

JOB DESCRIPTION

JOB DETAILS	
Job Title	Cancer Audit Facilitator
Reports to	Cancer Information Support Manager, Cancer Services
Band	Band 5
Department/Directorate	Operational Services Division

JOB PURPOSE
The post holder will facilitate and deliver specialist information and audit functions across cancer multi-disciplinary teams (MDTs), enabling the accurate collection, validation and reporting of cancer data to support patient pathways, service delivery, and organisational performance. The role requires specialist knowledge of tumour site anatomy, staging, and treatment pathways for designated tumour groups, applying this expertise to ensure high-quality cancer data capture and interpretation. Working with clinical, operational and information colleagues, the post holder will be responsible for ensuring that cancer datasets meet national and local requirements, supporting statutory reporting, audit activity, and continuous service improvement across cancer services.

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
- Facilitate cancer multi-disciplinary teams in the collection of Cancer Outcomes and Services Dataset (COSD) data and other required national datasets, including maintaining and further developing and optimising local databases to meet national and regional requirements. - Take an active role in identifying and addressing data quality issues, as well as driving improvements in completeness and accuracy of core and site-specific cancer data items (including staging, performance status, treatment intent, recurrence and progression), and embedding best practice across MDTs. - Facilitate and deliver training and guidance to MDT members (including clinicians, coordinators, and administrative staff) to improve the quality and consistency of cancer data recording. - Act as a named contact for designated national cancer audit projects, liaising with clinicians and national audit teams, and facilitating audit activity including local implementation, progress tracking, Clinical Audit Register updates and reporting requirements. - Contribute to the analysis, interpretation and dissemination of cancer audit findings, including the preparation of presentations, reports and publications where appropriate. - Contribute proactively to the development of reports and information for governance purposes, including contributions to the Trust's Annual Governance Report and other internal and external reporting requirements. - Facilitate the timely validation, analysis, and collation of data for external requests (including Freedom of Information requests), and for ad hoc requests from clinical teams and specialised services reporting (e.g. quality dashboards). - Attend MDT business meetings and other relevant tumour site-specific groups, network meetings, and forums (local, regional and national) as the cancer information and audit representative, including collating and presenting requested data, and contributing to shared learning and best practice.

- Actively contribute to tumour site-specific groups within cancer alliances/networks and peer review processes, including quarterly reporting where required.
- Participate in awareness, education and training activities, team meetings and ongoing professional development, contributing to the continuous improvement of cancer information and audit processes.

KEY WORKING RELATIONSHIPS

Areas of Responsibility: Management and analysis of cancer data and audit datasets

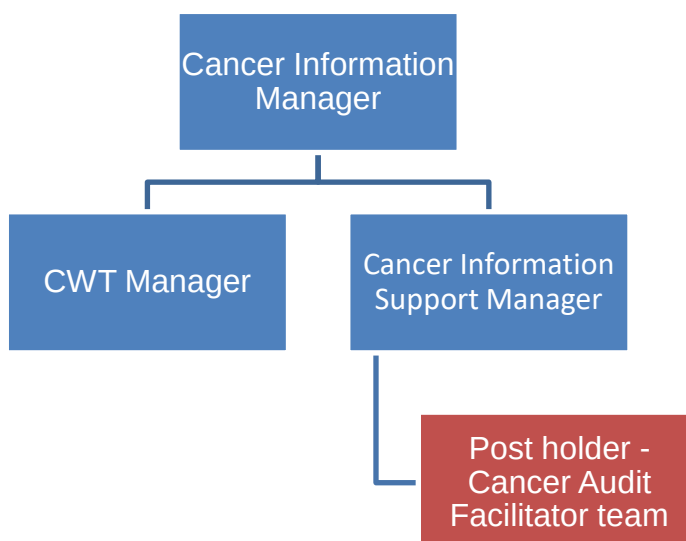
No. of Staff reporting to this role: 0

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. This will include verbal, written and electronic media.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
• Cancer Performance Manager • Admin Service Manager – Cancer Services MDT • Admin Line Manager – Cancer Services MDT • Cancer Waiting Times Manager – Cancer Services MDT • MDT Co-ordinators • MDT Leads • Site-specific Consultants • Site-specific CNS' • Business Intelligence Analysts • Clinical Coding • Research and Development • Clinical Audit • Epic staff	• NDRS • Peninsula-wide Trusts • External MDT Co-ordinators in other Trusts • Audit Facilitators at other Trusts • Clinical Effectiveness Units • South West Academic Groups for Education and Research • Royal Colleges (e.g. Royal College of Surgeons) • National Cancer Centres

ORGANISATIONAL CHART



FREEDOM TO ACT

- Work independently, managing own day-to-day workload and priorities within the scope of the role and departmental objectives.
- Exercise initiative in resolving routine issues and queries, escalating more complex matters where appropriate.
- Take responsibility for defined areas of departmental work, as agreed with line managers.
- Work within established policies, procedures and guidelines to support decision-making and delivery of day-to-day activities.
- Work within Trust and NHS-E policies and processes.

COMMUNICATION/RELATIONSHIP SKILLS

- Provide and receive complex clinical information which may be of a sensitive and confidential nature, including details of patients' diagnoses, treatment pathways and outcomes.
- Present and communicate complex information, both verbally and in writing, to MDTs, operational teams, clinicians and other stakeholders at local and regional forums regarding cancer datasets, audit activities and data quality standards, ensuring information is clearly communicated and understood to support Cancer Services management, performance monitoring and national data submissions.
- Establish and maintain effective working relationships with clinical and non-clinical staff to support cancer data collection, reporting and audit requirements.
- The post holder may be required to use negotiation and persuasive skills to resolve data queries, facilitate the completion of required information and support compliance with national data collection requirements.

ANALYTICAL/JUDGEMENTAL SKILLS

- Analyse, validate and reconcile complex cancer-related clinical and non-clinical information from a range of sources, comparing information, investigating inconsistencies and resolving discrepancies in accordance with agreed procedures and reporting requirements.
- Exercise judgement when dealing with complex cancer data issues, assessing the completeness and quality of information, determining the appropriate response and liaising with clinical and administrative staff to resolve queries or escalate issues where necessary.
- Identify and investigate data quality issues, analysing root causes and contributing to the development and testing of database amendments to ensure reporting requirements continue to be met.

PLANNING/ORGANISATIONAL SKILLS

- Work using own initiative and manage time effectively to meet multiple deadlines and performance targets across cancer datasets, national audits, ad hoc information requests and reporting requirements, adjusting priorities in response to changing service needs, emerging requests and submission deadlines.
- Plan and organise a range of complex data collection, validation and reporting activities across multiple tumour sites and audits, balancing competing priorities and re-prioritising work to ensure agreed timescales are met.
- Coordinate day-to-day cancer audit activities, scheduling routine and non-routine work, responding to internal and external requests for information, and liaising with clinical and non-clinical colleagues to ensure reporting and audit requirements are achieved.

PATIENT/CLIENT CARE

- Incidental contact with patients.
- The post holder is required to put the patient and their safe care as the first priority and at the centre of all activities.
- Awareness of a patient's right to opt out of inclusion of cancer disease registration, and the actions required for this when submitting data relating to national cancer audits.

POLICY/SERVICE DEVELOPMENT

- Participate in the review and development of local cancer data collection, audit and reporting procedures within own work area, contributing specialist knowledge and expertise to support service improvements.
- Make comments on proposals and recommend changes to working practices, standard operating procedures and data collection processes to improve the quality, consistency and effectiveness of cancer data across Cancer Services.

- Implement policies, procedures and best practice within own area of work, supporting the introduction and adoption of changes arising from national guidance, audit requirements and service developments.
- Contribute to service improvement initiatives and working groups, proposing changes to cancer data collection, audit and reporting processes which impact on MDT co-ordinators, operational teams and other areas within Cancer Services.

FINANCIAL/PHYSICAL RESOURCES

- Observes personal duty of care in relation to equipment and resources used in course of work.

HUMAN RESOURCES

- This role does not have any responsibility for direct management of people.
- The postholder may on occasion be involved in interviewing of applicants if vacancies arise within the team.
- Responsible for the development and occasional delivery of training relating to cancer data collection, recording, validation and reporting requirements for clinical, administrative and cancer services staff, as service needs dictate.
- Provide specialist advice, education and support, as required, to clinical, administrative and managerial staff on the Cancer Outcomes and Services Dataset (COSD), national cancer datasets and associated information requirements.

INFORMATION RESOURCES

- Assist in the management, maintenance and quality assurance of designated national and local cancer databases and information systems.
- Extract, validate and analyse complex clinical data for mandated national cancer datasets and cancer audits (NATCAN), ensuring data quality, accuracy and security.
- Produce and disseminate occasional ad hoc performance, activity and data quality reports using information extracted from cancer information systems and other data sources to meet operational, audit and reporting requirements.
- Participate in the preparation and submission of audit reports, data analyses and discussion papers for publication, presentation and formal review at local, regional and national meetings and conferences and governance forums, ensuring outputs are produced in the required format and within agreed timescales

RESEARCH AND DEVELOPMENT

- Must comply with Trust policies and requirements relating to research governance.
- Support audits, service evaluation and quality improvement activities, as required by the role, through the provision and validation of cancer data.

PHYSICAL SKILLS

- Well-developed keyboard skills required for the accurate input and validation of cancer data held within electronic patient record and information systems

PHYSICAL EFFORT

- May require long periods in front of a computer.
- Manual handling of office equipment if required

MENTAL EFFORT

- Frequent requirement for concentration for periods of up to two hours when validating, analysing and interpreting complex cancer data from multiple information systems where a high degree of accuracy is required.
- Frequent requirement for concentration for periods of up to two hours when investigating data quality issues, reconciling discrepancies and ensuring compliance with national cancer dataset requirements and reporting standards.
- Work pattern typically predictable, may on occasion be required to pivot to urgent data requests.

EMOTIONAL EFFORT

- Frequent indirect exposure to emotionally distressing and sensitive information when reviewing, validating and analysing cancer audit and registry data, including details of cancer diagnoses, disease progression, treatment and patient outcomes, including records relating to deceased

patients. The post holder is required to maintain professionalism and sensitivity when handling such information.

WORKING CONDITIONS

- Daily VDU usage
-

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 (DSE) 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.

Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E's track record of excellence in research, teaching and links to the university with NDHT's innovation and adaptability.

PERSON SPECIFICATION

Job Title	Cancer Audit Facilitator
------------------	--------------------------

Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING Relevant degree or equivalent healthcare professional qualification, or relevant healthcare experience Previous experience in clinical audit, research or quality improvement	E E	
KNOWLEDGE/SKILLS Sound knowledge of the NHS Sound understanding of the basic concepts of clinical audit/ quality improvement / clinical governance Good analytical and organisational skills Understanding of data analysis and simple statistics Good presentation skills High level of proficiency in MS Office – Word, Excel, Access and Outlook Ability to develop and maintain specialist database Ability to produce meaningful reports Knowledge of more complex analytical software tools – SPSS, Excel Ability to upload data files using national databases	E E E E E E E E	D D D D
EXPERIENCE Experience of working in a healthcare organisation Experience of report writing, project management Experience/knowledge of issues of working with confidential information High level of proficiency in analysing and presenting complex data Experience and ability to work to deadlines Experience in cancer services Experience in using Epic Teaching experience	E E E	D D D D D
PERSONAL ATTRIBUTES Highly motivated with the ability to motivate others Excellent communication and interpersonal skills Ability to work unsupervised within boundaries of job description Attention to accuracy and detail Demonstrate ability to work well within a team Ability to maintain confidentiality and adhere to Trust data security policies Ability to communicate with all grades of clinical staff across a range of specialties	E E E E E E E	
OTHER REQUIREMENTS Good listening skills Good time management Ability to work flexibly and under pressure, prioritise and manage a complex workload	E E E	

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	N				
Contact with patients	N				
Exposure Prone Procedures	N				
Blood/body fluids	N				
Laboratory specimens	N				
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)	N				
Animals	N				
Cytotoxic drugs	N				
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				
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		✓		