

**Tele-medicine Business Co-ordinator**

Hours – flexible
20 days holiday per year
Competitive Salary
Location: Home based or Hessle
Reporting to: Information Assurance Manager

Clinical Partnership is a partnership of higher specialist trained consultants whose specialities can be more appropriately delivered in the community.

Job summary

The Tele-medicine Business Co-ordinator is responsible for providing support in the various functions to the Tele-medicine Business team and the IG Team, which include organising training sessions, conducting training, general administration, report writing and general support to the management team.

 **Experience and Qualifications:**

* Prior business support experience
* Proficiency in Microsoft Office, including Excel
* Good Communication Skills, Both Verbal and Written
* Exceptional Organisation Skills
* Excellent Customer Care Skills & professional Telephone Manner
* Appropriate Mathematical Skills
* Ability to Perform Under Pressure and prioritise Effectively
* Keen Attention to Detail
* Excellent Time Management Skills
* Excellent and Accurate Data Entry Skills
* Positive Attitude; Reliable and Dependable

**Responsibilities & Duties:**

* Liaise with management team, practices and relevant departments regarding training, business development and information governance.
* To assist with the gathering of statistics and information when required.
* To maintain the computer clinic system in an accurate and secure manner.
* To receive incoming and initiate outgoing telephone calls in order to facilitate timely and appropriate communications with others, taking messages and dealing with appropriate queries.
* Deal with telephone enquiries in an appropriate manner maintaining a customer/patient focus.
* Deliver training to staff members within your team.
* To liaise and arrange meetings (to include the booking of rooms) as required and to attend meetings and take minutes.
* To establish and maintain filing and administrative systems so that written or computer information is easily accessible and secure.
* Provides reports to senior management on a timely basis identifying problems and issues that need input from the management team to authorise changes and actions required.
* Assists in the maintenance and monitoring of systems that ensure CP’s compliance with the requirements of the Data Protection Act 1998, IG and other relevant security legislation that protect the organisations patients, staff and systems from loss, corruption or inappropriate access to their data.

**Closing Date 7th June 2019.**

At this present time, we are not recruiting for any other positions. However, at Clinical Partnership we are always on the lookout for enthusiastic and talented individuals to join our team, so if you wish to submit your CV along with a covering letter about your particular area of interest please forward them by mail to:

Holly Hellstrom

Information Assurance Director

Clinical Partnership

The Octagon

Hesslewood Business Park

Ferriby Road

Hessle

Hull

HU13 0LH