



Your Community
Healthcare Providers



FCMS (NW) Ltd JOB DESCRIPTION

Post: Driver/Receptionist

Pay: Standard rate is £13.00 per hour plus evening, weekend and bank holiday enhancements

Hours: Bank – Flexible hours to cover evenings, weekends, overnights and bank holidays.

Accountable to: Operational Specialist

Base: West Lancs (Ormskirk) Out Of Hours Service based within Ormskirk General Hospital

****Please note that our roles are not being considered for sponsorship at this time****

Overview of Role: To help deliver a safe and quality Out Of Hours GP service. To act as a driver to clinicians when home visits are required.

Day to Day Duties to include, but not exhaustive:

- To provide a professional and high-quality driving service for the GP Out of Hours Service
- Patient facing, representing FCMS at the OOH reception desk, greeting and assisting patients where necessary including other reception duties in line with the operational duties of the service.
- To be able to always follow strict procedures and protocols
- To work with the clinical team and liaise with our other services to support safe and effective service delivery, ensuring patients receive appropriate care in a timely manner.
- When necessary, to be able to complete stocktakes of medical equipment
- Using a Patient Record system – experience of Adastra would be an advantage
- To complete routine administration checks when working overnight
- Always ensuring full patient confidentiality
- To work individually or as part of a team
- To undertake all relevant training consistent with the requirements of the post
- To be flexible in roles undertaken according to the business need
- To be available especially on the overnight shifts but with flexibility to work during the day when required
- To handle drug stock and replenish when used.
- To undertake vehicle checks
- To maintain and attend all mandatory training



For more information about how we use your data, please
visit our privacy notice at: www.fcms-nw@nhs.net





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Our key expectations are:

- Self-awareness – Living authentically
- Adaptability- Being ready to adjust depending on the situation
- Openness – What you see is what you get
- Positivity with a real sense of being able to strive for the impossible
- Generosity of spirit- Everyday should be an opportunity to act with kindness
- Ability to have fun – Taking the role seriously, whilst being yourself

Our 'Why': To nurture an environment of inspiration, innovation and disruption so this people in our world receive exceptional healthcare for this generation, and the next.

Values: Our organisational culture is very important to us, so it is vital that the successful candidate lives and breathes complimentary values and behaviours. Our behaviours should be in line with our values which form part of our Company DNA:



- **Fun:** People rarely succeed unless they are having fun. Happiness is healthy!
- **Awesome:** We aren't here to be average, we're here to be awesome!
- **Humble:** We're here to make a difference to the lives of others, NOT to see how important we can become
- **Brave:** We challenge the norm. We have the courage to get the difficult jobs done
- **Oompf:** We have natural oompf! It's infectious!
- **Go-getting:** We are intuitive to changing needs and respond quickly which we do with energy, ideas, and positivity

Come and be a part of our amazing team!

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|------------------------------------|--------------------------|
| ✓ We offer NHS Pension | ✓ Staff Benefit Scheme |
| ✓ Cycle to Work Scheme | ✓ Free Tea & Coffee |
| ✓ Career Development Opportunities | ✓ Eye Care Contributions |
| ✓ Attendance Bonus | |



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Disability Confident Employer

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy

DBS - This post is subject to the Rehabilitation of Offenders Act (Exemption Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions. This will require three forms of valid ID to be produced and verified. The onboarding process is also subject to an Occupational Health check, suitable professional references and eligibility to work in the UK (with the requirement to provide relevant documentation as evidence). *For Driver positions you will also be required to undertake a Driver check.*

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	A full UK Driving Licence held for a minimum two years	GCSE/O Level English and Maths
Experience	Ability to work as a team member and at times in isolation Able to exercise initiative in organisation and prioritising Effective communication skills both written and oral Good literacy and numeracy skills Good Interpersonal skills Experience of working with IT systems/basic skills (Microsoft) Over twenty-five years of age for driving company vehicles A full UK Driving Licence held for a minimum two years Experienced, confident driver	Click or tap here to enter text.





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Personal Qualities	Enthusiastic and committed about the role Flexible Positive and confident disposition Commitment to personal and professional development Promote the Service with its ever expansion Smart appearance at all times Professional Conduct at all times	Click or tap here to enter text.
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The organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. You will be expected to fulfil your mandatory safeguarding training at the level applicable to this role.

We reserve the right to close this vacancy early if we receive sufficient applications for the role.
Therefore, if you are interested, please submit your application as early as possible.



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