

# Job Description & Person Specification –

A summary of the role responsibilities and person specification

<p><b>Why Our Trust?</b></p>	
<p><u>Terms and conditions</u></p> <p><b>Post – ICNARC and CCMDs Clinical Database Reporting Systems-Administrator Analyst</b></p> <p><b>Division – Division of Surgery</b></p> <p><b>Department – Adult Critical Care Unit</b></p> <p><b>Band – 4</b></p> <p><b>Location – BRI – Hybrid working (Working from home / Working on site)</b></p> <p><b>Annual leave – Up to 33 days dependant on NHS Service</b></p> <p><b>Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: <a href="http://www.nhsbsa.nhs.uk/pensions">www.nhsbsa.nhs.uk/pensions</a></b></p>	<p><u>About us</u></p> <p><b>Our mission</b> is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.</p> <p><u>What you'll love about working here</u></p> <p><b>UHBW has been rated by the CQC as 'Good'</b> - our staff are proud to deliver excellent care. As a forward-thinking multi-award winning Trust, our world-leading research and innovations are having a positive local and global impact. Our hospitals are spread across Bristol and Weston-super-Mare, join us and you can enjoy the very best of both worlds; city living within a stone's throw of the countryside or beside the seaside, both with easy access to all that the South West has to offer.</p> <p><b>A digital exemplar</b>- Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.</p> <p><b>Sustainable healthcare</b> - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.</p> <p><b>Access to further opportunities with the Trust</b> - Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.</p> <p><u>Diversity &amp; Inclusion</u></p> <p>A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values.</p> <p>'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity &amp; Inclusion Strategy.</p>
<p><u>Job Purpose</u></p> <p>The post holder is required to ensure the ongoing development of the ICNARC and CCMDs database system, ensuring accuracy and validity of our data submission at all times.</p> <p>The post holder will require a proactive and dynamic approach to data analysis and reporting, ensuring key quality indicators on the General and Cardiac critical care units are recognised and where a shortfall of these standards is detected, this is reported to the Data Manager, Charge Nurse and Critical Care ICNARC lead Consultants.</p> <p>The post holder will work within a small team responsible for the ICNARC CCMDs collecting the data on the Ward Watcher System. The post holder will also ensure the robustness of the team. There will be an overlap of some responsibilities and workload within the team</p>	

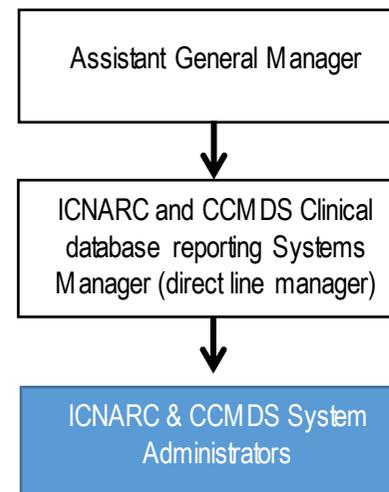
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## Main Duties and Responsibilities

- Timely and accurate submission of data to ICNARC and CCMDs database systems.
- Ensuring clinical knowledge and expertise is used to interpret data and ensure its accuracy before submission.
- Provide clinical teams with reports and analysis that ensures benchmarking is undertaken and key quality indicators for critical care nationally are addressed.
- Support to the band 5 Data Reporting Manager for ICNARC and CCMDs data analysis with the data submission and development of reports to ensure their clinical accuracy.
- Support the clinical teams with project developments and report generation from the ICNARC system and CCMDs to ensure benchmarking and achieving key quality indicators are achieved. All patient data will be handled with utmost sensitivity following the data protection guidelines and also the trusts information governance policy.
- Support the clinical teams with timely data retrieval and submission of reports and teaching material to the critical care team and the wider trust as well as attending national ICNARC seminars and conferences as requested.
- Working with the band 5 Data Reporting Manager for ICNARC and CCMDs to ensure the critical care units are provided with ICNARC and CCMDs cover appropriate to work timescales and deadlines and that cross cover is provided for the unit during periods of annual leave.

## Organisational Structure



## Key Relationships

Adult Critical Care Consultant Intensivists  
 Cardiac Surgical teams  
 IM&T (including CIS – Clinical Information Systems)  
 National ICNARC team  
 SWCCN ODN (South West Critical Care Network)  
 ECMO Service (including medical, nursing and senior management)  
 CCOT (Critical Care outreach team)  
 Adult Critical Care audit and research team

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Personal Profile - (E) = Essential (D) = Desirable

### Knowledge and Experience

- Experience of working in the NHS **(D)**
- Working knowledge of a broad range of Medical terminology **(D)**
- Excellent ability in using a range of Microsoft Office packages: Particularly Excel, Word and PowerPoint **(D)**
- ICNARC and CCMDs reporting systems previous experience and extensive knowledge **(D)**
- Excellent team member with established communication skills and ability to present complex data to a wide range of individuals **(E)**
- Previous experience of working within a multi-disciplinary team as an effective proactive and supportive team member **(E)**
- Experience of presenting clinical audit and data reports to a multidisciplinary team **(E)**

### Skills and Abilities

- Ability to prioritise workload and deliver on high priority projects and reports within a timely manner **(E)**
- Able to analyse a complex critical care data and provide recommendations that affect future clinical developments and practice **(E)**
- Ability to scrutinise data submission from others and both collect this data directly and analyse its accuracy before submission to ICNARC and CCMDs **(E)**
- Excellent communication skills (written, verbal and multi-media) and proven ability to work within a large multidisciplinary team **(D)**
- Ability to sit and focus for long periods of time on repetitive tasks **(E)**

### Aptitudes

- A1 Evidence of supportive working ethos throughout career. **(E)**
- A2 Evidence of working collaboratively within a team. **(E)**
- A3 Evidence of developing innovative ways of working **(E)**
- A4 Evidence of developing respectful working relationships **(E)**

### Qualifications and Training

- English literature at GCSE grade C or above **(E)**
- Mathematics GCSE at grade C or above or equivalent qualification indicating proven numerical skills **(E)**

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## Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust, and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

## Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

## Workplace Wellbeing

The Trust Workplace Wellbeing Framework encourages all colleagues to look after their own wellbeing as well as supporting the wellbeing of colleagues. Line managers will oversee the wellbeing of their team, making wellbeing a priority when considering ways of working and will undertake regular health and wellbeing conversations that are supportive, coaching-style one-to-one discussions focused on building team resilience. To assist this, the Trust offers comprehensive wellbeing provision for employees, students, volunteers and managers.

## Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

## Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

## Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.