

# Job Description: Vasectomy Administrator

General role information	
Job Title:	Vasectomy Administrator
Reporting to:	UK Head of Vasectomy
Salary Band:	Band 11
Notice period:	1 month
Budget Responsibility?	No
Contract type?	<b>Permanent Full Time Contract</b>
Direct Reports?	No
Client facing role?	On occasion
Key stakeholders – internal?	Vasectomy team including clinicians and Vasectomy Care Assistants working in Vasectomy clinics
Key stakeholders – external?	Clinical Commissioning Groups
About MSI Reproductive Choices	
<p>At MSI Reproductive Choices we are unapologetically pro-choice. We believe that every woman has the right to make choices about her own body and her own future. As one of the world's leading providers of contraception and safe abortion care, we give women the means to do so. Our team members, working across 37 countries, provide high quality, safe services to women, when and where they need them. Because when a woman can determine her own future, she can contribute to creating a better, more sustainable future for everyone.</p> <p>MSI Reproductive Choices is committed to safeguarding: promoting the welfare and safety of everyone involved in the delivery or receipt of sexual and reproductive health services, especially children, young people and vulnerable adults. We are committed to ensuring diversity, and equality for all within our organisation and encourage applicants from diverse backgrounds to apply. We expect all staff and post holders to share our values and commitments.</p>	
The department/team	
The UK Vasectomy team.	

All MSI Reproductive Choices job descriptions are subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices UK recruitment process, please do so via email to

[Resourcinguk@MSIChoices.org](mailto:Resourcinguk@MSIChoices.org)

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## The role

Provide administration support to ensure the smooth operation of MSIUK Vasectomy centres, responding to business need and helping the service to increase client numbers and profitability

## Key Responsibilities

- **Vasectomy Clinics:** complete the administration of the Vasectomy centres – this includes scheduling team member rotas; maintaining diaries; stock control; couriering PID data; scheduling clinics on the diary system and re-arranging cancelled clinics.
- **Vasectomy Clinic Cover:** Co- ordinate staff to cover Vasectomy Clinics in the absence of the Vasectomy Capacity Planner.
- **Servicing and Maintaining Vasectomy Equipment:** organise the servicing, repairs and maintenance of the Hyfreccators and Smoke Evacuators for the Vasectomy centres and maintain a log of work
- **Ordering all vasectomy stock and instruments for the Vasectomy clinics:** Make sure stock is always available for clinics and stock boxes are sent out in good time to avoid service delays or cancellations. Monitor arrival of stock at clinic so any issues can be dealt with in good time.
- **Manage Vasectomy Suppliers:** Liaise with the Procurement Officer about clinical supplies as necessary.
- **Travel:** Occasional travel to VAS clinics visits to provide cover in emergency situations
- **Vasectomy Referrals:** Set patient up on Maxims and add patient to the relevant wait list. Send out appropriate letter inviting patient to book.
- **eReferral:** Access the eReferral system to manage linked referrals
- **Vasectomy Reports:** Produce data or information for monthly/quarterly reports to as required.
- **Team expenses:** Process team expenses for sign off
- **Maintain client confidentiality at all times:** in line with MSIUK Procedures and GDPR requirements
- **Post:** Processing of patient letters, arrange parcel deliveries and collections
- **Team Inboxes:** Regularly check the team inboxes and worklists and administer appropriately
- **Booking travel:** Book travel as required

Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.

Please read this document in conjunction with the Person Specification for the role.

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## Signature

By signing below, you indicate that you have read and agree to this job description.

**Full name:**

**Signature:**

**Date:**