

JOB DESCRIPTION

Job No: 1809dMA

1. Job Details

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|-----------------|---|
| Job title | Clinical Audit Assistant in Cancer Services |
| Job grade | Band 3 |
| Hours | Full Time (37.5 hours/week) |
| Reports to | Cancer MDT Coordinator Lead |
| Division | Corporate Services |
| Department/Area | Cancer Services |
| Location | Kings Mill Hospital |

2. Job Purpose

To collect and record data for cancer audit including Cancer Outcomes Services Dataset (COSD), the Acute Oncology Service (AOS) and data relating to the national audits outside COSD plus ad-hoc cancer audit requests..

To provide assistance to the Cancer Management Team in the development and maintenance of data reports for national and local clinical audit activities.

To provide administrative support to the Cancer Management Team, by the preparation of data reports.

To ensure that data is collected accurately supervising and advising nursing and medical staff in data collection. Checking and validating the quality of data collected.

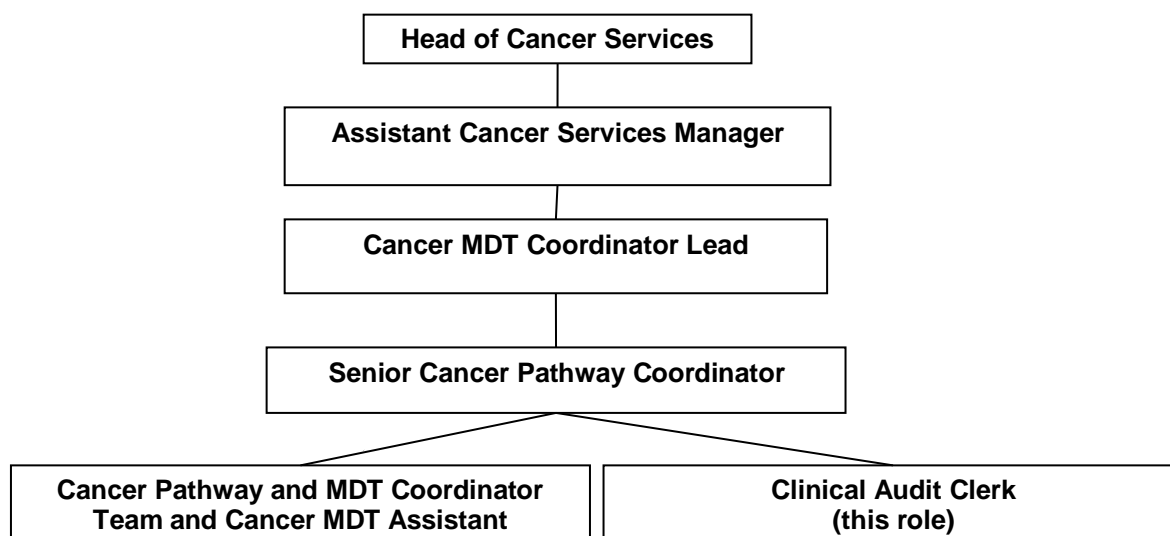
To communicate and receive sensitive/complex accurate clinical data both internally and externally to outside bodies.

'The overriding purpose is to support the provision of the highest quality patient care through personal actions and continuous improvement.'

3. Role of the Department

Cancer Services is a dynamic and forward-looking department that plays a key role in the achievement of a number of trust objectives. The Cancer Services department provides support to the Clinical Cancer Teams and Divisional Management teams in achieving National Cancer standards.

4. Organisational Chart



5. Key Result Areas

1. To collect and validate data from various sources including hospital and cancer databases, case notes and audit completion forms, circulating appropriately to meet pre-determined timescales for reporting..
2. To enter patient data onto two computerised databases; subsequent updating; maintenance, analysis and reporting e.g. monthly and quarterly reports.
3. The production of monthly reports against a set of key performance indicators for the Trust Board, Cancer Services and Divisional Management Teams for the purposes of performance monitoring, planning and commissioning, and collection of best practice information.
4. Liaison with MDT and Data Cancer Lead Clinicians to provide information to inform planning and quality improvement.
5. To use a variety of software applications such as Microsoft Word, Powerpoint, Access, Excel, Careflow ORION, SystemOne, Infoflex, CRIS, Withpath, Winscribe, NOTIS, Bookwise, ChemoCare to extract relevant information in the form of slides, charts and reports and to assist staff in the above as required.
6. To be aware of the need for and maintain confidentiality both with the written and spoken word.
7. To work independently to design, develop, implement and redesign data collection forms to match the data collection requirements of the Cancer Unit and external organisations.

8. To assist the Cancer Lead Clinician and Cancer Services Manager to raise the profile of data collection and audit in the services to support continuous quality improvement.
9. Providing information to the Clinical Leads and senior management staff to support decision making by generating ad-hoc reports.
10. Bringing to the attention of nurses any uncompleted data and undertaking comprehensive searching for missing data, and to train nursing and medical staff how to collect accurate data and it's relevance to the Trust.
11. To undertake comprehensive gap analyses and bring to the attention of the Cancer Management Team.
12. To provide support, teaching and updates on cancer audits to all staff to facilitate involvement and data quality.
13. Work alongside the Cancer MDT Assistant to provide daily on site cover during periods of leave for casenotes, support and share best practice
14. To undertake specific audit projects using research methodologies as defined by the Clinical Heads of Service.
15. To work closely with IT services internally and externally to design and update databases, including participation in relevant user groups.
16. To produce reports and data related to CWT, COSD, other national tumour site specific cancer audits and AOS.

All employees have an individual responsibility to have a knowledge of and employ the basic principles of infection control practice and to ensure adherence to the requirements of the Infection Control Manual.

All staff employed by the Trust are required to work in a safe manner, in accordance with current health and safety legislation and with the general principles laid down in the Trust's Health and Safety Policy.

You are required to comply with all of the Trust's policies and procedures. These are obtainable on the Trust's intranet site, where guidance is also contained.

Equality and Diversity is fundamental to all the hospital does, both in the way we provide services to our community, patients and the way in which we manage our staff. All Trust employees are required to respect and adhere to the principles of equality and diversity treating patients and staff with dignity and respect as laid down in the Trust's Single Equality Scheme.

To undertake any other duties which may be reasonably regarded as within the nature of the duties, responsibilities and grade of the post as defined, subject to the proviso that appropriate training is given and that wherever possible significant changes of a permanent nature shall be mutually agreed and incorporated into the job description in specific terms and the post re-evaluated if the change is likely to result in a job evaluation score change

6. Physical and Mental Skills

Physical skills

- Advanced keyboard use and specific requirement for accuracy of data entry.

Analytical and judgemental skills

- Judgements involving facts/analysis such as data items to be included/excluded. The data items and data sets are very specific to cancer and some are particularly complex.
- Numerate analytical skills for quantitative data.
- Knowledge of coding procedures; with wide ranging knowledge of medical/ surgical terminology and conditions.
- Knowledge of anatomical and physiological terms acquired through work-based experience.
- Abstracts and analyses of complex clinical patient records in Radiology, Histopathology and other departments using judgment and knowledge to translate cases applying clinical coding conventions, and implements local variations to coding rules.

Planning and organisational skills

- Planning and organisation of a number of tasks many of which is on-going e.g. data submission schedules, organising access to data sources in a timely manner, producing reports.
- Ability to prioritise tasks and work to tight deadlines.
- Prioritises workload and plans own timetable working within the constraints of deadlines

Communication and relationship skills

- Communicate to and receive from clinical and other administrative staff routine and complex clinical information on a daily basis that requires tact and persuasive skills. Communication will be verbal, electronic e.g. e-mail, or in writing.
- Ability to maintain confidentiality at all times.
- Communicates complex data to outside bodies and receives complex enquiries from external bodies.
- Persuasive / motivational skills to ensure nursing team are compliant with data collection
- Training and mentorship skills.

7. Responsibilities of the Post Holder

Service development and implementation

- Follows and implements Trust and Departmental policies in own role e.g. data protection, health and safety.

Financial and physical resources

- Responsible for the collection of data and the production of reports that directly impacts on the income of the Trust including the identification of specific steps in the care pathway to achieve best practice tariff.
- Observes personal duty of care when using equipment e.g. computer and general office equipment.

Human resources

- Demonstrates duties and provides advice and help in own work area to new and less experienced staff.

- Acts as a mentor for less experienced staff and trains nurses new to the Cancer Services environment

Information resources

- Responsible for data entry utilising paper and computerised systems on a daily basis.
- Frequent requirement to interrogate databases, extract and analyse data.
- Occasional requirement to create or format spreadsheets using computerised systems.
- Responsible for the operation and development of cancer audit information systems.

Research and development

- Undertakes surveys/audits for own work e.g. data validation.
- Regularly undertakes complex and continuous audits using research methodologies.
- Assists medical and nursing staff to undertake research projects.
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8. Freedom to Act

- Guided by standard operating procedures/guidelines with opportunity to determine how best to accomplish the defined results required for the post.
- Works unsupervised for long periods and organises own workload on a daily basis.
- Works on own initiative.

9. Physical, Mental and Emotional Effort Required

Physical effort

- Frequent requirement for sitting in a restricted position e.g. in front of a computer to enter data and organise work.
- Frequent requirement to lift and handle case notes/x-rays.

Mental effort

- Frequent requirement for prolonged concentration that requires accuracy and the constant checking and validating results.

Emotional effort

- Frequent indirect exposure to emotional or distressing circumstances when visiting clinical areas to code case notes on a daily basis.
- Working to tight deadlines, requiring accuracy and punctuality.

10. Outline of Working Conditions

- The job requires frequent and prolonged use of a VDU and a keyboard on a daily basis.
- The role is part of the larger Cancer Services Team and working with the team is imperative to achieve success in this role.
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Sherwood Forest Hospitals NHS Trust

Person Specification

Post of Clinical Audit Clerk

| Attribute | Essential | Desirable | How Identified |
|--|---|---|------------------------------|
| Commitment to Trust Values and Behaviours | <ul style="list-style-type: none"> ➤ Put patients at the heart of all we do ➤ Must be able to demonstrate behaviours consistent with the Trust's "Dedicated to Outstanding Care" behavioural standards ➤ Ability to maintain confidentiality at all times | | Interview |
| Knowledge Requirements | <p>Entry level knowledge and understanding of a range of routine work procedures particularly those based on data/information collection and processing e.g.:-</p> <ul style="list-style-type: none"> ➤ Knowledge of data collection, spreadsheets/databases and clinical audit ➤ Knowledge of Microsoft Office software/windows-based applications ➤ Patient records/case notes ➤ Confidentiality ➤ Multidisciplinary team working ➤ Wide range of medical terminology and knowledge ➤ Knowledge of clinical coding | <ul style="list-style-type: none"> ➤ Knowledge of Infoflex database. ➤ Knowledge of Cancer Waiting Times ➤ Knowledge of COSD ➤ Knowledge of database design ➤ Knowledge of simple statistics | Application/Interview |
| Qualifications- Academic/ Craft/ Professional | <ul style="list-style-type: none"> ➤ Good general education standard. ➤ 4 GCSE qualifications including English Language and Maths (grade C or above) or equivalent | <ul style="list-style-type: none"> ➤ Study beyond GCSE ➤ Advanced ECDL | Application |

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| | ➤ European Computer Driving Licence (ECDL). | | |
| Further Training | <ul style="list-style-type: none"> ➤ Hospital computer systems e.g. Medway PAS, case note tracking, ORION. ➤ Wide range of medical terminology knowledge acquired through further training. | ➤ Data analysis / elementary statistics. | Application/Interview |
| Experience | <ul style="list-style-type: none"> ➤ Data entry ➤ Ability to prioritise tasks, work to deadlines and manage own time effectively ➤ Previous experience within a clinical environment/healthcare setting ➤ Team work. ➤ Experience of working in the NHS. | <ul style="list-style-type: none"> ➤ Presentation of data verbally and in written format. ➤ Extracting data from computerised databases and producing reports. | Application/Interview/test |
| Other requirements specific to the role (e.g. be able to drive or work shifts) | <p>Standard, as stated in Agenda for Change.</p> <ul style="list-style-type: none"> ➤ Willing to undertake additional training as required ➤ Drive and enthusiasm, well-motivated with a positive approach to working as part of a team pursuing new strategic goals ➤ Ability to work across the Trust | ➤ Committed to continuing professional development | Interview |

Job Description Agreement

Job Holder's Signature Date

Line Manager's Signature Date