

Job Description

Job Title	Medical Staff Co-ordinator
Department	Administration
Reports to	CEO
Date	

Overall Purpose of Job

The overall purpose of this role is to provide a high-level administrative support to the Medical Department so that it runs efficiently and effectively.

The role will involve recognising current needs and projecting the future role of the Medical Department with the needs of the organisation.

Key Responsibilities and Deliverables

Medical Department

- Provide a high-level administrative support for the Medical Department to include
 - Credentialing all medical staff in accordance with local, hospital and JCI requirements and ensuring all documentation complies with local, hospital and JCI requirements.
 - Coordinating legislation with the IMC for foreign medical staff
 - Ensuring all medical staff are properly indemnified
 - Provide secretariat support for relevant Medical Departmental meetings including the preparation of agendas and documentation and the production of minutes
- Maintain a database of all privileged consultants and associated documentation
- Facilitate and monitor any process changes that may be required if the Medical Staff byelaws change
- Maintain knowledge of licensing and educational requirements as they relate to Medical Staff
- Develop reports as required by CEO, Medical Director or other parties
- Liaise with all Medical staff in relation to queries they may have which could include insurance and billing related matters, IT, remote access and so forth.
- Prepare on call rotas for Medical Staff specialties and ensure they are uploaded to the intranet in a timely fashion.
- Ensures all policies for Medical Staff are up to date and in some cases develop new policies

Non Consultant Hospital Doctors (NCHD's)

- Ensure rosters are in place for hospital NCHD's and ensure they are uploaded to the intranet in a timely fashion.
- Co-ordination of locums if required.
- Responsible for the administration of training grants.

- Liaise with NCHD's in relation to any queries they may have e.g. payroll, training grants etc.
- Perform the role of Time Manager for NCHD's.
- Responsible for the administration of medical indemnity insurance for NCHD's

Healthcare, Research and Ethics Advisory Committee of UPMC Beacon Hospital

- Provide all necessary and required administrative/secretariat support to the above committee

Undertake other roles and responsibilities and perform other duties assigned by the CEO

Person Specification

Qualifications	Preferably educated to degree level and capable of working on own initiative and independently
Experience (Amount and Type)	Hospital experience is preferable and experience of Medical Personnel
Job Specific Competencies and Knowledge	Knowledge of medical specialties and related matters Well developed customer service skills Excellent written skills so can draft correspondence, policies and procedures Able to assume responsibility and manage own workload
Personal Competencies	All posts in Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required by their manager of hospital management.

This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.

Job Description received by employee

Signature

Date