



Hi I'm Sarah from Black Country Healthcare NHS Foundation Trust.

Many people think the careers at the NHS are all clinical and patient facing.

This really isn't the case as there are over 350 careers!



# A useful website to explore the various roles is the Healthcareers website



**Black Country Healthcare**  
NHS Foundation Trust

Health Careers

Login Register Contact us Health Education England

Enter your keywords

Working in health Find your career Explore roles Career planning Nursing careers

Make a difference with a career in health. Get all the information you need to take the next step in your career.

"Pharmacists don't just stick labels on boxes! Most of the time is taken up helping patients." Read Aditya's story.

2 of 8

Find your NHS career

NHS pay and benefits Frequently asked questions



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# View various roles in more detail...



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Allied health professionals	Overview	Roles +
Ambulance service team	Overview	Roles +
Dental team	Overview	Roles +
Doctors	Overview	Roles +
Health informatics	Overview	Roles +
Healthcare science	Overview	Roles +
Management	Overview	Roles +
Medical associate professions	Overview	Roles +
Midwifery	Overview	Roles +
Nursing	Overview	Roles +
Pharmacy	Overview	Roles +
Psychological professions	Overview	Roles +
Public health	Overview	Roles +
Wider healthcare team	Overview	Roles +



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# Including videos, entry requirements, personal characteristics and skills...

[← Back to Explore roles](#)

- [> Health informatics](#)
- [> Roles in health informatics](#)
- [> Health records and patient administration](#)
- Entry requirements (health records and patient administration)**
- [Compare roles](#)


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### Entry requirements (health records and patient administration)

This page has information on the entry requirements and skills needed for a career in health records and patient administration.

Entry requirements into health records and patient administration will depend on the role and level you are at in the [career framework](#).

It is possible to start in an entry level post without formal qualifications but GCSEs or equivalent qualifications are an advantage. [Apprenticeships](#) in health informatics are also available. More information is available on the [City and Guilds' website](#).



For more senior roles, a degree or equivalent experience might be needed. Some roles may also need an industry qualification such as the [Institute of Health records and Information Management \(IHRIM\)](#) certificate or diploma. You should always check the person specification for specific posts to fully understand the requirements.

The [NHS Graduate Management Training Scheme](#) also has a health informatics strand for graduates with relevant degrees.

Personal characteristics and skills [+](#)



# Not sure what career may be right for you? Complete the careers quiz...



**Black Country Healthcare**  
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**Let's find your health career**

🕒 About 5 mins

There are over 350 different careers in the NHS. Many work with patients but there are many that don't. Not everyone needs a degree either! What they all have in common is that they make a difference to people's lives everyday.

By answering some simple questions, you can now find the careers that best suit you.

Good luck!

**Get started**

[Make a comment or report a problem with this page](#)



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Once you have an idea of what career may be right for you, log onto the NHS jobs website.

News Advice Contact

NHS Jobs

Search Jobs Browse Jobs Register Log In

**Coronavirus (COVID-19) update**

You can search and apply for roles in the NHS, including posts relating to COVID-19, on NHS Jobs. For the latest advice on COVID-19 visit the coronavirus page on [NHS.UK](#).

[Find out about Test and Trace Team Leader roles here](#)

[Find out about Clinical Contact Caseworker \(Track and Trace\) roles here](#)

Find Coronavirus related roles here.

Enter key words and location

Keywords or Job Reference

Location or Postcode

11,680 live jobs

Search

More search options Advanced search Browse jobs Browse employers

Perform a job search, find jobs that match your skills, and apply for NHS jobs online. [Register now](#) so you can receive Jobs by E-mail to view new posts to suit your job search every day.

**Latest news**

[Cookies and NHS Jobs](#)  
When you visit NHS Jobs you will be asked to tell us whether you accept cookies...

[NHS Jobs features to help with Coronavirus \(COVID-19\) related vacancies](#)  
Please be aware of some changes we have made to ensure that Coronavirus (COVID-19)...

[COVID-19 update](#)  
In light of the current COVID-19 situation, please

**Advice for job seekers**

[Making successful applications](#)

[Searching for the perfect job](#)

[Managing the interview](#)

[Be My Interviewer](#)

[Applying from overseas](#)

[Pre-employment checks](#)

**Help the NHS fight Covid-19**

Find out how you can help the NHS fight Covid-19 via the following campaigns:

[Clinical Contact Caseworker recruitment](#)

[Rapid response bank recruitment](#)

[Returning Clinicians](#)

[Covid.hub.Wales](#)



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# Search results are listed, and you can filter accordingly



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All NHS Jobs are split into relevant pay bandings

Refine search

Selected filters 11,616 jobs found [Switch to simple view](#) Sort by Relevance

- Salary range**
  - £0 - £10,000 (1524)
  - £10,000 - £20,000 (1351)
  - £20,000 - £30,000 (3137)
  - £30,000 - £40,000 (5297)
  - £40,000 - £50,000 (1018)
  - £50,000 - £60,000 (238)
  - £60,000 - £70,000 (121)
  - £70,000 - £80,000 (781)
  - £80,000 - £90,000 (89)
  - £90,000 - £100,000 (38)
  - £100,000+ (59)
- AFC pay band**
  - Band 2 (403)
  - Band 3 (435)
  - Band 4 (388)
  - Band 5 (2137)
  - Band 6 (1895)
  - Band 7 (1078)
  - Band 8a (449)
  - Band 8b (112)
  - Band 8c (83)
  - Band 8d (26)
  - Band 9 (13)
- Other pay band**
  - Consultant (538)
  - Specialty Doctor (118)
  - Foundation Doctor (5)
  - Specialty Registrar (117)
  - Doctor - Other (158)
  - VSM (Very Senior Manager) (52)
  - Other (3831)
- Job type**
  - Permanent (9131)
  - Part time (119)
  - Fixed term (1450)
  - Bank (709)
  - Honorary (0)
  - Locum (87)
  - Voluntary (19)
  - Ad Hoc (21)
  - Training (4)
  - Secondment (80)
  - Apprenticeship (16)
- Posted date**
  - Anytime
  - or within the last ? days

**Registered Nurses and Midwives** [Add to favourites](#)  
Corporate  
Hull University Teaching Hospitals NHS Trust, HRI / CHH, Hull / Cottingham  
Hull University Teaching Hospitals NHS Trust We Need You - Registered Nurses and Midwives Thank you for your interest in helping the NHS fight COVID-19. The virus has the potential to put huge additional demand on our NHS and our fellow citizens. Your support will make more of a difference than ...  
Salary: Salary as per national terms and conditions Closing Date: 30/08/2020  
Posted: 27/03/2020 Staff Group: Nursing & Midwifery Registered  
Job Type: Bank Job Ref: 356-20-2370974.1

**Staff Nurse - Bridgwater Community Hospital (Band 5)** [Add to favourites](#)  
Community Health Services  
Somerset Partnership NHS Foundation Trust, Bridgwater Community Hospital, Bridgwater  
At Bridgwater Hospital we are a joint led team of Therapists & Nurses who all possess the same focus, getting our patients back into their normal place of residence whilst promoting their independence along the way. We encourage patients to manage their own needs ensuring they are confident for ...  
Salary: £24,907 - £30,615 per annum, pro rata Closing Date: 15/08/2020  
Posted: 01/06/2020 Staff Group: Nursing & Midwifery Registered  
Job Type: Permanent Job Ref: 184-MBWGEN06

**Advances Nurse Practitioner** [Add to favourites](#)  
General Practice  
Central Advertising - General Practitioners, Rotherham  
Advanced Nurse Practitioner Full Time Position 37.50 hours per week We are a 11,700 patient EMIS practice, operating over 3 sites in Wickersley, Ravenfield & Braithwell. An opportunity has arisen for a fully qualified, experienced ANP to join our Practice Team with the essential qualifications and ...  
Salary: Agenda for Change 8A Closing Date: See advert  
Posted: 14/05/2020 Staff Group: Nursing & Midwifery Registered  
Job Type: Permanent Job Ref: J180-A-20-379413

**Bank Allied Health Professionals** [Add to favourites](#)  
Bank  
East Sussex Healthcare NHS Trust, Cross site, Cross site  
Are you an Allied Healthcare Professional and looking for work that fits around your lifestyle? Are you looking for a change of area or simply need more flexibility to manage your work/life balance? Then working for the Trust Bank may be just the answer! The Trust Bank is looking for Allied ...  
Salary: £16.04 per hour + WTD Closing Date: 11/08/2020  
Posted: 29/05/2020 Staff Group: Allied Health Professionals  
Job Type: Bank Job Ref: 374-TWS-AHP

**Senior Occupational Therapist** [Add to favourites](#)  
Occupational Therapy  
Peterborough City Council, Peterborough  
Do you want to work in a team where you can make a real difference? Would you like to be recognised for your effort and hard work? We're looking for an experienced Senior Occupational Therapist to join our thriving Reablement service in Peterborough. This role would be ideal for someone who is ...  
Salary: £34,788 - £38,813 Closing Date: See advert  
Posted: 04/08/2020 Staff Group: Allied Health Professionals



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# Select on specific job to find out more



Black Country Healthcare

NHS Foundation Trust

**Administrator** [Add to favourites](#)     

**Job Reference:** J180-A-20-362642

**Employer:** [Central Advertising - General Practitioners](#)  
**Department:** Birmingham SmartCare Federation  
**Location:** Birmingham

**Salary:** Dependant on experience

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This advertisement has been placed by the organisation named in the 'Department' section above.

Should you require further information regarding this vacancy please contact the organisation direct.

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An exciting opportunity has arisen for an Administrator to join our friendly and forward-thinking team. We are looking for an experienced administrator to support the administrative needs of the Birmingham SmartCare Federation and it's Primary Care Networks.

Birmingham SmartCare Federation is a large organisation with two PCNs, we aspire to be a leading GP Provider Federation, run by clinicians for the benefit of our patients. We ensure close working with patients and staff to ensure that General Practice remains resilient, sustainable and independent to deliver high quality services for all of our patients. The work we do is challenging, interesting and hugely varied, reflecting the demographic mix of our patients.

The successful candidate will provide dedicated day to day administrative support and ensure all administrative and clerical requirements are provided in a timely and efficient manner.

We reserve the right to close this advert early if we can appoint to the vacancy before the advertised closed date.

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**Disclosure and Barring Service Check**

This post is subject to the Rehabilitation of Offenders Act (Exceptions 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.

**Job Type:** Fixed term (1 year)  
**Pay Scheme:** Agenda for change  
**Pay Band:** 3  
**Staff Group:** Administrative & Clerical

**i Read this before applying**  
[Job Description & Person Specification \(121 KB\)](#)

**Apply for this job**

**Closing Date:** 31/07/2020

**Additional documentation**  
None Available

**Further links**  
None Available

If you have any concerns about this job then please [report it to our Customer Service team](#).

All will have Job description and specification



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Complete the online application form.

NHS Jobs don't require a CV.

**Top Tip!** Use the job specification to provide examples of when you have demonstrated any of the skills.



# On the 'Home' page you can create an account.

You can receive relevant job alert emails relevant to the information you decide

Will save any previous applications

Supports application process e.g. interview information

The screenshot shows the NHS Jobs website interface. At the top, there is a blue navigation bar with links for 'News', 'Advice', and 'Cymraeg'. The NHS logo and 'NHS Jobs' are displayed on the right. Below the navigation bar, there are buttons for 'Search Jobs' and 'Browse Jobs'. A red box highlights the 'Register' button. Below this, a yellow banner contains a 'Coronavirus (COVID-19) update' with links to related information. The main content area is divided into two sections: 'Candidate's Login' and 'Not yet registered?'. The 'Not yet registered?' section is highlighted with a red box and contains a list of benefits for registering, an email address input field, and a 'Register' button.



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For more information regarding our trust:

- [www.bcpft.nhs.uk](http://www.bcpft.nhs.uk)
- Have a specific question regarding a career? Email [bchft.healthworks@nhs.net](mailto:bchft.healthworks@nhs.net)



# Thank You and Good Luck!

