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***“Our vision is to provide safe, high quality seamless service delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust Values”***

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| **JOB DETAILS** | |
| **Job Title** | Cardiology Audit Facilitator |
| **Reports to** | Clinical Manager Cardiology |
| **Band** | 6 |
| **Department/Directorate** | Cardiology |

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| **JOB PURPOSE** | | |
| **To facilitate the wide range of Cardiology audits, this includes the following projects:**  **MINAP**  **PCI audit**  **Heart Failure National Audit**  **National Audit for Cardiac Rehabilitation**  **Other clinical audits for the Cardiology department as required**  **To form an integral part of this team in the completion of all tasks**  **To manage, record and validate national audit data as part of Cardiology**  **To present audit data as required by the Cardiology Governance lead.**  **To contribute to the development of clinical audit policies and protocols for Cardiology**  **Leads clinical audits in cardiology.**  **Act as a resource for data collection, interpretation and presentation** | | |
| **KEY WORKING RELATIONSHIPS** | |  |
| **Consultant Cardiologists**  **Clinical Matron for Cardiology**  **Cluster Manager for Cardiology**  **Governance leads and clinical audit department**  **Clinical Nurse Specialist team including audit nurses**  **Ward/ CCU Clinical nurse Managers**  **Admin and Clerical support team**  **MINAP support staff at the National Institute of Clinical Outcomes and Research (NICOR)**  **Support staff for heart failure and cardiac rehabilitation** | | |
| **ORGANISATIONAL CHART** | | |
|  | | |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** | | |
| MINAP, PCI and heart failure Audit   * To meet and achieve national and Trust deadlines for all data completion and submission dates * To be responsible for the identification of relevant patients for inclusion in the project * To correctly interpret complex clinical information in case notes in order to collect and validate data required * To submit data to NICOR, BCIS and NACR in accordance with National and local deadlines * To liaise closely with all clinicians, including lead consultant for Cardiology governance, senior medical, staff and nurse specialists to liaise with other staff within the trust and externally with primary care staff, MINAP, NACR and NICOR. * To be responsible for regular routine data analysis and the production of reports as required for the lead clinician for Cardiology governance, individual clinicians, M and M meetings and other staff requiring data on CHD. * To provide other analysis, reports and presentation as required by Cluster Manager and Senior Nurse, clinicians and the Trust Governance. * To be responsible for maintaining the confidentiality, security and validity of data. * To work with the governance manager and cluster manager to ensure that the Trust achieve a data completeness rating of 100% to meet the Healthcare Commission composite participation in audit indicator. * To work with CHD clinicians, McKesson and others to adapt systems to collect and monitor the minimum data set required for BCIS. * To update new PCI audit data sets and to teach and educate staff to achieve new data sets completion. * To be aware of and responsible for data quality issues relating to audit and to liaise accordingly with colleagues within the Trust and at regional and National level * To attend local and regional and national meetings pertaining to audit as agreed or requested by Cluster manager and Senior Nurse * To complete annual data quality study.   Cardiology Audit   * To support local audit team with other audits and data on shared systems * To work as part of an integrated audit team. * To provide audit and data as required for Trust Governance reports. * To be responsible for the provision of training for clinicians to assist with data collection and input and to access and interpret clinical data.   Training and Education   * To provide training for clinical audit staff and others in MEDCON and NICOR system management to include data base development/maintenance documentation analysis and presentation of data. * To assist in the provision of educational workshops and other events as requested and agreed with Senior Nurse and Cluster Manager including giving presentations on cardiology audit to medical staff.   Data Management and Dissemination   * To ensure that a detailed and up to date record is kept of the progress of all allocated projects * To provide regular progress reports on audits to manager and/or Cluster Manager.   Management and Department responsibilities   * To provide a regular update on work load to manager * To maintain confidentiality of all audit information in line with local and National guidelines * To attend meetings with the Cardiology Governance team for the purpose of reviewing the departmental activity and sharing general information * To be aware of individual responsibilities and concerning health and safety and other Trust Policies and to comply with all mandatory training requirements * To take responsibility for aspects of departmental organisation as agreed with line manager * To identify with line manager any educational or training requirements or development needs * To attend local, regional and National meetings pertaining to clinical audit as requested by Senior Nurse and or Cluster Manager * To participate in the submission of audit reports and discussion papers for publication and/or presentation as required * To maintain a professional appearance and manner at all times | | |
| **COMMUNICATION/RELATIONSHIP SKILLS** | | |
| * To liaise closely with all clinicians, including lead consultant for Cardiology governance, senior medical, staff and nurse specialists to liaise with other staff within the trust and externally with primary care staff, MINAP, NACR and NICOR. * To be responsible for regular routine data analysis and the production of reports as required for the lead clinician for Cardiology governance, individual clinicians, M and M meetings and other staff requiring data on CHD. * To provide other analysis, reports and presentation as required by Cluster Manager and Senior Nurse, clinicians and the Trust Governance. * To work with the governance manager and cluster manager to ensure that the Trust achieve a data completeness rating of 100% to meet the Healthcare Commission composite participation in audit indicator. * To work with CHD clinicians, McKesson and others to adapt systems to collect and monitor the minimum data set required for BCIS. * To update new PCI audit data sets and to teach and educate staff to achieve new data sets completion. * To be aware of and responsible for data quality issues relating to audit and to liaise accordingly with colleagues within the Trust and at regional and National level * To attend local and regional and national meetings pertaining to audit as agreed or requested by Cluster manager and Senior Nurse * To complete annual data quality study. | | |
| **ANALYTICAL/JUDGEMENTAL SKILLS** | | |
| * Develops the skills to assess and interpret specialist information and conditions * To correctly interpret complex clinical information in case notes in order to collect and validate data required * To submit data to NICOR in accordance with National and local deadlines * To be responsible for regular routine data analysis and the production of reports as required for the lead clinician for Cardiology governance, individual clinicians, M and M meetings and other staff requiring data on CHD. * To provide other analysis, reports and presentation as required by Cluster Manager and Senior Nurse, clinicians and the Trust Governance. | | |
| **PLANNING/ORGANISATIONAL SKILLS** | | |
| * Works flexibly in order to meet demands of the service * Takes responsibility for his/her own workload within the designated area, without direct guidance from line manager. * To be responsible for regular routine data analysis and the production of reports as required for the lead clinician for Cardiology governance, individual clinicians, M and M meetings and other staff requiring data on CHD. * To provide other analysis, reports and presentation as required by Cluster Manager and Senior Nurse, clinicians and the Trust Governance. * To work with the governance manager and cluster manager to ensure that the Trust achieve a data completeness rating of 100% to meet the Healthcare Commission composite participation in audit indicator. | | |
| **PHYSICAL SKILLS** | | |
| * Advanced keyboard skills * Inputs and manipulates information into computer databases * Uses fine tools when working with computer systems – Audit platforms and Mycare | | |
| **PATIENT/CLIENT CARE** | | |
| * Some coincidental patient contact * Deals with sensitive patient information in an empathetic manner, maintaining confidentiality at all times | | |
| **POLICY/SERVICE DEVELOPMENT** | | |
| * Develop policies and protocols to ensure excellent standards of care are delivered in all of the above areas. * Support and develop pathways as required within the scope * Adapt specialist clinical knowledge and skills to influence service delivery and patient care * Assist clinicians to search for evidence to support best practice * Facilitate data information to support service change and evaluate change | | |
| **HUMAN RESOURCES** | | |
| * Act as a specialist resource for other health care professionals. * Act in a professional manner and maintain confidentiality at all times * Provides teaching in practice to other staff and students through clinical supervision/facilitation * Acts as a positive role model for other staff and students * Participates in the planning, delivery and evaluation of the in-house education and training programme for all disciplines of staff. * Works in partnership with other team members to cover when required * To be aware of and responsible for data quality issues relating to audit and to liaise accordingly with colleagues within the Trust and at regional and National level | | |
| **INFORMATION RESOURCES** | | |
| * Contributes to the development and improvement of systems and processes that facilitate patient flow * Audit service activity to ensure timely patient assessment and satisfaction * Implements systems and processes to ensure audit flow | | |
| **RESEARCH AND DEVELOPMENT** | | |
| * Ensure clinical practice developments are evidence based * Review and disseminate new information * Evaluate clinical practice in relation to its evidence base and clinical effectiveness * Use core audit skills to enable the specialist team and other health professionals to improve quality of care * Collect and collate epidemiological data to enable the team to inform independent or collaborative review of clinical practice | | |
| **FREEDOM TO ACT** | | |
| To act as a skilled autonomous audit facilitator reporting data to improve patient care and evaluating change | | |
| **OTHER RESPONSIBILITIES** | | |
| To take part in regular performance appraisal.  Maintain responsibility for own professional and specialist development.  To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  Use reflection to identify and prioritise education/development needs.  Pursue an ongoing programme of professional education/development relevant to the specialty  Be a member of a professional specialist forum/association, if such exists, and attend regional and national meetings and conferences, when possible.  Undertake any training required in order to maintain competency including essential training i.e. infection control, fire, moving and handling, resuscitation  To contribute to and work within a safe working environment  The post holder is 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. | | |
| **APPLICABLE TO MANAGERS ONLY** | | |
| Na | | |
| **THE TRUST- VISION AND VALUES** | | |
| Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:  Honesty, Openness & Integrity  Fairness,  Inclusion & Collaboration  Respect & Dignity  We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.  We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.  We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards. | | |
| **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.  The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462 | | |
| **POST** | Cardiology Audit Facilitator | |
| **BAND** | 6 | |

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| --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Healthcare professional qualification and/or relevant first degree with healthcare experience or relevant, equivalent experience  Evidence of specific training or learning relevant to post  Recognized qualification in teaching or equivalent | *E*  *E* | *D* |
| **KNOWLEDGE/SKILLS**  Sound knowledge of the NHS and experience of working in a healthcare organisation  Detailed, demonstrable knowledge in the principles and practice of clinical audit, especially in the relation to clinical governance and outcome measures  Demonstrable knowledge of coronary heart disease and its management  Sound understanding of the structure and operation of hospital based information systems  Experience of planning, organising and prioritising a range of audit and research projects  Excellent time management and organisational skills  Excellent attention to detail, data analysis, interpretive and organisational skills  Ability to co-ordinate and work closely with clinicians in all areas of the role  Good understanding of the structures and operation of hospital-based information systems.  Experience of issues of working with confidential information and ability to encrypt data.  Understanding/experience of the development and implementation of integrated care pathways. | E  E  E  E  E  E  E  E | D  D  D |
| **EXPERIENCE**  Previous experience in clinical audit, research or quality improvements  Previous experience of planning and implementing audits  Experience of clinical work within Cardiology setting  Previous experience of data analysis, presentation and report writing  Experience of using data base programmes  Experience of project management  Experience / knowledge of issues of working with confidential information  Teaching experience | E  E  E  E  E  E | D  D |
| **PERSONAL ATTRIBUTES**  Enthusiastic, highly motivated and committed to develop the service  Excellent interpersonal skills  Ability to work as team member  Flexible and adaptable  Good communication and interpersonal skills  Able to prioritise and work unsupervised  Excellent communication and interpersonal skills with the ability to analyse and communicate complex clinical data with all grades of staff  Meticulous approach to accuracy and detail  Persistence to complete allusive tasks  Ability to work flexibly under pressure prioritise and manage complex work load  Good team player  Ability to maintain confidentiality  Ability to work to tight deadlines | E  E  E  E  E  E  E  E  E  E  E  E  E  E |  |
| **OTHER REQUIRMENTS**  Coordination of own work load The ability to plan implement and evaluate learning across cardiology directorate Professional profile up to date | E  E  E |  |

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Complete the table below as appropriate

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
|  | | | | | |
| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | n |  |  |  |  |
| Contact with patients | yes |  |  |  |  |
| Exposure Prone Procedures | Y |  |  |  |  |
| Blood/body fluids | Y |  |  |  |  |
| Laboratory specimens | Y |  |  |  |  |
|  | | | | | |
| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
|  | | | | | |
| 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) | Y |  |  |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
|  | |  |  |  |  |
| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | y |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
|  | | | | | |
| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  |  |
| Heavy manual handling (>10kg) | N |  |  |  |  |
| Driving | N |  |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  |  |  |  |
| Mental Effort | Y |  |  |  |  |
| Emotional Effort | Y |  |  |  |  |
| Working in isolation | Y |  |  |  |  |
| Challenging behaviour | Y |  |  |  |  |

**COMPETENCY REQUIREMENTS**

To be completed for all new positions

Please tick which of these essential learning s is applicable to this role

(**NB** those that are mandatory for all staff with no variation on frequency are pre-populated with a tick)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Safeguarding Children | Group 1 | | 🞏 | Blood Transfusion | BDS18 collection | | 🞏 | Consent Training | 🞏 |
|  | Group 2 | | 🞏 |  | BDS 19 & 20  Preparing & Administering | | 🞏 | VTE Training | 🞏 |
|  | Group 3 | | 🞏 |  | BDS 17 Receipting | | 🞏 | Record management and the nhs code of practice | 🞏 |
|  | Group 4 | | 🞏 |  | Obtaining a blood sample for transfusion | | 🞏 | The importance of good clinical record keeping | 🞏 |
|  |
|  | Group 5 | | 🞏 |  | Annual Update | | 🞏 | Antimicrobial Prudent Prescribing | 🞏 |
|  | Group 6 | | 🞏 |  |  | |  | Control & Restraint Annual | 🞏 |
| Not mapped this one |  | | 🞏 | Safeguarding Adults Awareness | Clinical Staff | | 🞏 | Mental Capacity/DOL’s | 🞏 |
|  | Group 8 | | 🞏 | Non Clinical Staff | | 🞏 |  |  |
| Manual Handling – Two Year | | | 🗹 | Falls, slips, trips & falls | Patients | | 🞏 |  |  |
| Equality & Diversity – One-Off requirement | | | 🗹 |  | Staff/Others | | 🞏 |  |  |
| Fire | | Annual | 🞏 | Investigations of incidents, complaints and claims | | | 🞏 |  |  |
|  | | Two Yearly | 🞏 | Conflict Resolution – 3 yearly | | | 🞏 |  |  |
| Infection Control/Hand Hygiene | | Annual requirement | 🞏 | Waterlow | | | 🞏 |  |  |
|  | | One-Off requirement | 🞏 | PUCLAS | | | 🞏 |  |  |
| Information Governance | | | 🗹 | Clinical Waste Management | | Application principles for clinical staff | 🞏 |  |
| Harassment & Bullying (Self Declaration – One off requirement) | | | 🗹 | Application principles for housekeeping | 🞏 |  |  |
|  | | |  | Application principles for portering and waste | 🞏 |  |  |

**APPENDIX 22**

**STRUCTURE CHANGE JUSTIFICATION FORM FOR NEW JOBS**

|  |  |
| --- | --- |
| Division/Directorate & Specialty: |  |
| Line Manager's Name: |  |
| Approved structure: |  |
| Revision to structure being proposed: |  |

**Please include current and proposed structure charts for this change, including management structure and supporting staff structure below.**

|  |  |  |
| --- | --- | --- |
| How does this revised structure compare or contrast with other structures that have been implemented across the Trust, give rationale for any changes: | | |
|  | | |
| Explain why this structure change is required, and how this has come about: | | |
|  | | |
| Have any other options been considered? If so what? | | |
|  | | |
| Describe impact if this decision is not supported: | | |
|  | | |
| Any other information to support this application: | | |
|  | | |
| Manager’s Signature: | Print Name: | Date: |
|  |  |  |
| Divisional Director Signature: | Print Name: | Date: |
|  |  |  |
| Chief Operating Officer Signature: | Print Name: | Date: |
|  |  |  |

**APPENDIX 22**

**STRUCTURE CHANGE JUSTIFICATION FORM FOR RE-BANDING**

|  |  |
| --- | --- |
| Division/Directorate & Specialty: | Cardiology, medicine |
| Line Manager's Name: | Rebecca Chawner |
| Approved structure: |  |
| Revision to structure being proposed: |  |

**Please include current and proposed structure charts for this change, including management structure and supporting staff structure below.**

|  |  |  |
| --- | --- | --- |
| How does this re-banding compare or contrast with other structures that have been implemented across the Trust, give rationale for any changes: | | |
| Other structures have audit facilitators , currently the roles employed in Cardiology are clinical – registered nurses | | |
| Explain the service needs for the re-banding | | |
| The post was previously held by a registered nurse. It is recognised that a dedicated audit facilitator is invaluable to the team. The post would attract a person from an extensive audit background | | |
| Explain why this re-banding is required | | |
| An extensive audit background would allow cardiology to enhance and develop audit process in structured and timely manner | | |
| Explain how this re-banding will improve the structure and add value: | | |
| A dedicated audit facilitator brings a wealth of exepreince in the audit process and knowledge of clinical systems hugely relevant to the team | | |
| Have any other options been considered? If so what? | | |
|  | | |
| Describe impact if this job is not re-banded: | | |
| The loss of this post would be hugely detrimental to cardiology as we are mandated to contribute to National audits on which Trust activity is judged | | |
| Any other information to support this application: | | |
|  | | |
| Manager’s Signature: | Print Name: | Date: |
| R Chawner | R Chawner | 11/11/21 |
| Divisional Director Signature: | Print Name: | Date: |
|  |  |  |
| Chief Operating Officer Signature: | Print Name: | Date: |
|  |  |  |