

POSITION DESCRIPTION

Title:	Clinical Services and Administrative Coordinator	Location:	Abu Dhabi
Department:	Clinical Services	Reports to:	CAMO
Prepared by:	CAMO	Date:	June 2014

Overall Purpose:

Coordination of Clinical Services and Administrative departments administrative functions

Roles and Responsibilities

The Clinical Services and Administrative Coordinator is responsible for:

- Supporting the CAMO and administrative departments team with day to day administrative requirements
- Coordinating administrative services in the department including the duties of the administrative staff
- Ensuring all administrative processes comply with policies and procedures
- Maintaining the CAMO schedule and associated documentation as required
- Coordinating Clinical Services and administrative team meetings including the tasks of taking the minutes of meeting, follow- up on the action plans and pending tasks.
- Responsible in managing the working groups and committee's meetings specifically taking minutes of meeting, scheduling meeting dates , putting the agenda for working groups and committees such as infection control working group (ICWG), purchasing working group (PWG), policy review committee (PRC); and communicate with the items owners and requesters for the items involved in the purchasing working group to ensure of complying with the purchasing working group terms and references; and prepare the final list of items to be submitted in Purchasing and Tendering Committee (PTC) for final review and approval. Responsible for managing the CAMO internal meetings and the external stakeholders' meetings.
- Providing coordination and administrative support to the Occupational Health and assisting in the monitoring of the compliance to CGP102 Occupational Health Program, Policy Processes and Procedures.
- Assists in the issuance of the Clinical Privileges as approved by CAMO.
- Coordinate with all departments reporting to the CAMO and ensuring that all the required reports including but not limited to quarterly department report are submitted on time for CAMO's review.
- Handling all enquiries and requests in a confidential manner
- Other administrative tasks as required

QHSE & BC:

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

Professional and Academic Expertise

- A relevant administrative qualification
- A minimum of two years' administrative experience, preferably in the UAE
- Excellent computer skills, including Word and Excel in a Microsoft Windows environment
- Effective oral and written English communication skills
- Excellent organizational skills including ability to prioritize workload to meet deadlines
- Excellent interpersonal skills and ability to work in a team environment and deal with all stakeholders diplomatically
- Ability to maintain confidentiality
- Ability to work autonomously and under pressure to meet deadlines

Chief Administrative and Medical Officer

Change Brief

Version	Date	Changes
1	14-7-2014	New PD
2	April 2016	Update of title and duties
3	July 2019	Due to review no changes
4	July 2021	Change CMA to MD Deletion of some tasks Addition of OH and peer support tasks
5	December 2021	Change MD to CAMO Change CAO to CAMO Revision of Title to Clinical Services and Administrative Coordinator Deletion of some tasks Addition of some tasks under roles and responsibilities