

## JOB DESCRIPTION

**For Personnel use only**

Job reference number:

<b>Job Title:</b>	Clinical Audit Co-ordinator Offender Health
<b>Banding:</b>	Agenda for Change Band 4
<b>Reports to (post title):</b>	Head of Nursing, Quality and Patient Experience
<b>Role Purpose:</b>	<p>To provide clinical audit advice and support to clinicians/ managers in Offender Health.</p> <p>To promote clinical audit as a way of improving clinical care and provide project support by way of data collection, analysis and dissemination of results of key clinical audits and quality improvement projects from inception through to the implementation of action plans.</p> <p>To write audit proposals, collect data and analyse the results and write reports following completion of audit projects.</p> <p>To analyse and report on data used for national and Trust clinical audits.</p> <p>To support the effective implementation of quality improvement plans produced as a result of audits and QI projects in Offender Health.</p> <p>To implement systems and processes to monitor, collate and report progress against the implementation of measurable standards required by NICE Guidance, CQC and other relevant governing bodies.</p>
<b>Role Context:</b>	<p>Offender Health provides Physical Healthcare, Mental Health, Neurodiversity, and Substance misuse services in 7 prisons across Lincolnshire, Leicestershire and Nottinghamshire and in a short-term holding facility as well as Offender Personality Disorder services in prisons and community. You are part of a large peer group of 400+ healthcare professionals with access to peer support, supervision and excellent opportunities for learning and development.</p> <p>The post holder works closely with the Clinical Director, Head of Nursing &amp; Quality, Clinical Leads, Quality and Risk Senior Managers, Senior Pharmacists, Clinical Matrons and Heads of Healthcare.</p> <p>The post holder will maintain, develop and promote the role of quality practice by assisting staff in the collection of data, analysis, report writing and management of Clinical Audit and Quality Improvement projects.</p>

The post holder will be expected to provide advice and support to staff within Offender Health liaising directly with senior and specialist clinical staff and senior managers.

### Trust Values

All colleagues are expected to demonstrate at interview and throughout employment that they act in line with Nottinghamshire Healthcare NHS Foundation Trust Values:

**Trust Honesty Respect Compassion Teamwork**

### Key Accountabilities

By closely working with multi professional individuals and teams, contribute and participate in the design, planning, implementation, monitoring and management of projects under the direction and guidance of the Senior Matron.

To utilise Formic data capture system, SPSS, Excel etc. to design audit tools, collate and analyse data.

To visit all prisons within Offender Health in order to collect data on clinical audits prioritised on the Offender Health Annual Audit Programme.

To analyse the data collected as above and to draft interim reports for approval by Project Group Leads/Clinical Audit Manager.

Work with project groups to ensure that recommendations are made as a result of completed audit projects and action plans are formulated which are robustly monitored.

Devise and maintain databases relating to clinical audit activity and tracking of associated action plans.

Ensure that promotion and dissemination of clinical audit activities is undertaken.

To promote user and carer involvement in clinical governance and audit by assisting with the development of staff and patient satisfaction surveys.

To assist in collating evidence for external reviews including the Care Quality Commission and internal audit reviews and to work with the Head of Governance and Risk in ensuring staff are aware of requirements.

Working with and liaising directly with the Consultant chair; co-

### Performance Measures

Designated tasks undertaken, evidenced through schedules, feedback, production of databases, audit tools, reports and action plans.

Recommendations and action plans in place.

Up to date databases

Raised awareness of clinical audit activities within Offender Health

Comprehensive satisfaction surveys and associated reports.

Comprehensive lists of evidence available.

Agendas and minutes

<p>ordinate and organise meetings of, and provide secretarial support to, the Offender Health Clinical Audit Group e.g. preparing agendas, circulating papers and producing comprehensive minutes.</p> <p>Attend, present papers and participate in Offender Health QIPP groups and Offender Health Governance Group as relevant to ensure clinical audit is given a high profile within these groups.</p> <p>To feedback progress on audit activity and related projects.</p> <p>To undertake any other duties as required delegated appropriately and commensurate with the grade and responsibility of the post.</p> <p>To participate in identified training to support own role and clinical audit function via attendance at appropriate conferences and participation in appropriate activities identified through individual Performance Development Plans</p> <p>Participate in appropriate training courses/updates in accordance with Essential Training.</p>	<p>attendance and participation recorded at meetings.</p> <p>Face to face meetings have taken place.</p> <p>Appraisal Reviews completed.</p> <p>Attendance as required at designated course/conferences.</p> <p>Mandatory training requirements are up to date.</p>
--	---

#### **Dimensions**

Accountable to the Head of Nursing, Quality and Patient Experience in Offender Health

Working closely with the Forensic Clinical Governance Team to provide guidance, advice and support regarding Clinical Audit to staff within the Offender Health Directorate.

Offender Health covers a large geographical area (including prisons in Nottinghamshire, Leicestershire and Lincolnshire) and the post holder will be required to work within all areas liaising with a variety of clinicians and senior managers.

#### **Safeguarding**

All employees are responsible for taking all reasonable measures to ensure that the risks of harm to children and vulnerable adults are minimised. They should take all appropriate actions to address concerns, working to agreed local policies and procedures including the guidance on Safeguarding, in partnership with other relevant agencies. This includes accessing appropriate training, advice and support.

#### **Disclosure and Barring Services**

Where this post relates to the types of work, activity, employment, or profession as set out in The Exceptions Order made under the Rehabilitation of Offender Act 1974; the post will be subject to a DBS Disclosure check at the point of recruitment and thereafter, as the Trust determines appropriate. The level of the check will be determined by the type of activities undertaken and the level of contact the post holder will have with children and/or adults in receipt of health services.

<b>Infection Control</b>
All employees of Nottinghamshire Healthcare NHS Trust have an individual responsibility to have knowledge of and employ the basic principles of infection prevention and control practice. All employees must comply with Infection Prevention and control mandatory training requirements specific to their role.
<b>Equality &amp; Diversity</b>
All staff should be able to demonstrate an understanding of and commitment to Equality, Diversity and Inclusion as identified within the Trust's Equality and Diversity Policy and associated Equality, Diversity and Human Rights legislation.
<b>Sustainability and Net Zero – Supporting Our Green Plan</b>
The Trust places great importance on reducing its carbon footprint and maximising the positive social, economic, and environmental outcomes of Trust actions and activities on its patients and the planet. It is the responsibility of all staff to support the delivery of the Trust's Green Plan and contribute to achieving Net Zero Carbon. This will include using energy and water efficiently, reducing the consumption of materials, reducing waste, and increasing recycling, printing less, reporting faults or heating/cooling concerns promptly and minimising travel.
<b>Data Quality Statement</b>
All staff at Nottinghamshire Healthcare NHS Foundation Trust have a responsibility for data quality as improved data quality leads to better decision-making and more confidence the organisation has in decisions. Good data decreases risk and can result in consistent improvements in results. Employees within data roles have a responsibility for inputting high quality data (accurate, valid, timely, complete) and for ensuring that high quality data is maintained.
<b>Communication</b>
<p>Provide and receive complex sensitive or contentious information, where persuasive, motivational and training skills will be required when providing clinical audit advice and support to a wide range of clinical staff within Offender Health.</p> <p>Effective communication with all clinicians/managers working within Offender Health.</p> <p>Required to participate in and present information to the Clinical Audit Group and QIPPs</p> <p>Frequently presents information to large groups of service managers and clinicians.</p>
<b>Knowledge, Training and Experience</b>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Good general education. Educated to A-level standard or equivalent. Minimum of GCSE (at grade C) or equivalent in English and Maths</li> </ul> <p><b>Required Skills</b></p>

- Computer literate
- Organisational skills
- Communication skills
- Report writing skills
- Minute taking skills
- Project management skills
- An ability to think methodically and support managers in turning ideas into practical quality clinical audit projects

### **Physical Skills**

- Ability to manage fluctuating workload demands and put appropriate actions in place.
- Ability to plan own workload.
- Ability to analyse information, identify trends, highlight gaps and produce reports.
- Ability to screen information from a variety of sources.
- Ability to work on own initiative or part of a multi-disciplinary team.
- Ability to meet deadlines within resource limitations.
- Ability to gain the confidence of senior clinical staff and senior management.
- Experience in the use of word processing, presentation and publishing packages e.g. Word, PowerPoint, Publisher
- Experience in the design and use of spreadsheets e.g., Excel, SPSS
- Ability to travel across Trust sites

### **Experience Required**

- Experience of working in challenging environments.
- Experience of working in a healthcare environment.
- Experience of working with minimal supervision.

### **Analytical and Judgement Skills**

Independently required to process and analyse complex quantitative and qualitative data and other information pertaining to clinical audit projects and surveys.

Able to analyse information and produce reports.

### **Planning and Organisational Skills**

Autonomy in planning personal daily activities; prioritising deadlines, attending meetings/training events, preparation of reports etc.

Facilitate the development and delivery of the clinical audit programme for Offender Health re-evaluating this as necessary to reflect changing priorities as they become known.

Required to organise the Offender Health Clinical Audit Group meeting.

### **Physical Skills**

Standard keyboard skills.

Required to travel across Offender Health sites and Trust as necessary.

Required to undertake relevant mandatory training including annual breakaway update.

#### **Responsibility for Patient/Client Care**

Potential for occasional contact with patients/clients when undertaking audit activities.

Where appropriate the post holder will provide specialised clinical audit advice to clinicians concerning patient care.

#### **Responsibility for Policy/Service Development**

The post holder will be required to contribute to developing, implementing and evaluating the structures, policies, roles, systems and programmes required to support clinical audit.

To work with clinicians and managers to identify and ensure that service improvements are brought about as a result of clinical audit projects undertaken.

The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of Nottinghamshire Healthcare NHS Trust, particularly those relating to confidentiality, data and information. It is the post holder's responsibility to ensure they keep up to date with these policies and other policy documents.

#### **Responsibility for Financial and Physical Resources**

Will follow the Trust policies in relation to Standing Orders and Financial Instructions.

Will take due regard in the use of and security of resources and equipment owned by the Trust.

#### **Responsibility for HR**

Provides training in Clinical Audit and in the use of specialist applications e.g. Formic data capture system and SPSS, as appropriate to new starters and team members.

Working closely with the Clinical Audit Manager, the post holder will provide advice to staff participating in clinical audit activity.

#### **Responsibility for Information Resources**

Ability to formulate and write up projects and reports.

Will contribute to the production of departmental newssheets.

Responsible for complying with Data Protection issues on all information collected and processed.

Required to process information and analyse data to create reports and graphs in relation to audits/surveys undertaken.

Regular requirement to collate and report on audit activity from across Offender Health reporting

to Offender Health Clinical Audit Group, Offender Health Governance Group.

Requirement to generate ad hoc reports as requested by Head of Governance, Clinical Audit Manager and Offender Health Senior Managers/DMT members.

Responsible for ensuring data is inputted onto clinical audit databases and related trackers.

#### **Responsibility for Research and Development**

Required to coordinate and undertake audits and surveys on behalf of the Offender Health.

Maintains a position of integrity in relation to the confidentiality of data and information gathered through participation in clinical audit projects to meet Trust confidentiality requirements.

#### **Freedom to Act**

Work is managed rather than supervised.

Frequently works on own initiative within policies and procedures and deals with routine matters but would seek guidance for non-routine enquiries.

#### **Physical Effort**

- To undertake relevant mandatory training including the management of violence and aggression course (MV&A).
- Frequent requirement for sitting at desk/computer for a substantial period of working time
- Frequent exposure to PC usage.
- Length of concentration periods.
- A combination of sitting, walking and standing.
- Standard Keyboard use.
- Requirement for driving to other areas of the Trust to carry out audit and other activities.

#### **Mental Effort**

Frequent requirement for periods of high level concentration when analysing and interpreting data, writing reports and checking documents.

Some interruptions requiring immediate response involving ability to re-prioritise workloads.

Working to changing agendas and significant time pressures.

Running several projects at one time.

High level of concentration required when minuting meetings.

#### **Emotional Effort**

May be exposed to sensitive information concerning patients during data collection, analysis.

Having to be constantly aware of security procedures when working in secure areas.

### Working Conditions

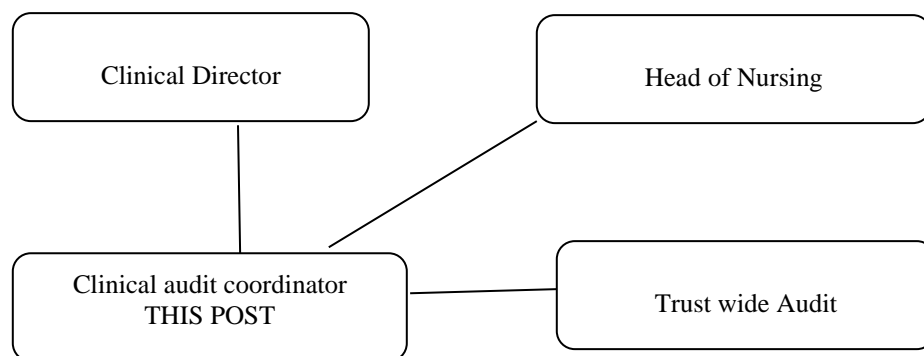
General office conditions, use of VDU for a considerable part of the work day

Occasional visits to secure areas/prisons with potential risk of verbal and/or physical aggression.

Offender Health remit necessitates regular travel across the geographical area of the Trust.

Potential for occasional national travel and overnight stays when attending conferences/ meetings.

### Organisation Chart



### Our promise to you

We will ensure that you are supported and lead in line with our Trust Values: **Trust**, **Honesty**, **Respect**, **Compassion** & **Teamwork**

Nottinghamshire Healthcare NHS Foundation Trust actively works to fulfil the seven elements of the NHS People Promise.

We will adhere to the promise and support all our colleagues, assuring that we are continuously striving to listen to colleagues, adapting accordingly and striving to be the best place to work.

Post holder:

Date:

Line Manager:

Date:

Next level Manager :

Date:



## EMPLOYEE SPECIFICATION FOR THE POST OF Clinical Audit Co-ordinator

All staff should be able to demonstrate an understanding of and commitment to Equality, Diversity and Inclusion as identified within the Trust's Equality and Diversity Policy and associated Equality, Diversity and Human Rights legislation

Attribute	Essential	Weight	Desirable	Weight	How Identified
Values	<ul style="list-style-type: none"> <li>All colleagues are expected to demonstrate at interview that they act in line with Nottinghamshire Healthcare NHS Foundation Trust Values: <b>Trust Honesty Respect Compassion Teamwork</b></li> <li>All colleagues are expected to demonstrate an understanding of and commitment to Equality, Diversity and Inclusion (EDI) and how it applies to their role. The Trust's expectations are highlighted within our EDI Policy, and associated EDI and Human Rights legislation</li> </ul>	2  2			Interview
Physical Requirements	<ul style="list-style-type: none"> <li>Ability to undertake breakaway training</li> </ul>	2			Application/ Interview
Qualifications - Academic / Craft / Professional	<ul style="list-style-type: none"> <li>Educated to A-level standard or equivalent.</li> <li>Minimum of GCSE (at grade C) or equivalent in English and Maths</li> </ul>	2 2	<ul style="list-style-type: none"> <li>Qualification/training in audit</li> </ul>	2	Application/ Interview
Training	<ul style="list-style-type: none"> <li>Evidence of personal development</li> <li>A willingness to undertake further training, as required for the role</li> </ul>	2 2			Application/ Interview
Experience	<ul style="list-style-type: none"> <li>Working with multi professional teams</li> <li>Extensive experience of working with Microsoft Office software</li> </ul>	2 2	<ul style="list-style-type: none"> <li>Experience of working within the NHS/ healthcare services</li> <li>Experience of analysing and</li> </ul>	2 2	Application/ Interview

	<ul style="list-style-type: none"> <li>Experience of working to tight deadlines</li> </ul>	2	interpreting data and producing reports		
Knowledge	<ul style="list-style-type: none"> <li>Understanding of confidentiality and data protection</li> <li>Word processing skills and good knowledge of the Microsoft Office suite</li> </ul>	2 2	<ul style="list-style-type: none"> <li>Offender Health services</li> <li>NHS systems and processes</li> </ul>	2 2	Application/ Interview
Skills	<ul style="list-style-type: none"> <li>Excellent written and oral skills</li> <li>Ability to compile and present accurate reports and minutes</li> <li>Conscientious approach with a strong eye for detail and accuracy</li> <li>Planning and Organisational Skills and the ability to prioritise own workload with minimum supervision at times</li> <li>Ability to relate to people at all times and be a team player</li> </ul>	2 2 2 2 2			Application/ Interview
Contractual Requirements	<ul style="list-style-type: none"> <li>Ability to travel across Trust sites</li> <li>Requirement to complete Mandatory Training</li> </ul>	2 2			Application/ Interview

**PLEASE NOTE THAT ALL CRITERIA WILL BE SUBJECT TO REASONABLE ADJUSTMENTS WHERE THE APPLICANT HAS DECLARED A DISABILITY AS DESCRIBED IN THE EQUALITY ACT**