

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Trauma Audit and Research Network Coordinator |
| **Reports to** | Admin Line Manager |
| **Band** | Band 4 |
| **Department/Directorate** | Medical Directorate |

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| **JOB PURPOSE** |
| The Trauma Audit and Research Network (TARN) is an established national clinical audit for trauma care across England, Wales and the Republic of Ireland and has been supporting trauma receiving trusts for over thirty years by providing each trauma unit with case mix adjusted outcome analysis, performance of key process measures and comparisons of trauma care.  The post holder will have strong working relationships with specified admin teams and clinical teams across the Trauma Pathway from admission to rehabilitation and will therefore build self-knowledge of speciality and sub-speciality clinical pathways within those specialties.  The post-holder will provide administrative and secretarial support to the Trauma Unit (TU) team when required and will act as TARN administrator for the Trauma Unit ensuring that clinical information from patient records for major trauma patients is extracted, interpreted and submitted in line with National deadlines, guidance and requirements of the Trauma Audit and Research Network.  The post holder will lead on the collection, recording and analysis of data across the Trauma pathway. The inputting of data into TARN fulfils national mandatory requirements as well as supporting monthly report to the Trauma Review Group and Peninsula Trauma Network. The post holder will collate data directly from dashboards and reports within EPIC and to identify Trauma patients treated at the Trauma Unit (TU) that meet the TARN inclusion criteria. The post holder will be responsible for tracking patients and extracting complex clinical patient level pathway information from patient records to input to the TARN registry in order to maintain the datasets required for monitoring Trauma care of patients admitted to the TU. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * Assist the TU in the completion and upkeep of the patient database, inputting data as directed by the TUCs. * Assist in the development of trauma documentation as appropriate. * Provides support to the TU in the collation of information for the evidence folder required for the Peer Review visits. * Requesting of reports from TARN for periodic and ad hoc reviews and performance monitoring * To ensure that all TARN eligible patients’ details are entered submitted within 40 days of discharge to ensure that the Peninsula Trauma Centre is able to collect the Major Trauma Best Practice Tariff. * To use (where appropriate) Electronic Patient Record systems, Electronic Databases, clinical notes, and post mortem reports to identify trauma patients and extract relevant detailed information. * To co-ordinate the preparation of standard data, graphs and information to support Trauma Review Group meetings. * To produce regular information from different systems and databases including National TARN system and the TU Trauma database * Dealing with requests for TARN data from clinicians and other hospital staff,      * To support clinicians in the collection, analysis and interpretation of complex/clinical audit data to support clinical audit, research and analysis of clinical outcome of the Trauma Coordination Service * To establish and co-ordinate a robust system for data collection within the TU * Ensures accurate data is rapidly captured and recorded to meet the standards for the management of patients, and to fulfil the TU information requirements * To extract and analyse information from complex patient clinical records and clinical systems * To ensure that TARN coding and data entry/technical guidance is followed; ensuring accurate data is rapidly captured and recorded to meet national defined standards for the management of patients, and to fulfil the information requirements of the TU. * To ensure that a clear understanding is obtained surrounding data quality, data protection, patient information management systems and be able to work within these guidelines at all times. * The retrieval and tracking of case-notes for patients included in TARN. * Share best practice and provide support to other organisations within the Peninsula Trauma Network, including other Trauma Unit TARN/administration staff in respect to data queries; to facilitate the quality, accuracy and timeliness of data collection and reporting for the TU and Trauma Network. * To liaise with the Trust Trauma lead and Trust Speciality leads to confirm & validate information * Attending the Trauma Peer Review & TARN coordinator meetings. * Organise, attend and minuting of the Trauma Review Group meetings * Working alongside the Trust Trauma Lead to pull reports identifying trends * Any other duties relating to the TARN requirements   The post holder will fulfil all tasks and work as part of a team. To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager |
| **KEY WORKING RELATIONSHIPS** |
| The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media.   * Members of the multi-professional clinical teams across the Trauma Pathway and Trauma Coordination Service * Administrative and clerical staff within area of responsibility * Trauma Audit Research Network * External NHS organisations * External organisations/providers * Management Teams * Trust Executive member * Non-Executive Directors * Board of Governors * Other secretarial support teams * Trust Clinical Lead for Trauma * Cluster Manager * Administrative Services Manager * Patients and their relatives * GPs * Specialist nurses * Nursing staff and other ward staff * Health Records & IM&T Departments |

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| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| To work within Trust policies and procedures. Use initiative to deal with routine matters and complex queries, deciding when it is necessary to refer to the available line manager. Work is managed rather than supervised and the post holder will organise own workload on a day to day basis |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| The post holder will be required to adhere to the organisation’s standards. The post holder is required to courteously and efficiently receive enquiries, communicate effectively with staff at all levels across internal and external to the organisation, either by telephone, email or in person, in a tactful and sensitive manner, respecting confidentiality at all times.  The post holder will be expected to behave in accordance with the Trust's values of demonstrating compassion, striving for excellence, respecting diversity, acting with integrity and to listen and support others. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| Judgements on facts requiring interpretation and comparing options which may involve exercising judgement when dealing with other departments/partner agencies.  This will include resolving minor problems with regards to complex and sensitive data e.g. patient records, local reporting and national reporting, and highlighting any problems and conducting risk assessments as appropriate |
| **PLANNING/ORGANISATIONAL SKILLS** |
| The post holder will organise their own day to day activities and tasks and allocate work to staff as appropriate, arranging staff cover as and when necessary. The post holder will be required to work to national deadlines and plan their workload accordingly |
| **PATIENT/CLIENT CARE** |
| The post holder will be working alongside the Trust Trauma Lead to review patient data regarding care and pathways and help to monitor data against TARN standards of care. |
| **POLICY/SERVICE DEVELOPMENT** |
| The post holder will follow Trust policies and participate in policy and service development. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| The post holder will hold no financial responsibility within their role. All requests to be referred to the line manager. To ensure the efficient and effective use of all resources used within the course of one’s own duties, maintaining an awareness of the financial impact of inappropriate use. |
| **HUMAN RESOURCES** |
| Maintain and update own training relevant to post. Taking an active part in the development review of own work suggesting areas for learning and development in the coming year.  Management and supervision of ED admin team with data entry onto the TARN registry.  Networking with TARN coordinators in other TUs in the Peninsula. |
| **INFORMATION RESOURCES** |
| Daily use of IT programmes relevant to the work area to produce documents and reports; be responsible for the effective inputting, maintenance and submitting of complex information and data  To interpret and consolidate information from multiple sources to ensure a complete and accurate patient records on the TU database and TARN |
| **RESEARCH AND DEVELOPMENT** |
| Comply with Trust’s requirements and undertake surveys as necessary to own work. Support with any Network research and development strategies |
| **PHYSICAL SKILLS** |
| The post holder will have advanced keyboard skills and accuracy is important to operate the range of computer software.  The poster holder will also be required to handle large volumes of electronic patient records. |
| **PHYSICAL EFFORT** |
| Sit in a restricted position as required to work with display screen equipment for the majority of the working day. |
| **MENTAL EFFORT** |
| The post requires frequent periods of normal concentration when checking and inputting complex TARN data into the TARN database. |
| **EMOTIONAL EFFORT** |
| Daily exposure to potentially sensitive content in patients records |
| **WORKING CONDITIONS** |
| Use display screen equipment for substantial proportion of working day |
| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  Contribute to and work within a safe working environment  You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  You must also take responsibility for your workplace health and wellbeing:   * When required, gain support from Occupational Health, Human Resources or other sources. * Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health. * Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you. * Undertake a Display Screen Equipment assessment (DES) if appropriate to role. |
| **DISCLOSURE AND BARRING SERVICE CHECKS** |
| This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check. |
| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff. |

PERSON SPECIFICATION

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| **Job Title** | TARN coordinator |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  NVQ 4 or equivalent experience  Educated to ‘A’ level standard or equivalent  Minimum of 3 qualifications to include GCSE (or equivalent) grade A-C/4-9 in English and Maths  EPIC EPR application or equivalent to Medical Administration Level  TARN registry knowledge and experience (training to be provided) | E  E  E | D  D |
| **KNOWLEDGE/SKILLS**  Effective interpersonal, organisational and communication skills  Ability to manage own workload and to supervise the workload of others, ability to delegate tasks  Advanced IT/Keyboard skills, IT literate  Medical Terminology  Extracting information / Listening Skills  Knowledge of IT databases and computer systems, including excel  Proven knowledge of medical terminology  Able to work independently, with minimum supervision  Ability to deal with members of a multi-disciplinary team  Comprehensive PC skills - databases, word-processing, email, Excel  Analytical skills & ability to problem solve  Proven strong administration skills  Accurate data entry | E  E  E  E  E  E  E  E  E  E  E  E | D |
| **EXPERIENCE**  Previous clerical experience  Experience handling sensitive & complex information  Previous NHS/Social Services experience  Pervious experience in data entry | E  E | D  D |
| **PERSONAL ATTRIBUTES**  Reliability and flexibility, able to contribute to changing demands of the service.  Willing to undertake training relevant to the post.  Ability to work independently, within a team  Ability to demonstrate a diplomatic caring attitude whilst maintaining confidentiality | E  E  E  E |  |
| **OTHER REQUIREMENTS**  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. | E |  |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
| Contact with patients | N |  |  |  |  |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | N |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | N |  |  |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  | Y |
| Heavy manual handling (>10kg) | N |  |  |  |  |
| Driving | N |  |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | N |  |  |  |  |
| Mental Effort | Y |  |  |  | Y |
| Emotional Effort | Y | Y |  |  |  |
| Working in isolation | Y |  |  | Y |  |
| Challenging behaviour | N |  |  |  |  |