

POSITION DESCRIPTION

Title:	PR & Archiving Assistant	Location:	Abu Dhabi
Department:	HR & Corporate Services	Reports to:	HR & Corporate Services Manager/Head of Emiratization
Prepared by:	HR & Corporate Services Manager/Head of Emiratization	Date:	August 2019

Overall Purpose:

To provide all clinical administrative work including Patient Care Records (PCR) archiving. And to perform the duty of PR Representative supporting the PR function by providing the required services of 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 & 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 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 & Medical Officer

Change Brief

Version No.	Date	Changes
1	August 2019	New Template
2	April 2021	Adding the PR responsibilities
3	March 2022	Changed title Changed Reporting to HR & Corporate Services/Head of Emiratization Changed "Chief Administrative Officer" to "Chief Administrative & Medical Officer" Modified as per standard template

Review & Approval:

(Enter final approver title here)