

Data Quality Administrator

Church Lane Surgery is looking to recruit a self-motivated and highly organised Data Quality Administrator. We are a busy forward-thinking practice, providing high quality care in our local area. We recognise that the quality of our work is driven by the quality of our people and we are committed to providing an open, friendly and supportive environment for all staff.

This is an exciting opportunity to join a supportive, highly dedicated team. The role is extremely varied, ranging from project management, data input, coding, liaising with staff and patients. We will provide you with the tools, training and personal support needed to enjoy and succeed in this key role. This is a part time, permanent position, approx.22 hours a week, working days to be agreed.

Responsibilities:

- Data entry
- NHS App queries
- Assisting with the implementation of vaccination campaigns
- Managing patient record requests
- Ensuring patient records are accurate
- Responsibility for the recall system/managing long term condition reviews
- Analysing data
- Workflow improvements
- Manage sensitive information/maintaining confidentiality

Essential skills:

- The ability to work in a team and independently
- Good interpersonal and communication skills across all levels
- Ability to understand the needs of patients and the practice
- Analytical/data skills
- Organised
- Good time management and prioritisation skills
- Excellent attention to detail and accuracy
- Enthusiastic to continuously learn and develop
- Commitment and flexibility
- Competent in Microsoft Office (Excel, PowerPoint, Word)
- Ability to show understanding and agreement of the practice values

Desirable skills:

- Experience of clinical systems (this is an advantage but not essential as training will be given)
- An understanding of the evolving NHS landscape (not essential)

Key benefits:

- Salary dependent on experience
- NHS pension scheme
- On- site parking
- 6.6 weeks annual leave (pro rata)
- NHS employee benefits/discounts at various stores / brands

If you believe you have the requisite skills for this position, please forward a copy of your CV with a covering letter to Laura Wilson Assistant Practice Manager

Tel: 01423 322309

Email: churchlane@nhs.net

Closing date: 29th September 2022

Church Lane Surgery is an equal opportunities employer and welcomes applications from all members of the community. Applications will be considered on individual merit.