

ROLES & RESPONSIBILITIES

RECEPTION STAFF

- Greet all attendees to the Medical Tent with professionalism and courtesy.
- Ensure effective communication with the multidisciplinary team
- Ensure the reception log is completed accurately maintaining patient confidentiality at all times
- Ensure Patient Report Forms are signed, filed and correlate with the reception log. They also need to be readily available to the Team Leader or Medical Manager only.
- Communicate any concerns to the Team Leader/Medical Manager
- In the event of a Major Incident, if able attend the Medical Tent immediately and follow role specific action card