

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Education/Qualifications	Educated to NVQ 3 level or equivalent relevant experience		Application Form Certificates
Experience	<p>Experience of working within the NHS or Public Sector</p> <p>Experience of dealing with Clinical Risk/ Patient Safety issues</p> <p>Knowledge of the PSIRF (Patient safety Incident Response Framework) Principles</p> <p>Awareness/Experience of Risk and Risk Management principles</p> <p>Experience of co-ordinating information required to investigate patient safety incidents</p> <p>Experience of producing information for a range of stakeholders</p> <p>Experience of analysing data and using Incident/Risk management systems</p>	<p>Experience of collating and providing data to stakeholders such as Commissioners/Integrated Care Boards</p> <p>Experience of monitoring and reviewing risk registers</p> <p>Experience of collecting evidence required for external inspections/audits</p> <p>Experience of working in a Patient Safety Environment</p>	Application Form / Interview/ Reference
Skills and Abilities	<p>Experience of an Incident Reporting/Risk Management System such as Safeguard/Datix</p> <p>Ability to analyse themes and trends from data such as incident reports</p> <p>Advanced skills in the use of a variety of IT packages in particular Outlook, Excel, and Teams</p>	<p>Technical skills in relation to system maintenance of an Incident Reporting/Risk Management System such as Safeguard/Datix</p> <p>Ability to deliver training to all levels of staff through a variety of mechanisms</p> <p>Experience of taking minutes for formal meetings/Minute taking</p>	Application Form/Interview

Our Bolton NHS FT Values



	<p>Ability to utilise IT systems in order to produce a range of reports</p> <p>Ability to effectively organise own workload and that of others with minimum of supervision, achieving goals within deadlines</p> <p>Able to work autonomously as well as within a team</p> <p>Effective time management skills</p> <p>Able to maintain high standards of confidentiality</p> <p>Excellent interpersonal, communication and listening skills with the ability to negotiate and motivate at department level</p> <p>Attention to detail</p>	qualification	
Work Related Circumstances	An occupational health assessment will be required in the event of a successful application.		Occupational Health Assessment

Prepared By: Andy Helley – Risk
& Assurance Team Manager
Bolton NHS Foundation Trust
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