**Job Title:**  
Endoscopy Administrator

**Responsible to:**  
Endoscopy Lead

**Accountable to:**  
Administration Manager

**Purpose of Role:**  
To ensure the efficient administrative operation of the Endoscopy department, providing support to the Endoscopy Lead and clinical teams, while maintaining high standards of patient care and compliance with operational protocols.

**Scope of Job:**

* Schedule endoscopy procedures and maintain an updated booking system.
* Coordinate patient appointments, ensuring necessary pre-procedure documentation is completed.
* Prepare and organise endoscopy lists in collaboration with the clinical team and consultants.
* Manage patient records, ensuring accuracy and confidentiality in compliance with GDPR and data protection policies.
* Liaise with suppliers to order and maintain stock levels of endoscopy consumables and equipment.
* Monitor and correct tracking errors in the departmental reporting system.
* Take minutes during departmental meetings and ensure the distribution of actions and updates.
* Maintain accurate filing systems, including procedure records and audit trails.
* Assist with staff rosters, tracking holidays, and resolving scheduling conflicts.
* Act as a point of contact for patients, referring clinicians, and other hospital departments for endoscopy-related queries.
* Support the Endoscopy Lead in preparing reports, audits, and compliance documentation.
* Address IT issues related to departmental software and escalate when necessary.

**Health and Safety:**

As an employee of Practice Plus Group, you are required to:

* Take reasonable care of your health and safety and that of others who may be affected by your actions or omissions.
* Cooperate with your employer to ensure compliance with health and safety legislation.
* Use all provided health and safety equipment responsibly and report any faults or hazards.

**Person Specification:**

| **Factors** | **Essential** | **Desirable** |
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| **Physical Requirements** | Satisfactory Occupational Health clearance for the role specified. Good attendance record. | Satisfactory DBS clearance. |
| **Education and Qualifications** | Good standard of education. Computer literate. | Formal qualification in business administration or healthcare. |
| **Previous Experience** | 3 years' relevant administration experience. Knowledge of healthcare procedures and data protection requirements.  Experience in a clinical or endoscopy setting. | Knowledge of Solus and Maxims. |
| **Skills and Abilities** | Strong interpersonal skills. Ability to prioritise workload. High attention to detail and organizational skills. | Knowledge of endoscopy-specific systems and equipment. |
| **Aptitude and Characteristics** | Positive and flexible attitude. Willingness to learn and develop. Commitment to quality service provision. |