



CAJE REF: 2017/0051

VELINDRE JOB DESCRIPTION TEMPLATE

JOB DETAILS:

Job Title	Senior Health Services Researcher
Pay Band	AfC Band 8a
Hours of Work and Nature of Contract	37.5 hours per week, Permanent
Division/Directorate	Health Technology Wales (HTW)
Department	Health Technology Wales (HTW)
Base	Life Sciences Hub, Cardiff Bay, CF10 4PL Please note: The office location is under review alongside current temporary home working arrangements linked to Covid19 restrictions.

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	HTW Director
Reports to: Name Line Manager	HTW Director
Professionally Responsible to:	HTW Director

Accountable	<ul style="list-style-type: none"> Do what you say you are going to do Be personally and professionally responsible Fulfil your role and deliver high quality outcomes Feel empowered to take action and challenge inappropriate behaviour
Bold	<ul style="list-style-type: none"> Be ambitious, innovative & able to take decisive action Choose to do the right thing & not the easy thing Have a 'Can Do' and proactive approach
Caring	<ul style="list-style-type: none"> Be kind, respectful & make people feel their views have been taken seriously Be inclusive and equitable, valuing all contributions Demonstrate excellence in clinical interventions
Dynamic	<ul style="list-style-type: none"> Be agile & flexible, responsive and adaptable to change Be Innovative & creative, always look for opportunities to improve Positively engage with change, collaborative & willing Be resilient & ready to adapt

Job Summary/Job Purpose:

Health Technology Wales (HTW) is responsible for appraising new health interventions in Wales. This independent organisation is funded by Welsh Government and hosted by Velindre NHS Trust. HTW develops high quality scientific reports with wide ranging stakeholder input according to clearly laid out processes. It engages with leading NHS, social care and Welsh Government experts and communicates with patients and the public.

HTW is looking to appoint a Senior Health Services Researcher who will take responsibility for leading specific evidence based projects and developments; for delivering the work of the HTW which will support national guidance on medical technologies; and forge partnerships with UK and international leaders of excellence in evidence synthesis in health technology assessments (HTAs).

The post holder will be responsible for leading a team of Health Services Researchers who play a key role in the Evidence Review team to ensure rigorous processes and high quality outputs that can withstand expert and public scrutiny. This work is at Welsh, UK and international levels. The post holder will be expected to establish and maintain effective communication with NHS and social care decision makers, including e.g. clinical staff, health service planners and other managers, with university academic staff and with health technology developers.

Appraisals will range in complexity and length, dependant on whether a topic progresses to a full report with exploration of all possible elements. There are several stages in the appraisal process, each of which involves a more complex evidence review and wider engagement with up to about 20 clinical, industry and patient experts. The Evidence Review will then be presented to the HTW national Appraisal Panel; this panel comprises approximately 30 senior staff representing a number of stakeholder groups.

This is an excellent opportunity for an experienced Senior Health Services Researcher to facilitate the development of medical technology guidance. The Senior Health Services Researcher will deliver a programme of health technology assessment outputs as defined by HTW; provide expert research advice and support across multiple projects; and provide training in a range of research methods and tools.

There will also be opportunities to provide research expertise and advice to support other activities, working with a range of organisations and partners across health and care in Wales and the wider UK.

DUTIES/RESPONSIBILITIES:

- Lead on the delivery of a programme of health technology assessment outputs including full HTAs, rapid systematic reviews, rapid evidence summaries and evidence gap analyses.
- Critically appraise evidence sources, including highly technical publications, and devise and implement ways of extracting relevant data in an unbiased and systematic manner. Interpret and combine evidence, which may be highly complex, contradictory or variable in nature, e.g. quantitative statistical data from research papers and qualitative transcripts from focus groups. Write up the synthesis of evidence in reports and other publications. This is the major activity of the post.
- Contribute to the HTW Scientific Advice Service, providing expert consultant advice to technology developers.
- Provide professional management and leadership to new and existing members of

the Health Services Researcher team, in line with organisational policies and best practice in staff recruitment and development. Ensure staff have the necessary knowledge, skills and behaviours to produce high quality outputs and achieve organisational, team and personal objectives. Provide advice and support to other members of staff, to ensure an evidence-based approach to HTW products; this includes the development and delivery of training for staff from throughout the organisation in aspects of evidence-based policy and practice, and research methodology.

- Ensure a coordinated, systematic and unbiased approach to topic questions, involving a team of internal and external staff, to establish an evidence base which is sufficiently robust to allow recommendations to be made on behalf of HTW. Lead and oversee the production of rapid systematic reviews and health technology assessments, working in collaboration with information scientists, health economists, statisticians and health services researchers. Ensure that answerable questions are developed in conjunction with stakeholders and identify ways of establishing an evidence base to answer these questions using data and information available from published literature or from other sources. Ensure that this evidence is critically appraised as appropriate, and that relevant data is extracted, synthesised and considered in recommendation development.
- The post holder will require detailed project planning and management skills to ensure: relevant researchers and other staff are involved; the components of the assessment are undertaken at the appropriate time, including elements undertaken and delivered by other parts of the organisation; relevant stakeholders are identified, engaged and consulted appropriately; external contractors are appointed in accordance with procurement procedures; and, work is delivered to the pre-agreed timelines.
- Provide expert research methods advice and support across multiple projects including designing approaches to evaluation and quality assurance.
- Lead specific aspects of HTWs existing and developing work programme e.g. horizon scanning, topic identification, scientific advice, new service development etc
- Support other ad hoc research activity which may include design and implementation of surveys, undertaking thematic analysis of qualitative data, and supporting the publication of HTW projects in the scientific literature.
- Manage a demanding workload, multi-tasking and ensuring output is delivered on time and within budget.

Communication and relationship skills

- Collaborate with other members of HTW to ensure an evidence-based approach to other products, including identifying and addressing training needs, developing and providing training in aspects of evidence-based policy and practice.
- Develop and maintain effective internal communication and productive working relationships, to ensure effective cross-functional and team working, particularly with the project manager.
- Establish and maintain relationships with academic partners, other HTA agencies and other organisations to identify collaborative research projects of benefit to HTW.
- Liaise with: Senior professionals within NHS Wales face-to-face, by telephone and email to update on project progress and seek information/advice; clinical and scientific staff, university based academic staff and industry representatives to

obtain data or other forms of evidence and to discuss project methodology; representatives of patient groups, members of other voluntary agencies and the public who may wish to input to the HTA process. This requires the ability to answer complex technical questions effectively and sensitively.

- The post holder is required to chair project meetings and to ensure good lines of communication are established between other team members. In addition the post holder will participate in the Management Team meetings to discuss issues relating to the strategic direction and approach of HTW.
- Present and discuss the work of Health Technology Wales at local, national, and international meetings and conferences, in formats appropriate to the audience, and oversee the work of other team members who are presenting work at events.
- Present complex scientific findings at meetings and conferences which may be attended by a range of individuals including senior clinicians and academics and lay individuals. These will include Assessment Group and Appraisal Panel meetings, national meetings, and conferences. These meetings will be attended by a range of individuals, including senior NHS professionals, academics, and lay individuals and therefore the ability to answer questions effectively is essential.
- Maintain a knowledge of sources of epidemiological and health service data and liaise with organisations who hold this data, in order to gain access for use in HTA modelling.
- Ensure that research activity complies with GDPR, Research Governance guidelines, Public and Patient Involvement initiatives and other relevant legislation and codes of practice.
- Demonstrate the ability to be proactive in anticipating the needs of users.

Analytical skills

- Analyse, investigate and answer complex evidence queries on a daily basis.
- Critically appraise evidence for accuracy, validity, reliability and applicability and be responsible for the systems used to support transparent decision-making.
- Design, develop, implement and adapt processes for evidence review. Establish, develop and maintain appropriate research methodologies and related standard operating procedures for the outputs and activities of the organisation including taking a lead in the evaluation of non-medicines technologies and rapid technology reviews; supporting research activity across the organisation, and contributing to the methods used for evaluation of the impact of HTW work. Take responsibility for developing these methodologies into routine practice and ensuring these are implemented by the team.
- Interpret the output of mathematical and economic models developed by statisticians and health economists in the course of HTAs.
- Identify, synthesise and summarise complex research literature and present this in reports, in varying formats appropriate to the anticipated audience, for NHS Wales policy makers to facilitate evidence based decision making.
- Provide evidence for the development of HTA guidance for NHS Wales, with major policy and associated financial implications, from complex scientific findings

resulting from HTAs.

- Lead on evidence and knowledge management services for specific programmes. Extensive knowledge management needed to inform decisions on a wide range of clinical areas and to keep abreast of developments in the disciplines of clinical practice and health services research.
- Plan and prioritise own workload and oversee wider team activities in order to meet deadlines on a daily basis, changing planned activities, ensuring that the quality of the work produced is of the highest standard.

Planning and organisation skills

- The work of the HTW team is varied and complex and projects range from straightforward summarising of the literature to innovative initiatives to support health technology development over their entire life cycle involving a multidisciplinary team to develop recommendations that are appropriate to NHS Wales. The Senior Health Services Researcher will be responsible for ensuring recommendations developed by the Appraisal Panel reflect the evidence base. Furthermore the Senior Health Services Researcher will be accountable for methodological advice and guidance offered by the team, and any recommendations or guidance associated with outputs lead by a member of the team.
- Prioritise and plan, on an annual basis, the work of the team taking into account organisational priorities and availability of resources from within the organisation and from external partners and stakeholders. Work on projects must be planned and carried out by the post holder in collaboration with the project or programme lead. This requires decision making by the post-holder on the focus of the topic areas and the methods to be used to answer the policy or research question.
- The post holder is expected to plan use of projects' resources, budget, and direction and assign priorities to ensure that relevant quality outputs are delivered on time and that project risks are minimised.
- Plan and implement appropriate evaluation approaches for HTW projects, including identification of appropriate sources of evidence (e.g review of the literature, interpretation of findings, and ensuring relevant issues are included in development of recommendations).
- Plans and prioritises own workload (e.g. multiple competing work requests at different stages of development in order to meet tight deadlines on a daily basis, frequently changing planned activities as necessary, ensuring that the quality of the work produced is of the highest standard).

Service Management/Service Improvement

- Propose and implement changes to HTW's methods and processes to improve performance and delivery of the organisation's aims.
- Develops protocols for evidence work as appropriate to specialist area of work/project.
- Monitor the quality of the work and takes appropriate action to address any areas

where standards can be improved in own area of work.

- Introduce new evidence services and products in response to changing priorities and work plans.
- Oversee health service research expertise to Health Technology Wales (HTW) horizon scanning activities to identify promising health technologies, and to initiatives to support adoption of recommended health technologies.
- Identify opportunities to build HTW capacity with external parties.
- Ensure that appropriate advice and sufficient explanation of the appraisal process is offered to those interested in submitting a topic for appraisal to HTW, either by the post holder or by delegating to other members of the team.
- Ensure that the team are working with specialist health information staff to identify appropriate literature for all forms of evidence reviews.

Operational management/Governance

- Oversee that research activity complies with the General Data Protection Regulation, Research Governance guidelines, Public and Patient Involvement initiatives, Information Governance and other relevant legislation and codes of practice
- Use own judgement in fielding, directing and responding to work requests.
- Work within broad professional guidance and organisation wide policies and procedures, seeking advice as necessary and operating on own initiative when appropriate.
- Delegated budgetary responsibility for acquiring evidence resources.
- Participates in personal objective setting and contributes to own personal development plan, identifying learning needs and interests and how to address these

Information Processing

- Develop an understanding of the quantity of evidence associated with each new topic in a short timescale to inform Assessment Group deliberations about topic selection.
- Plan, implement and be accountable for the use of surveys, including those conducted as part of HTAs or to determine levels of adoption. Determine the best method available for obtaining required data (telephone, postal, web-based), ensuring collected data are relevant to key team members. Analyse and report results.
- Identify, synthesise and summarise complex information from research literature or industry evidence submissions. Present these findings in reports of varying formats appropriate to the anticipated audience. The main purpose will be to facilitate evidence based decision making by NHS Wales policy makers. Ensure that clear records are maintained of methods used to select relevant literature and document the evidence used, to withstand scrutiny.
- Document expert advisors' comments on draft versions of HTW's evidence-based reports and actions taken in response.

- Provide technical, scientific and professional support to the HTW Assessment Group and HTW Appraisal Panel. Take responsibility for drafting evidence-based guidance, and work with HTW's committees to finalise this guidance taking their comments and those of stakeholders into consideration.
- Provide advice, support and training to NHS staff and stakeholders to promote an evidence based approach to evaluation of health technologies.

Finance and Physical Resources

Competent in the use of (list is not exhaustive)

- Video- & Teleconferencing equipment
- Microsoft Office word processing, spreadsheet and presentation software
- Databases for storing references to scientific papers, questionnaire data etc.
- Data processing and analysis software e.g. SPSS, R, RevMan, Endnote, NVivo
- Questionnaire design software
- Accessing, searching and downloading bibliographic citations from a wide range of healthcare, scientific and policy oriented bibliographic and full text databases
- Advanced internet searching

The post requires the ability to interrogate scientific literature and databases and also to develop and manage data storage systems for all types of evidence collected, selected and used in Health Technology Wales outputs. This will include the storage of data from questionnaires, data extraction from the literature, and other sources. These datasets will be used by all members of the Evidence Review team, including on occasion external collaborators, and will enable an audit trail to be maintained.

Other systems used in course of day-to-day operation:

- Reference storage databases
- Project management systems
- Performance management documentation

Personal Development

- Maintain continuing professional development.
- Explore interests in particular areas of health services research methodology, and develop the organisation's approach in relation to these.
- Continual learning to develop an in-depth understanding of new healthcare topics, to keep up-to-date with research methodologies, and to maintain familiarity with the changing context within which health services are provided.

Responsibility for Research and Development

- Contribute to literature reviews for submission to peer-reviewed publications.
- Undertake regular systematic searches for research proposals, research projects and systematic reviews.
- Identify gaps in evidence, where primary or secondary research is required
- Design and conduct complex audits, evaluations and impact assessments to improve specialist evidence services.
- Participate in research and development of HTW methodology, in conjunction with

other members of the interdisciplinary HTW team, with specific reference to health services research functions.

Freedom to act

- Post holder will work independently in line with HTW’s Strategic objectives and within organisational policies and procedures and deliver on agreed objectives without close supervision.
- Use own judgement in fielding, directing and responding to work requests.
- Work within broad professional guidance and organisation wide policies and procedures, seeking advice as necessary and operating on own initiative when appropriate.

Patient / Client Care

- The post holder will be required to liaise with patient representatives and other service users as part of their advisory role on HTW panels.

Quality/Leadership

- Dealing with complex and sensitive employment issues including discipline, grievance and performance.
- Translating strategic objectives into team objectives and tracking progress towards meeting key performance indicators of the organisation.
- Communication of results from evaluation of health technologies findings which may be perceived as negatively impacting on the current clinical practice from a resource perspective.
- Responding to range of requests from wide range of users, occasions may arise where the post holder will need to be tactful and reassuring in dealing with queries.
- The post holder will be expected to deal positively and promptly with concerns.

PERSON SPECIFICATION – Senior Health Services Researcher

The knowledge to be measured is the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	A post graduate master’s degree or PhD in a relevant subject such as public health, health services research or health care science, or equivalent research/clinical experience.	A project management qualification or demonstrable experience. A broad	Application form, Interview and pre-employment checks

	<p>Comprehensive knowledge and understanding of systematic review methodologies for clinical effectiveness</p> <p>Knowledge of legislation relevant to the regulation of non-medicine technologies (e.g. medical device regulations) and health services research methodology (e.g. GDPR).</p> <p>Evidence of continuous professional development.</p>	<p>understanding of NHS infrastructure</p> <p>An understanding of health economic methodologies</p> <p>Recognised management qualification (Diploma level or higher), or experience of leading and managing a team.</p>	
Experience	<p>Specialist knowledge of one or more areas of research methodology such as the analysis and use of quantitative data, critical appraisal or qualitative research</p> <p>A good understanding of a wide range of other health services research skills, such as social research, qualitative research methods, questionnaire development, statistical analysis and epidemiology</p> <p>Experience of presenting and communicating scientific information clearly and appropriately to an expert and lay audience</p> <p>Experience of producing concise written reports for different audiences</p> <p>The ability to establish and develop good working relationships with a diverse range of stakeholders.</p> <p>Demonstrable experience in working with multidisciplinary teams including senior managers, academics or clinicians</p>	<p>Understanding of NHS Wales policy and priorities</p> <p>Specialist experience of one or more areas of research methodology such as the statistical analysis and use of quantitative data, critical appraisal, or qualitative research</p> <p>Experience of evaluating non-medicines technologies</p> <p>Insight into wider clinical and ethical issues, and implications for safe use of health technologies</p> <p>Understanding of quality management principles and systems</p> <p>Experience in applied health economics, economic modelling, systematic review &</p>	Application form and interview

	<p>Project management skills and the ability to deal with and prioritise a varied and demanding workload.</p> <p>Experience of reporting and disseminating research findings e.g. in HTA reports, and in papers for publication in medical and scientific journals,</p> <p>Demonstrable advanced problem solving skills</p> <p>Highly developed planning and organisational skills, with the ability to deal with and prioritise a varied and demanding workload</p> <p>Ability to work effectively as part of a team as well as work independently using own initiative.</p>	<p>critical appraisal.</p> <p>Knowledge of international HTA systems</p> <p>Knowledge of NHS data collection, databases (e.g. literature databases) and analysis systems and how to use these to conduct research activity.</p> <p>Experience of working with Continuous Improvement Techniques for improving products, services or processes.</p>	
Aptitude and Abilities	<p>Strong conceptual and analytical skills, and demonstrable ability to analyse and synthesize complex technical data and information</p> <p>Highly developed IT skills including the use of statistical packages, referencing systems, spreadsheets and word processing tools and systems to manage research data</p>	<p>Ability to speak Welsh</p> <p>Ability to conduct meta-analyses and/or meta-syntheses</p>	Application form and interview
Values	<p>Effective interpersonal and communication skills.</p> <p>Agile, responsive, flexible and adaptable to changing environments</p> <p>Interest in self-development, maintaining and improving skills and competence</p>		Application form, interview and references

	Ability to work in a calm and efficient manner and respond well to unforeseen challenges A self-motivated & enthusiastic team player		
Other	Enhanced writing and verbal presentation skills, and the ability to present complex information in a format suitable for different target audiences		Application form and interview

GENERAL REQUIREMENTS

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the Trust.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the Trust's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the Trust that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the Trust's Welsh Language Scheme and take every opportunity to promote the

Welsh language in their dealings with the public.

- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the Trust's Disciplinary Policy.
- **Records Management:** As an employee of Velindre NHS Trust, the post holder is legally responsible for all records that they gather, create or use as part of their work within the Trust (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the Trust). The post holder should consult with their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The Trust is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the Trust has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The Trust condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the Trust. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the Trust's Disciplinary Policy.
- **DBS Disclosure Check:** The post holder does not require a DBS Disclosure Check.
- **Safeguarding Children and Adults at Risk:** The Trust is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children and Adult training and be aware of their responsibilities under the All Wales Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Trust sites, including buildings and grounds, are smoke free.
- **Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

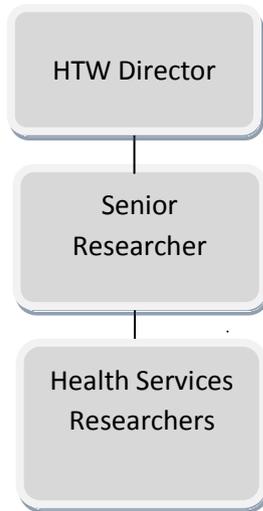
Organisational Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships.

Organisational Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.



Job Title: Senior Health Services Researcher

Supplementary Job Description Information

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

Physical Effort

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job. Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as: 'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included**'

Examples of Typical effort(s)	How often per day / week /	For how long?	Additional Comments
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Frequent requirement for sitting in a restricted position for long periods working at a computer terminal or checking paperwork	Daily	Up to 7.5 hours	Post holder can take breaks whenever required
Travel to meetings and conferences	Occasionally	Various	Travel to off-site meetings and conference is required but tele- and videoconferencing is encouraged when appropriate

Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. 'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
Reading and absorbing information at various levels, e.g. high level scanning of the scientific	Majority of the working week	Up to 7.5 hours/day	

Requiring high level of concentration and mental ability to deal with complex scientific information (quantitative and qualitative), to conduct statistical analysis, to interpret data and to present the synthesis of this data in a range of formats appropriate to different audiences	Majority of the working week	Up to 7.5 hours/day	
The ability to both critically appraise numerical results and interpret them for a wide range of audiences is required.	Majority of the working week	Up to 7.5 hours/day	
Reprioritising own workload and those of other team members to meet varied & potentially conflicting requests from internal and external sources, sometimes with no prior notice	Frequently	Up to 7.5 hours/day	
Writing technical reports and publications	Frequently	Up to 7.5 hours/day	

Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

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For example, ' processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff;

communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' N.B. Fear of Violence is measured under Working Conditions

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Occasional exposure to emotional or distressing circumstances, imparting unwelcome news to third parties with regards to HTA outcomes.	infrequent	Up to 7.5hrs/day	

Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - ***Driving to and from work is not included**

Examples of Typical Conditions	How often per week /	For how long?	Additional Comments
Use of Visual Display Units (VDU), e.g. computer monitors	Daily	Up to 7.5 hours/day	