


SUMMARY OF MAIN DUTIES	Occupational Health Admin Support Band B	
RESPONSIBLE TO: Occupational Health Management		
RESPONSIBLE FOR: N/A		
SPECIFIC CONDITIONS OF SERVICE		
Understands and maintains medical confidentiality.		
SUMMARY OF MAIN DUTIES	FOR RECRUITMENT PURPOSES THE SUMMARY OF MAIN DUTIES SHOULD NOT EXCEED 12 BULLET POINTS.	
<p>Dealing with telephone calls/emails and post appropriately. New telephone answering service instigated, so voicemails listened to and dealt with accordingly.</p> <p>To provide full reception service to Occupational Health and monitor diaries for clients booked in etc.</p> <p>To provide full typing service including audio typing and typing FMA's clinical notes. When typing completed ensure distribution of reports to appropriate clients and personnel/line managers, whilst adhering to client consents/confidentiality.</p> <p>To provide full SMP service i.e. preparation of/requesting completion of consents, GP records, consultant reports as appropriate.</p> <ul style="list-style-type: none">○ Collating necessary paperwork for instigating process to begin.○ Photocopying full occupational health records.○ Liaise with internal and external sources as application progresses for each individual client. <p>Collating files, general housekeeping in order to type and pull clinics for the OHA'S and FMA on a daily/weekly basis and any other general enquiries coming into the Unit.</p> <p>Booking appointments for various clinics via telephone and face to face. Also booking telephone triage calls for the physiotherapy service.</p> <p>Requesting payment for and photocopying of full occupational health records upon receipt of requests from solicitors/external forces etc.</p> <p>To provide a full recruiting package:-</p> <ul style="list-style-type: none">○ Receipt of application forms for processing.○ Updating computer records of all application forms received.○ To use Excel shared spreadsheets with Recruiting, Vetting etc.○ To contact relevant applicants for further information and send for GP records, consultant reports and any other further information needed for application ongoing.○ Update relevant parties via e-mail as appropriate re progress of application (from a medical perspective). <p>Providing an up-to-date and accurate Filing System (removal of leavers etc).</p> <p>Perform the general duties of an Admin Assistant at all times to ensure the smooth running of the Occupational Health Unit.</p>		

WFP 23 Aug 17