

**Medical secretary - access  
to patients**

Jan is a medical secretary at Any-Town NHS Foundation Trust. She provides administration support to the clinical team and has supervisory responsibility for three typists located in the accident and emergency department. Her role involves interaction with patients and their families who come to the accident and emergency department, providing information and reassurance, as may be necessary. She is also required to deliver and collect patient records from ward areas.

### **Eligibility**

Medical secretaries work with both clinical and non-clinical teams and can be based in any number of departments across the hospital site. In this example, Jan works in the accident and emergency department and has regular face to face interaction with patients and their families. She will also be required to go onto ward areas to collect or deliver patient records. This position is therefore **eligible for a standard check**.

If her role purely involved having access to patient identifiable data but no access to patients, then employers may wish to consider whether the role would require a basic disclosure.

Administrative roles which are based in other parts of the hospital site, away from patients and do not involve the handling of patient identifiable data, are not eligible for a standard or enhanced disclosure. Employers may consider obtaining a **basic disclosure**.