

## Person Specification

<b>Department:</b> Clinical Effectiveness Unit	<b>Job Title:</b> Clinical Effectiveness Facilitator		
<b>Location:</b> RHH	<b>AFC Band:</b> Band 5		
<b>Drawn up by:</b> Janet Brain			

<b>Shortlist</b> Criteria relevant to the job	<b>Essential</b> Requirements necessary for safe and effective performance in the job	<b>Additional/Useful</b> Where available, elements that contribute to improved/immediate performance in the job	<b>Evidence obtained from:</b> Presentation - P Interview - I Skills Assessment - S Application form - A
<b>Qualifications</b> (General education / further & professional)	Degree or equivalent	Clinical Qualification	A
<b>Experience</b> (Previous/current work or any other relevant experience)	Post-graduation experience of working in a multidisciplinary healthcare environment & liaising with healthcare professionals.  Report writing / presentation experience	Experience of working in clinical audit, research or patient experience  Previous experience of; <ul style="list-style-type: none"> <li>• co-ordinating teams</li> <li>• teaching small groups</li> <li>• interviewing patients</li> </ul>	A
<b>Further Training</b> (Specialist/Management previous job training)	Excellent clinical audit knowledge & skills  Excellent analytical skills and experience of data management e.g., data analysis, interpretation of results, basic statistics, accuracy	Clinical effectiveness skills e.g. literature searching, critical appraisal, study design Knowledge of hospital information systems and coding principles	A, I
<b>Special Skills/Aptitudes</b> (Verbal, numerical, mechanical)	Excellent interpersonal skills with ability to relate effectively with senior clinical / managerial staff.  Excellent organisational skills with ability to prioritise workload and use initiative  Working knowledge of Microsoft Office Professional package (Word, Excel, PowerPoint, Access database design)	Time management skills with ability to work to tight deadlines  Knowledge of statistical packages (esp. SPSS)	I
<b>Other Factors</b>	Able to work as part of a team or independently.	Understanding of medical terminology & confidentiality	I, A

Signed: Janet Brain

Date: 18 April 2023

THIS FORM TO BE RETURNED TO THE HUMAN RESOURCES DEPARTMENT FOR MONITORING PURPOSES

*We are committed to our responsibilities under the Equality Act 2010 and encourage equal opportunities, diversity and flexibility within our workforce*