



## WESTON HOUSE PRACTICE JOB DESCRIPTION

**JOB TITLE:** Clinical Planner  
**REPORTS TO:** Business Manager/ Operations Manager  
**HOURS:** 30 hours per week worked Monday to Friday

### **Purpose of the role:**

The post holder will:

- Provide effective diary management of all clinical rotas across both practice sites.
- Act as a first point of contact regarding clinic co-ordination and absences.
- Check clinics daily and reallocate appointment slots based on service need in liaison with GPs, Nurses and Managers.
- Ensure all information in relation to clinics is updated promptly and communicated to all teams to ensure optimal service provision and resilience
- Support the team with general administration tasks

### **Job responsibilities:**

- Manage and record annual leave entitlements for the GPs and Nursing team in Teamnet
- Recording sickness absences for the GPs and nursing team in Teamnet
- Take responsibility for communications for sickness and other absence reporting between 08:15 – 2:15 using the business mobile phone provided
- Organise and plan all clinical rotas and apply appointments to the clinical system
- Booking locums as required in liaison with the Business Manager/GP rota lead
- Responsibility for updating and maintaining the practice intranet (GP Teamnet)
- Organise and manage the GP buddy system for holiday and sickness cover
- Administration for the practice's registered care homes
- Plan and organise monthly clinical meetings, take minutes and follow up action points
- Secretarial cover when Practice secretary is on annual leave or sick
- Any additional tasks or administrative duties as required for the day to day running of the practice

**Training will be provided on all practice IT systems and processes.**

### **Confidentiality:**

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately



- In the performance of the duties outlined in this job description, the post-holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as strictly confidential
- Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data

### **Health & safety:**

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the practice Health & Safety policy, the practice Health & Safety manual, and the practice Infection Control policy and published procedures. This will include:

- Using personal security systems within the workplace according to practice guidelines
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
- Making effective use of training to update knowledge and skills
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Actively reporting of health and safety hazards and infection hazards immediately when recognised
- Keeping own work areas and general / patient areas generally clean, assisting in the maintenance of general standards of cleanliness consistent with the scope of the job holder's role
- Undertaking periodic infection control training (minimum annually)
- Reporting potential risks identified
- Demonstrate due regard for safeguarding and promoting the welfare of children.

### **Equality and diversity:**

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner that is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

**Personal/Professional development:**

The post-holder will participate in any training programme implemented by the practice as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work

**Quality:**

The post-holder will strive to maintain quality within the practice, and will:

- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
- Work effectively with individuals in other agencies to meet patients needs
- Effectively manage own time, workload and resources

**Communication:**

The post-holder should recognise the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Communicate effectively with other NHS organisations and outside agencies.
- Recognise people's needs for alternative methods of communication and respond accordingly

**Contribution to the implementation of services:**

The post-holder will:

- Apply practice policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audit where appropriate



Updated February 2025

Signed (Employee).....