

POSITION DESCRIPTION

Title:	Administrative Coordinator Clinical Services	Location:	Abu Dhabi
Department:	Clinical Services	Reports to:	MD
Salary:	Salary package	Band:	2
Prepared by:	CAO	Date:	June 2014

Overall Purpose:

Coordination of Clinical Service department administrative functions

Roles and Responsibilities

The Administrative Coordinator Clinical Services is responsible for:

- ✓ Supporting the MD and Clinical Services 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 MD schedule and associated documentation as required
- ✓ Coordinating Clinical Services team meetings
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 - Ensuring organizational compliance and handles administrative work for working groups and committees that the Clinical Services is involved in.
 - 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.
 - Manages the Peer Support Program
 - Assists in the issuance of the Clinical Privileges as approved by MD
 - Coordinate with other departments reporting to the Medical Director
- ✓ Handling all enquiries and requests in a confidential manner
- ✓ Other administrative tasks as required

QHSE:

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