

BLACKPOOL, FYLDE AND WYRE HOSPITALS NHS TRUST

DIRECTORATE OF FINANCE

JOB DESCRIPTION

POST TITLE: Deputy Medical Records Library Manager.

GRADE: BAND 5

LOCATION: Directorate Of Finance.

ACCOUNTABLE TO: Information Governance Manager.

RESPONSIBLE TO: Medical Records Library Manager

GENERAL FUNCTION: To assist the Medical Records Library Manager in the provision of an efficient & effective service to the Trust.

DUTIES AND RESPONSIBILITIES

To assist in the management and co-ordination of activities in the Medical Records Department to ensure the provision of a high quality service including acting as line manager to the team managers.

To assist in the delivery of changes in medical records systems in support of the development of ICRS.

To take an active role in the training programmes for medical records functions to ensure all Trust staff who undertake Medical Records duties are fully conversant with their role and responsibilities.

To undertake regular audits of the medical records service in relation to data quality and information processing reporting any areas of concern and suggesting methods of improvement.

To monitor customer satisfaction with the casenote provision and outpatient reception services.

To assist in the production and implementation of a system to facilitate the continuous development of medical records staff with the medical records function.

To assist in the development and implementation of policies and procedures in relation to the medical records library service.

OTHER RESPONSIBILITIES

To ensure that all queries and any complaints are dealt with in a timely, effective and sympathetic manner.

To represent the Medical Records Library Manager as required both at meetings and by undertaking presentations, both internal and external.

To be an active member of the departmental Information Governance Team, working towards the continuous improvement of data quality standards.

To monitor adherence to the Sickness Absence policy.

To undertake the correlation of annual leave requests in order to assure the efficient provision of services within the post holders area of responsibility.

To undertake the recording of staff changes, attendance, absence and training information on the Trust ESR system.

To ensure all staff within the post holders area of responsibility have a Personal Development Plan and undergo regular appraisal to identify personal development needs.

To assist in the staff recruitment process.

To aid in the orientation programs of staff from other Departments across the Trust.

To undertake any other ad-hoc activities as directed by the MRLM / IGM.

To comply with the attached standard job description statements.