



PERSON SPECIFICATION

Post Title: Data Quality Intervention Specialist
Band: 6
Department, Location: All Sites of Bradford Teaching Hospitals NHS Foundation Trust

An Equal Opportunity Employer

Bradford Teaching Hospitals NHS Foundation Trust positively welcomes applications from Disabled People and will make reasonable adjustments to posts in compliance with the Equality Act 2010.

E or D indicates whether a selection criterion is 'Essential' to the job role or 'Desirable'.
 As a minimum a candidate must meet the essential criteria for the post to be recruited.

Experience	How Identified	E/D
Specialist knowledge across a range of work procedures and practices (Standard Operating Procedures), underpinned by theoretical knowledge or relevant practical experience.	Application Form / Interview / References	E
Previous recent experience in a supervising/leading role in a hospital environment.	Application Form / Interview / References	E
Experience of managing and engaging with a variety of staff including clinical and operational management staff.	Application Form / Interview / References	E
Working as part of a team and individually, using own initiative as and when required.	Application Form / Interview / References	E
Experience of using Cerner Millennium/PAS/hospital systems.	Application Form / Interview / References	E
Experience of working with Trust's policies and procedures.	Application Form / Interview / References	E
Experience if implementing RTT Pathway training and validation processes.	Application Form / Interview / References	E
Experience of making data quality changes within an acute setting.	Application Form / Interview / References	E
Training staff groups on DQ recording.	Application Form / Interview / References	D
Previous Cerner usage.	Application Form / Interview / References	D

Skills	How Identified	E/D
<i>Includes; Analytical & judgemental Skills, Communication & Relationship Skills, Physical Skills,</i>		
Providing and receiving complex sensitive or contentious	Application Form /	E

information on a routine basis, for example, reviewing information on a long and complicated patient pathway to decide what the next action needs to be.	Interview / References	
Skilled in communicating messages to stakeholders in a persuasive and motivational way to encourage improvements, often involving negotiation skills.	Application Form / Interview / References	E
Ability to make judgements based on complex facts and situations relating to patient pathways, requiring analysis, interpretation and judgement.	Application Form / Interview / References	E
Planning and organisation of a schedule of training and end user interactions, allowing for adjustments according to operational teams availability and work priorities.	Application Form / Interview / References	E
Excellent supervisory skills.	Application Form / Interview / References	E
Excellent communication and presentation skills – both verbal and written.	Application Form / Interview / References	E
Excellent interpersonal skills and the ability to communicate complex concepts to diverse groups.	Application Form / Interview / References	E
Ability to influence others and motivate teams.	Application Form / Interview / References	E
Microsoft Office applications (Excel, Word, Outlook, PowerPoint).	Application Form / Interview / References	E
Report Writing	Application Form / Interview / References	E
Excellent organisational skills.	Application Form / Interview / References	E

Knowledge <i>Includes; Knowledge & Training</i>	How Identified	E/D
Understanding of Information Governance and Confidentiality	Application/ Interview	E
Understanding of equality and diversity issues and how this affects patients, visitors and staff	Interview	E
Understanding of what the NHS Constitution means to you, and your responsibilities to the public, patients and colleagues.	Interview	E
An expert knowledge of RTT pathways, rules and data definitions.	Application Form / Interview / References	E
Experience of implementing procedures for own work area and proposing procedures of service change which impact beyond own team.	Application Form / Interview / References	E
Knowledge of a range of administrative duties.	Application Form / Interview / References	E
Knowledge and understanding of the Health Service, data flows, definitions and classifications.	Application Form / Interview / References	E
In-depth knowledge of NHS Data Dictionary.	Application Form / Interview / References	E
Good knowledge and understanding of Caldicott guidelines and Data Protection.	Application Form / Interview / References	E
Knowledge of Health and Safety protocols.	Application Form /	E

	Interview / References	
Thorough understanding of the Trust Access Policy and Standard Operating Procedures	Application Form / Interview / References	D

Qualifications - <i>In most cases (where indicated *) demonstration of equivalent qualification, skills or experience is an acceptable alternative.</i>	How Identified	E/D
Educated to A level including Math's and English or equivalent experience.	Application / Certificates / References	E
Degree qualified ideally in health related subject or significant experience in a similar role.	Application / Certificates / References	E
Evidence of continuing professional development.	Application / Certificates / References	E
ECDL or equivalent experience e.g. experience of a range of IT packages such as Word, PowerPoint, Excel and Outlook.	Application / Certificates / References	E
Leadership/Management certificate.	Application / Certificates / References	D
Training Qualification.	Application / Certificates / References	D

Values and Behaviours (some of these standard core values may be demonstrated in meeting other criteria cited on this person specification)	How Identified	E/D
We are one team <ul style="list-style-type: none"> • We trust each other and work together • We talk clearly and honestly. • We make every penny count. • We get better all the time 	Application form/ Interview/ Test	E
We care <ul style="list-style-type: none"> • We are kind and compassionate. • We take ownership and keep our word. • We are passionate, proud and committed. • We say thank you. 	Application form/ Interview/ Test	E
We value people <ul style="list-style-type: none"> • We respect each other and our patients • We embrace difference • We support each other • We say when we have done well and learn from mistakes 	Application form/ Interview/ Test	E

Other Requirements: <i>Includes; Working Conditions</i>	How Identified	E/D
Able to fulfil Occupational Health requirements for the post (with reasonable adjustments, if necessary). Including clearance on blood borne viruses, in compliance with Trust Policy.	Occupational Health Paper Screening, followed by an Immunisation Assessment in the first week of work	E
Works autonomously and effectively as part of a team.	Application Form / Interview / References	E
Leadership qualities and able to demonstrate diplomacy at work.	Application Form / Interview / References	E

Ability to manage sensitive information regarding patients' treatment at the Trust.	Application Form / Interview / References	E
Ability to work across all hospital sites.	Application Form / Interview / References	E
Approachable.	Application Form / Interview / References	E
Flexible approach to work with the ability to prioritise own and others workload.	Application Form / Interview / References	E
Adaptable to changes in working patterns.	Application Form / Interview / References	E
Friendly and able to interact with colleagues.	Application Form / Interview / References	E
Professional appearance.	Application Form / Interview / References	E
Able to attend training/meetings across Trust sites and at off-site venues.	Application Form / Interview / References	E
Awareness of confidentiality in the workplace.	Application Form / Interview / References	E