

FOI_1521_2023-24 – FOI Request concerning Job descriptions relating to Health Records

Please be advised that Solent NHS Trust do not have job roles which fit the definition provided, therefore we are unable to answer these questions.

1. I am making this FOI request to obtain copies of any job descriptions and person specs you have in relation to Health Records.

“To clarify the role - I am interested in staff who deal with patient records and could either be incorporated within a larger team or on their own. Some of the tasks that the health records clerk or records officer as they could be referred to, could include some of the following:

- *Working with Paper and electronic records. Such tasks as scanning paper records and ensuring they are all correct when uploaded into the electronic archive system.*
- *Helping Consultants, Clinicians, and other staff when they need to access patient files either in the electronic archive system or by supplying them with a hard copy.*
- *Working digitally accessing lists in SharePoint, updating electronic systems in relation to Data Quality.*
- *To be responsible for the filing and maintenance of patients’ notes held in the Health Records Library.*
- *To retrieve and process health records of deceased patients from the Health Records Library in accordance with the Health Records Department procedures and Department of Health NHS Code of Practice.*
- *To ensure confidentiality of clinical and administrative records and all patient information.*

This does not include supervising so would probably be for a Band 2 or 3.”