

Job Description

Surgery Health Group

Job Title: Data Co-ordinator - ICNARC / NELA
Band: 3
Accountable To: Business Manager, TACC Division, Surgery Health Group
Reports To: Divisional General Manager, TACC Division, Surgery Health Group

OUR VALUES

| CARE | HONESTY | ACCOUNTABILITY |
|--|--|---|
| We are polite and courteous, welcoming and friendly. We smile and we make time to listen to our patients and staff. We consider the impact our actions have on patients and colleagues. We take pride in our appearance and our hospitals and we try to remain positive. | We tell the truth compassionately. We involve patients in decisions about their care and we are honest when things go wrong. We always report errors and raise concerns we have about care. Our decisions and actions are based on facts not stories and opinions. | We are all responsible for our decisions and actions and the impact these have on care. All staff are responsible for maintaining high standards of practice and we take every opportunity to continuously learn. Everyone is encouraged to speak up and contribute their ideas to improve the care we provide. |
| We do not treat anyone unfairly. We do not let our mood affect the way we treat people. We don't talk negatively about colleagues or other teams. Offensive language, shouting, bullying and spreading rumours are unacceptable. | We do not withhold information from colleagues or patients. We never discourage staff from reporting concerns. We are not careless with confidential information. We do not present myths as facts. | We do not unfairly blame people. We positively embrace change and we don't discourage people from having opinions. Controlling behaviours and silo working should not be exhibited in our Trust. |

Job Summary:

The post holder will be responsible for co-ordinating and managing complex clinical data generated from the Intensive Care Unit. They will be required to exercise independent judgement on a regular basis and be able to highlight and deal with difficult cases.

They will undertake data collection to enable participation in the Intensive Care National Audit and Research Centre (ICNARC) case mix programme, Critical Care Minimum Dataset (CCMDS), National Emergency Laparotomy Audit (NELA) and local audit projects. They will undertake analysis, report writing and presentations to support these activities ensuring that the highest quality data is collected and submitted. They will be expected to work directly with medical and nursing staff within clinical areas and be able to work with minimal supervision.

A sound knowledge and understanding of computers and databases together with excellent analytical skills are required for this post. Knowledge of medical terminology and the principles of clinical audit are essential.

Knowledge and Skills

1. Communication and Relationship Skills

- Complex, sensitive medical information is frequently collected.
- Develop and maintain effective working relationships both within and outside of the Trust.
- Ensure that all staff collect and maintain robust data in line with the requirements of ICNARC, NELA and CCMDS. This will require an in-depth working relationship with Intensive Care medical and nursing staff.
- Establish and maintain effective communication pathways within a multi-disciplinary team to encourage the recording of accurate data.
- To maintain confidentiality at all times in relation to patients and clinical data.
- To analyse and present data required by clinicians and managers within the trust.
- To represent the Trust at meetings held by ICNARC to liaise with clinicians to provide support for audit projects.

2. Knowledge, Training and Experience

- On the job training to include residential courses and yearly updates at ICNARC in London and extensive training with the existing Data Co-ordinator and consultant lead for ICNARC.
- Knowledge and understanding of medical terminology is required. Critically ill patients have complex multi-organ disease and the ability to understand and interpret complex medical notes to obtain data and diagnostic information is essential.
- Use of complex ICNARC software requiring formal training from ICNARC and the software developers. Regular updates are needed as data collection requirements are developed.
- Use of complex NELA software.
- Complex data analysis and reporting is an integral part of the post and summaries of the 6 monthly ICNARC Data Analysis Reports -are produced by the post holder.
- The post holder is expected to work with ICNARC in implementing national research programmes at the local level.

3. **Analytical Skills**

- Manage the extraction of data and information from all sources available.
- Produce analysis reports from the CMPD database.
- Produce weekly and monthly reports on bed occupancy, length of stay etc.
- Assist the consultant intensivist with the preparation and presentation of complex data and information.
- Review medical records, operation notes and Lorenzo based information to complete NELA submission, using the specialist software.

4. **Planning and Organisational Skills**

- Work autonomously to prioritise own workload to meet the demands of the individual elements of the service as needed.
- Ability to prioritise work and that of newly recruited staff
- The post holder will be expected to work as part of a team of data co-ordinators across the 4 Critical Care Units at 2 hospital sites. Each data co-ordinator will have primary responsibility for one unit but will be expected to work flexibly in all units as workload and leave of the other co-ordinators dictates
- Co-ordination of work across units to ensure service cover and continuity of service provision.
- Provide accurate, specific information relevant to your role on request.

5. **Physical Skills**

- Need to use keyboard and VDU for a significant proportion of the day.
- Working between the Trusts 2 main hospital sites
- Travel to meetings with other organisations
- To have due regard for own personal safety as well as others
- Adhere to trust policy in relation to lifting and handling.

Responsibilities

6. **Responsibilities for Patient/Client Care**

- Contact with patients and relatives whilst working with staff, clinicians and information systems in critical care areas across both hospital sites.

7. **Responsibilities for Policy and Service Development**

- Comment on policies and procedures relevant to own work area
- Responsible for following Trust policies and procedures
- Identifies and suggests improvement to processes within own team working
- Understands staff responsibilities and creates training plans

8. **Responsibilities for Financial and Physical Resources**

- Has personal responsibility for equipment and resources in own area of work
- Acts with awareness of the impact upon the environment
- Acts with awareness of the impact upon Trust finances
- Monitor stationery stock ensuring Trust resources are used appropriately.

9. Responsibilities for Staff/HR/Leadership/Training

- Understand and work within the remit of the Trust Confidentiality Policy
- Work within Trust policies and procedures
- Attend mandatory training each year
- To maintain own personal and professional development
- Undergo professional and personal training and development as identified through the personal development process (PPDR) process or in response to changing service needs.
- Assist in the training and workload of any new data clerks

10. Responsibilities for Information Resources

- The post holder is solely responsible for managing the software and databases for the Case mix Program.
- A major element of the post involves independently querying the data collected. This includes creating complex and accurate reports for nursing staff, medical staff and the Trust. This information is frequently used in the planning and provision of Critical Care within the Trust.
- The post holder is responsible for the security of the clinical and personal patient data contained in the databases.
- The post holder is expected to contribute to the development of the software systems used and in the development of the Case mix Program.

11. Responsibilities for Research and Development

- Undertakes surveys and audits as necessary to own work
- Provide clinical administration support for audit and trials.
- Completes staff surveys as required

12. Freedom to Act

- Required to act independently, using own initiative within the defined job role and to set standards for the organisation.
- Work within departmental and trust procedures and guidelines.

Effort and Environment

13. Physical Effort

- Medium physical effort is required
- Frequently needs to sit in a restricted position
- Travel between trust hospital sites and other organisations
- Need to use IT skills daily and spend several hours per day working at a VDU

14. Mental Effort

- Intense concentration and attention to detail is required to ensure the accuracy of the data collected and the validity of the data analyses produced. This has to be achieved within a high pressure and busy environment.

15. Emotional Effort

- The nature of the data collected requires the post holder to work at a workstation within the ICU bedside. This constantly exposes the post holder to critically ill and dying patients (including children).

16. Working Conditions

- As the post holder spends most of their time within the ICU they are exposed to the hazards of a busy and complex clinical area.
- Use of VDU and keyboard for a significant amount of the day
- Travel between hospital sites when required
- Travel to venues outside the trust when required.

Health and Safety

In addition to the Trust's overall responsibility for your health and safety you have a personal responsibility for your own health and safety. As such you are required to inform your line manager of any safety issues that you identify, that could affect you or others in the workplace. You must co-operate with management and colleagues at all times in achieving safer work processes and work places, particularly where it can impact on others.

As a Trust employee you will be trained in the correct use of any equipment provided to improve safety and health within the Trust. You are required to use the equipment when necessary and as instructed which will include checking the equipment is safe to use, prior to its use and must report any defects immediately to your line manager.

You are responsible for the implementation and adherence to Trust safety policies and procedures for areas within your remit.

You are required to ensure suitable and sufficient risk assessments are completed for all areas within your remit. The controls identified must be evaluated and implemented where necessary.

You are required to review all risk assessments periodically and particularly when staffing and/or equipment changes, monitoring the effectiveness of any control measure implemented.

You are to ensure suitable and sufficient equipment is provided to sustain the health and safety of staff, patients and visitors to areas within your remit.

Infection Control

In addition to the Trust's overall responsibilities under The Health and Social Care Act 2008 Code of Practice for healthcare, including primary and adult social care on the prevention and control of infections (revised December 2010) for your safety, you have a personal responsibility to ensure your work adheres to this Code in the delivery of safe patient care within the organisation. This code relates to ALL Trust staff and contractors working within the organisation who are employed to ensure this level of care is provided.

As an employee you will be trained to ensure adherence and compliance to the various Infection Control policies within the Trust.

Sustainability

To actively support the Trust's goals for sustainability by encouraging and adopting sustainable ideas and practices.

Safeguarding

The Trust has a duty and is committed to safeguarding all service users and provide additional measures for adults and children who are less able to protect themselves from harm or abuse. As an employee* you have an individual responsibility to contribute to the detection, reporting and prevention of abuse to safeguard those in our care (Section 11 Children Act, 2004, Human rights Act 1998, Equality Act 2010 Mental Capacity Act 2005 Care Act 2014) and are accountable to ensure that you know how to respond when you are concerned for the safety of a child, young person or adult at risk. The Trust will assist you in this process by providing training, guidance and advice. There are corporate safeguarding teams who can be contacted for advice, support and safeguarding supervision. All concerns must be reported as per Trust Safeguarding Policies which are available on the Trust Intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role

This job description is not meant to be exhaustive. It describes the main duties and responsibilities of the current post. It may be subject to change in the light of developing organisational and service needs, and wherever possible change will follow consultation with the post holder.

Person Specification

Job Title: Data Co-ordinator – ICNARC / NELA

Department: Critical Care

| Requirement | Essential | Desirable | How Assessed |
|--------------------------------------|---|--|--------------|
| Qualifications | <ul style="list-style-type: none"> •Educated to GCSE level or above with A-C marks in English and Maths •ECDL pass or some form of IT qualification | Evidence of ongoing personal development | |
| Experience | <ul style="list-style-type: none"> •Experience of working under pressure. •Effective time management. •Experience of data analysis. | <ul style="list-style-type: none"> •Knowledge of NHS patient administration systems. •Preparing and developing presentations. •Training in and knowledge of clinical audit •Previous experience in working in a critical care environment. | |
| Skills, Knowledge and Ability | <ul style="list-style-type: none"> •Good communication skills. •Effective organisational skills. •Good software skills particularly in Microsoft Excel and Access. •Ability to manage own time and workload •Good analytical skills. | Effective co-ordination of Data Quality issues Knowledge of medical terminology. Good understanding of Data Quality Knowledge of audit | |
| Other Requirements | <ul style="list-style-type: none"> •Creative and solution orientated. •Drive, enthusiasm, commitment and | | |

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| | <p>resourcefulness.</p> <ul style="list-style-type: none"> •Diplomatic, persuasive and influential •Ability and willingness to undertake further training and study •Team player •Ability to work under pressure | | |
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Organisational Chart

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