. • Ability to travel • Enthusiastic. • Ability to put people at their ease whilst discussing sensitive information. 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	 ✓ ✓ ✓	Application Form. Interview.

