

Recruitment Person Specification

	Essential	Desirable
Qualifications/Training	<ul style="list-style-type: none"> Niche/SVQ2 qualification and hold or be working towards SVQ3 in healthcare. 	<ul style="list-style-type: none">
Experience	<ul style="list-style-type: none"> Extensive experience in a caring environment. 	<ul style="list-style-type: none">
Skills/Knowledge	<ul style="list-style-type: none"> Effective written skills including language and numeracy skills. 	<ul style="list-style-type: none"> Willingness to undertake further training.
Additional job requirements Eg. car driver, unsocial hours	<ul style="list-style-type: none"> Able to provide support and empathy to patients within their care. 	<ul style="list-style-type: none">
Any other additional information	<ul style="list-style-type: none"> Shows an interest in working with patients, relatives and colleagues within a healthcare setting. Flexibility in shift pattern. 	

GOLDEN JUBILEE NATIONAL HOSPITAL

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: ACS Scheduling Assistant Band 3

Department(s): Interventional Cardiology

Responsible to: Clinical Nurse Manager

Reports to: ACS Clinical Scheduler

Job Holder Reference:

No of Job Holders: 1

2. JOB PURPOSE

The job exists to provide a multi-skilled worker who supports clinical and non-clinical practices on the unit in order to enhance patient focused care.

3. ORGANISATIONAL POSITION

Clinical Nurse Manager

ACS Scheduler

ACS Scheduling Assistant – This post

4. SCOPE AND RANGE

The job has no budgetary responsibilities other than an awareness of the overall requirements of resource consciousness. There are no line responsibilities.

5. MAIN DUTIES/RESPONSIBILITIES

- Practice in a safe, confident manner respecting the principles of health, safety and security at all times.
- Collecting patient handovers from base hospitals and managing in single location.
- Link with base hospitals to aid review of patients (this is when they have been on board for >72 hrs).
- Help facilitate timely transfer of patients from Base hospital to GJNH.
- Aid patient turnaround by calling ahead to hospitals prior to paramedic arrival to ensure patients are fit and ready for transfer.
- Support Scheduler with Audit work- update DNSTEMI Audit
- Assist with populating and directing Ambulance run.
- Phoning bed managers at base hospital to request beds and patient swaps.
- Liaise with Surgical scheduler to notify of any reviews, transfers and clarification of surgery dates.

Work within the policies and procedures of the Golden Jubilee National Hospital, to ensure maintenance of safe working practices for patients and colleagues.

Key Duties and Responsibilities

- Liaise with Scottish Ambulance Service to ensure effective use of crews – booking repatriation ambulances.
- Assist with management of 72 hour add on board.
- Prioritise workload.
- Act as a support and share good practice with other team members.
- Contribute towards service improvement and practice.

Clerical

Utilise IT skills (intranet/office)

Quality

Contributes to the overall Golden Jubilee philosophy of continuous process improvement. Involved in improving and monitoring customer satisfaction.

Personal Development

Attends study days to acquire new knowledge

Attends mandatory training

Completes personal development programme/eKSF

Participate in personal career development plan to develop and maintain skills and personal growth through training and education

Maintain patient confidentiality at all times

6. SYSTEMS AND EQUIPMENT

Ability to access email communications system through outlook express

Ability to access intranet

The post holder will have access to patients notes therefore must comply with the Data Protection Act, Caldicott Guidelines and local policies regarding confidentiality and access to medical records

Use of patient administration system- TrakCare, Clinical Portal.

7. DECISIONS AND JUDGEMENTS

- Supervised by ACS Clinical scheduler.
- Daily routine organised by department.
- Uses own initiative and acts within the bands of existing knowledge and skills.
- Adopts and develops the concept of customer care and challenges any interaction which fails to deliver a quality service to internal and external customers.

8. COMMUNICATIONS AND RELATIONSHIPS

Communicates with clinical teams, SAS, Base Hospitals.

Communicates with relevant departments which service clinical area.

Reports accidents, suggestions and complaints to nurse in charge.

Effective verbal, nonverbal and written communication with all members of the multidisciplinary team within department, wider hospital and referring hospitals.

Under the direction of the clinical coordinator, communicates with external agencies as appropriate.

9. PHYSICAL DEMANDS OF THE JOB

Mental Demands

- Concentration required when undertaking numerous calls and ward interactions.
- Managing competing demands on time
- Ensuring patient safety at all times

Emotional Demands

- Occasionally dealing with

Working Conditions

- Occasional exposure to verbal aggression
- Occasional exposure to physically aggressive behaviour

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Daily interaction with a range of MDT members.

Ability to prioritise tasks.

11. EDUCATION, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

- Understanding of Cardiology patient and pathways.
- Effective written and verbal communication skills.
- Ability to fulfil the requirement of the job description

12. JOB DESCRIPTION AGREEMENT

12.1 Healthcare Support Worker Induction Standards and Code of Conduct

Your performance must comply with the “Mandatory Induction Standards for Healthcare Support Workers in Scotland” 2009; and with the Code of Conduct for Healthcare Support Workers, both as amended from time to time, which are attached. (Further copies can be obtained on-line at www.workinghealth.com/standards/healthcaresupportworkers or from your Human Resources Department). **Failure to adhere to the Standards or to comply with the Code may result in poor performance measures or disciplinary action and could lead to dismissal; or if you are self employed, such failure will be deemed to be breach of an essential term of your contract, allowing us to terminate with or without notice.**

Job Holder’s Signature: **Date:**

Head of Department Signature: **Date:**

Delivering care through collaboration

NHS Golden Jubilee

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Telephone: 0141 951 5000

www.nhsgoldenjubilee.co.uk



Chair: Susan Douglas-Scott CBE

Chief Executive: Jann Gardner

Recruitment line: 0800 0283 666

Dear Candidate

POST:	Scheduling Assistant Interventional Cardiology
JOB REFERENCE:	070288
HOURS:	37.5 per week
CLOSING DATE:	29 September 2021

NHS Golden Jubilee welcomes your enquiry in connection with the above post. Please find enclosed an information pack.

Should you wish to submit an application for the above post, please ensure you do so in advance of the closing date. Late applications will not be forwarded for short listing.

When providing referees on the application form, please be aware that we require a minimum of two references to cover at least **two years** of previous employment/training history. If there is insufficient space on the application form to list all of your referees, please provide on an additional page. Where possible, please provide us with e-mail addresses for contact. Additionally, you should note that as part of the pre-employment checks a PVG or Disclosure Scotland check will be completed. **It is an offence for barred individuals to apply for regulated work.**

Should you contact the recruitment team to discuss any queries regarding your application it is advisable that you retain the job reference number as you will be asked to quote this when you call.

In the meantime, I wish you success with your application and should you require any further information please do not hesitate to contact the recruitment team on the contact telephone number shown above.

Yours sincerely
Recruitment Assistant

NHS Golden Jubilee

General Information for Candidates

- This information package has been compiled to provide prospective candidates with details of the post and background information about NHS Golden Jubilee (NHSGJ).
- The contents of this package are as follows:-
 - Job Description/person specification
 - Terms and Conditions of Service
 - Application Form
 - Equal Opportunities Monitoring Form
 - Information on Agenda for Change
- The Equal Opportunities Monitoring form is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.
- Please note, to ensure that we adhere to our current policy on Equal Opportunities; CV's received with Application Forms will be destroyed prior to Application forms being passed for Short listing.
- NHSGJ operates a No Smoking Policy on all Premises and Grounds and in shared vehicles.
- All offers of employment will be subject to the receipt of two year's satisfactory References, Occupational Health screening and Disclosure Scotland clearance. Please note that it is an offence under the act for barred individuals to apply for regulated work.
- Please submit your completed application through the Jobtrain Recruitment System
- The short listing process will take place shortly after the closing date.
- As a Disability Confident Leader we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities all applicants who are disabled and who meet the minimum criteria expressed in the person specification will be guaranteed an interview.
- The organisation has introduced a set of shared values. These values will be measured during our Values Based Competency Interview. Our values are:
 - Valuing dignity and respect
 - A "can do" attitude
 - Leading commitment to quality
 - Understanding our responsibilities
 - Effectively working together

NHS Golden Jubilee

Terms and Conditions of Service

The terms and conditions applicable to this post are those of all NHS Scotland Employees.

1. Superannuation

You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension.

Employees contributions to the NHS Scheme range from 5.2% to 14.7% of salary (depending on rate of Pensionable Pay) and the employers' contribution equates to 13.5% of salary. Employees in the NHS Scheme are "Contracted-out" of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available.

2. Salary

£21,709 to £23,603 per annum

3. Grade

This post is offered at Band 3

4. Annual Leave

The annual leave entitlement in a full year commencing 1st April to 31st March is 27 days, rising to 29 days after 5 years' service and 33 days after 10 years' service. There are 8 Statutory and Public Holidays in each leave year. (Pro rata where applicable)

5. Hours of Duty

37.5 hours per week

6. Tenure of Employment

This post is offered on a fixed term basis for a period of 6 months

7. Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996, we are required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.

NHS Golden Jubilee

Benefits

NHS Superannuation scheme:

New entrants to NHS Golden Jubilee who are aged sixteen but under seventy-five will be enrolled automatically into membership of the NHS Pension Scheme. Employee contributions vary from 5.2% to 14.7% depending on annual pensionable pay. Benefits include a lump sum and pension when you retire, life assurance of 2 years' pay - while you are working, pension and allowances for your spouse and children in the event of your death, and benefits for ill-health retirement.

Our pension scheme is provided by Scottish Public Pensions Agency. This scheme is a qualifying pension scheme, which means it meets or exceeds the government's new standards. All benefits including life insurance and family benefits are explained on the SPPA website <http://www.sppa.gov.uk/>

Annual leave entitlement (including public holidays):

35 days' annual leave on appointment
37 days' annual leave after 5 years
41 days' annual leave after 10 years

Free car parking

Continuing professional development opportunities

Discounts at the Golden Jubilee Conference Hotel

Leisure Club membership – Get fit and healthy at the Centre for Health and Wellbeing with a discounted membership rate of £30 per month.

Discounted Room Rates - Rooms rates discounted subject to specific conditions.

Discounted Dining - 20% off food and beverage when dining in the hotel.

Golden Bistro (Hospital Restaurant) - Discounted food in our award winning hospital restaurant.

NHS Staff Benefits

As a staff member in NHS Golden Jubilee, you will have access to a wide variety of offers and discounts from local and national businesses using your NHS ID badge. For more information and to view these discounts, visit www.nhsstaffbenefits.co.uk - new offers are added on a weekly basis.