

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Clinical Audit & Effectiveness Facilitator |
| **Reports to** | Clinical Audit & Effectiveness Manager |
| **Band** | Band 5 |
| **Department/Directorate** | Clinical Audit & Effectiveness |

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| **JOB PURPOSE** |
| To support the assurance, evaluation, and improvement of patient care through the facilitation of Clinical Audit & Effectiveness activity in the Trust, by:   * Assisting with the development, delivery, reporting and promotion of a robust and effective Clinical Audit & Effectiveness Programme * Facilitating national and local clinical audit & effectiveness projects, related to Trust priorities/objectives, corporate requirements and specialty priorities, through to action planning and implementation. * Promoting and encouraging a culture that is committed to continuously improving and providing high quality patient services**.** * To provide clinical audit advice and support to healthcare professionals and managers throughout the Trust. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| 1. By closely working with multi professional individuals and teams, contributing and participating in the design, planning, implementation, monitoring and management of projects under the direction and guidance of the Senior Clinical Effectiveness Facilitator. 2. Supporting and coordinating the development of the Trust’s Clinical Audit Annual Work Programme and future clinical audit activities. 3. Supporting participation in all National Clinical Audits within the National Clinical Audit and Patient Outcomes Programme (NCACOP) and Quality Account. 4. Ensuring all required clinical audit activity is carried out; meeting both internal requirements   and requirements of external agencies.   1. Encouraging healthcare professionals to actively lead and participate in clinical audit by providing advice and support on the clinical audit process, the interpretation of clinical audit results and the identification of changes to practice. 2. Contributing to the development and delivery of training courses and materials for clinical audit. 3. Maintaining a database of clinical audit projects and provide progress reports on projects as required. 4. Completing quality assurance of data for clinical audit projects, checking for accuracy of data entered and ensuring completeness. 5. Manging and implementing multiple projects at any one time and prioritise own time and workload effectively and to meet deadlines. 6. Acting as the clinical audit representative at meetings. 7. With Care Group and Specialty Audit Leads ensuring systems are established to ensure clinical audit action plans are agreed, implemented and monitored by the relevant services/clinical teams and prepare regular reports on the progress of audit projects. 8. Preparing and reading audit reports and summaries where necessary, and to assist clinicians in this role to ensure completed reports are submitted to agreed timescales. |
| **KEY WORKING RELATIONSHIPS** |
| Areas  of  Responsibility:  All staff have a responsibility to safeguard and promote the welfare of children and adults. The postholder, in conjunction with their line manager, will be responsible for ensuring they undertake the appropriate level of training relevant to their individual role and responsibilities and that they are aware of and work within the safeguarding policies of the Trust.  No. of Staff reporting to this role: N/a    The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis. In addition the post holder will deal with the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Clinical leads | * ICB | | * Governance managers and facilitators | * External Clinical audit bodies | | * Care Group leads * Junior Doctors * Clinicians * All staff wishing to participate in clinical audit activity | * HQIP | |  |  | |

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| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| The post holder will manager their own workload, they will from time to time be required to support the rest of the team meet deadlines. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| Able to communicate effectively with all levels of staff.  Able to inspire and motivate people to maintain the momentum of clinical audit projects.  Able to support staff in the process of change.  Able to communicate with patients/carers as part of audit activity if required.  The role involves liaison with colleagues and a variety of healthcare professionals at all levels. There is a substantial amount of self-direction but within the limits of departmental & organisational processes and frameworks.  Patients’ dignity, privacy and confidentiality should be maintained at all times either when obtaining information/data directly from the patient or indirectly from patient records/case notes. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| To develop spreadsheets and other tools for data collection and reporting.  To collate, analyse and present audit data using appropriate data analysis and graphics software.  To keep accurate records of progress on clinical audit and effectiveness projects.  To provide advice to clinical teams on appropriate techniques for data collection, analysis methods and interpretation of results.  To produce reports for teams presenting aggregated, comparative data and assist clinical staff in interpretation of audit results and development of action plans.  To attend meetings as required, representing the Department in a professional manner, including making accurate notes of meeting outcomes and giving verbal reports of meetings as appropriate. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| Able to plan own workload, within agreed audit programme.  Able to prioritise and work to timescales.  Able to maintain continuous professional development |
| **PATIENT/CLIENT CARE** |
| None |
| **POLICY/SERVICE DEVELOPMENT** |
| To work within trust and departmental policies.  To contribute to the development of local clinical audit policies and procedures**.**  To actively seek opportunities to contribute to the efficiency and effectiveness of the department, the service it provides and the standard of clinical governance support within the Trust. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| N/a |
| **HUMAN RESOURCES** |
| N/a |
| **INFORMATION RESOURCES** |
| Handling of statistical information, recording information, entering and analysing data, using computer software. |
| **RESEARCH AND DEVELOPMENT** |
| N/a |
| **PHYSICAL SKILLS** |
| A high level of self-motivation, with the ability to organise and prioritise a complex and demanding workload under minimal day to day supervision.  Excellent communication and interpersonal skills, with the ability to develop and maintain co-operative working relationships with colleagues at all levels.  An aptitude for innovation and problem-solving, working with and developing fundamental business processes.  The ability to present information clearly and concisely and to produce timely and professional written reports to a high standard.  The ability to understand and interpret data, with an appreciation of the value of data 4 quality and confidentiality.  A good standard of computer literacy including word processing and the use of spreadsheets and databases.  The ability to work efficiently and effectively both as an individual and as part of a multidisciplinary team. |
| **PHYSICAL EFFORT** |
| The post requires minimal physical effort as it is predominantly office based, occasional requirement to travel to other sites.  Long periods of time spent in the clinical audit office working at computer/VDU.  Occasional need to lift heavy sets of patient notes. |
| **MENTAL EFFORT** |
| Able to undertake complex clinical audit activities as major part of workload.  Able to concentrate for long periods in designing projects, data analysis/ interpretation and delivering training. |
| **EMOTIONAL EFFORT** |
| Occasional exposure to distressing medical information. |
| **WORKING CONDITIONS** |
| The post is split between being office based and working from home, with occasional requirements to visit clinical areas within one or more of the Trust’s hospital sites.  An appreciation of the hazards associated with working within a busy hospital will be important for the post holder to include policies such as bare below the elbow in clinical areas. |
| **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 themselves 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. |
| **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** | Clinical Audit & Effectiveness Facilitator |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Educated to degree level or equivalent vocational experience.  Training in data collection and analysis methods.  Theoretical and practical knowledge of clinical audit (or a related quality improvement approach) processes, procedures, and methodologies acquired through experience and/or training.  Evidence of Continual Professional Development. | E  E | D  D |
| **KNOWLEDGE/SKILLS**  Experience in the design of clinical audit or related quality improvement approaches, including the analysis and interpretation of audit results  Proficient in the use of data analysis software, eg. SPSS, Access,Excel, Datix  Experience in the design, development and maintenance of databases (D)  Project facilitation skills  Effective report writing skills, including the presentation of data  The ability to extract and analyse complex data from business management IT systems and databases.  Knowledge of information governance regulations and requirements as they relate to healthcare service providers.  Presentation skills, including delivery of training. | E  E  E | D  D  D  D  D |
| **EXPERIENCE**  Demonstrable experience of working in the NHS, with particular focus on clinical audit processes, procedures and methodologies  Skilled in the effective communication of data using a variety of methods (verbally/ in writing/ presentations) and assisting clinical staff with interpretation of data and audit results  Experience in using data to effect change in practice  Experience in providing training in relevant techniques for clinical audit and effectiveness activity  Project management experience  Knowledge and or Experience of completing audits.  Knowledge of information governance regulations and requirements as they relate to healthcare service providers. | E | D  D  D  D  D  D |
| **PERSONAL ATTRIBUTES**  Good interpersonal and communication skills.  Good organisational skills  Able to work as a team member. | E  E  E |  |
| **OTHER REQUIREMENTS**  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Ability to travel to other locations as required. | E  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 | Y |  | X |  |  |
| 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 |  |  |  | X |
| Heavy manual handling (>10kg) | N |  |  |  |  |
| Driving | N |  |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | N |  |  |  |  |
| Mental Effort | Y |  |  |  | X |
| Emotional Effort | N |  |  |  |  |
| Working in isolation | N |  |  |  |  |
| Challenging behaviour | N |  |  |  |  |