

POSITION DESCRIPTION

Title:	Administration Assistant – PR Representative	Location:	Abu Dhabi
Department:	Clinical Services /PR	Reports to:	Clinical Governance and Audit Officer
Salary:	Salary package	Band:	2
Prepared by:	Clinical Governance and Audit Officer	Date:	August 2019

Overall Purpose:

To provide all clinical administrative work including Patient Care Records (PCR) archiving. And to perform the duty or PR Representative supporting the PR function by providing the required services o National Ambulances and the staff in relation to government services

Roles and Responsibilities

The Administrative Assistant roles and responsibilities may cover the following:

- Timely scanning, renaming, filing and archiving of the PCRs (paper PCRs, missing PDFs of ePCR, PAROS and ECG papers and other documents wherever applicable).
- Segregation of UAE national and non-UAE national Patient Care Records (PCR) and other documents.
- Collating PCRs and ePCRs of Motor Vehicle Accidents (MVA's) for insurance claims.
- Allocating A3 paper PCRs and missing ePCRs as per clinical Audit criteria.
- Ensure PCR is delivered and archived securely.
- Support the Clinical Governance in all administrative work.
- Complete the task assignment to him by the Clinical Governance and Audit Officer

Public Relation Duties

- Work closely with HR, Fleet and all relevant department with regards the PR requirements
- Assist all relevant department in government process in timely manner to avoid any fines,
- Ensure that all security passes are processed.
- Ensure the registration and renewal of all vehicles as required.
- Ensure receipts are obtained for all petty cash payment and corporate credit card payment

QHSE:

- Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System Compliance and Improvement

Professional and Academic Expertise

- A relevant qualification in clinical or administration
- Good computer skills, including Word and Excel in a Microsoft Windows environment
- Effective oral and written English communication skills
- General knowledge of UAE employment laws and practices
- Excellent interpersonal skills and ability to work in a team
- Able to exhibit a high level of confidentiality
- Excellent organizational skills
- Must be able to identify and resolve problems in a timely manner

Chief Administrative Officer

Change Brief

Version No.	Date	Changes
1	August 2019	New Template
2	April 2021	Adding the PR responsibilities

Review & Approval:

(Enter final approver title here)