

PERSON SPECIFICATION

JOB TITLE:	Patient Safety Investigation Lead
JOB BAND:	7

Qualifications & Education	Weighting (Essential or Desirable)
Masters level qualification or equivalent experience within the healthcare setting	Essential
Evidence of continuous learning	Essential
Registered clinical Practitioner	Desirable

Knowledge and Training	Weighting (Essential or Desirable)
Completion of recognised training for RCA investigation	Essential
Knowledge and ability to use databases, Outlook, Word and Excel (Microsoft office) and DATIX.	Essential

Experience	Weighting (Essential or Desirable)
Substantial NHS experience	Essential
Previous experience of working with incident management within an NHS environment	Essential
Experience of risk management	Essential
Experience of incident investigation tools (including RCAs) and methodologies.	Essential
Experience of leading RCA investigations – including complex and multiple stakeholder investigations	Essential
Experience of incident evaluation and assessment including serious incidents and never events.	Essential
Successful working with various levels of staff/disciplines.	Essential
Experience of formal and informal teaching (presentation skills) to small and large groups (internal and external to the Trust).	Essential

Experience of undertaking projects/quality initiatives and proven project management skills	Desirable
Undertaking clinical incident investigation	Essential
Change management skills and experience of undertaking change in the clinical area	Desirable

Communication & Relationship Skills	Weighting (Essential or Desirable)
Ability to handle conflict management	Essential
Has high Negotiation and diplomacy skills	Essential
Effective interpersonal and facilitation skills and supporting others	Essential
Ability to work independently or within a team	Essential
Ability to plan, organise and effectively present ideas and concepts to individuals/groups from ward to board	Essential
Ability to communicate and influence staff from all levels and from different professional groups, including negotiation and conflict management	Essential
Ability to collate and analyse complex and contentious information to determine recommendations for mitigate risk and document constructively in reports to present to meetings at local, divisional, trust wide groups or committees	Essential

Analytical & Judgement Skills	Weighting (Essential or Desirable)
Ability to analysis complex data from multiple sources and make a judgement of gaps in assurance and required actions to mitigate risk	Essential
Ability to make determinations from external reports, data and feedback to identify actions to be taken and driven within the organisation	Essential
Able to make recommendations based on objective analysis & intellectual enquiry	Essential

Planning & Organisational Skills	Weighting (Essential or Desirable)
Able to self generate & manage own work load to meet the needs of organisation	Essential
Able to project plan and meet the set criteria and trajectories	Essential
Ability to prioritize and manage competing demands	Essential
Ability to manage multiple work streams in parallel to achieve outcomes	Essential

Physical Skills	Weighting (Essential or Desirable)
Able to work under pressure and able to respond quickly to changes in working practice	Essential

Punctual, reliable, flexible, and self-motivated in approach to duties	Essential
Good keyboard skills	Essential
Able to commute to meet the needs of the role	Essential
Self motivated and enthusiastic	Essential
Good understanding of the factors that motivate staff	Essential
Able to work flexibly	Essential

Equality, Diversity, Inclusion and Trust Values	Weighting (Essential or Desirable)
Able to provide safe, caring, and effective services	Essential
Values and behaviours that reflect the Trust values of Care, Respect and Responsibility	Essential
Commitment to creating a diverse and inclusive workplace that is free from discrimination and where people feel they belong and their contribution is valued	Essential

Prepared by:	Sharon Phillips
Date:	December 2021
Job evaluation completed:	
Job evaluation reference number:	