



## Data Administrator Vacancy

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<b>Payscale</b>	<b>Band 2 - rising from £14,664 per annum, pro rata (depending on experience)</b>
<b>Responsible to</b>	<b>Information Team Leader and The Informatics Manager</b>
<b>Location</b>	<b>Based at Buckingham</b>
<b>Contract type</b>	<b>Part-time Permanent</b>
<b>Hours</b>	<b>Approx 24 hours per week (with a possibility to increase)</b>
<b>Pattern of work</b>	<b>Mon, Tues, Thurs and Fri Preferably 09.00 to 15.00 hours</b>

As part of the Information Team in the practice, your role will be to ensure that clinical documents are administered to the doctors electronically. You will be handling important medical information and will need to ensure this is done safely and securely.

You may have worked in an administration role in the health service previously but what is more important is that you can work accurately and methodically. Speed of work is also essential as this information needs to be received by the doctors promptly. You will have protocols to guide you and will receive full training and support from the team leader and your colleagues.

Although this is not a patient-facing role, there may be occasions where you would be required to deal with a patient query and speak to them directly.

On a daily basis you can expect to:

- Check that the incoming documents have arrived both electronically and via the post.
- Identify the urgency and nature of each document and process it accordingly.
- Check the workflow module of the clinical system software.
- Answer queries from other members of staff.

The Swan Practice is one of the largest GP practices in Buckinghamshire and has a growing patient list size. This provides opportunities for staff to progress and develop a career. If you are a person who would enjoy the variety of working with 5 different departments across 4 sites then please apply by:

sending your CV and a covering letter, marked for the attention of Emma Lee to:  
[admin.theswanpractice@nhs.net](mailto:admin.theswanpractice@nhs.net)

By Friday 23<sup>rd</sup> June 2017