

# SHAPE YOUR STORY

## Recruitment Information Pack



**Senior Cancer Information Analyst**



## Our Vision

To be a high-performing group of NHS hospitals, renowned for excellence and innovation, providing safe and compassionate care to our patients in east London and beyond.

## WeCare about our ambition for excellence

Our WeCare values shape everything that we do, every single day. They are visible in every interaction we have with each other, our patients, their families and our partners.

WeCare about everything from the appointment letters our patients receive, to the state of our facilities when they walk through the door, to the care and compassion they receive when they are discharged. WeCare that the people who join our trust will hold the same values as we do, so our values are embedded within our recruitment and selection processes. WeCare that you feel valued working here, so our values also guide our training and development and performance and talent management. WeCare about working with suppliers that live and breathe our values too.

We have come a long way on our journey to delivering safe and compassionate care. By embracing these values as the way we behave around here, we will achieve our ambition for excellence.

Value	Key behaviours
<b>W</b> <b>WELCOMING</b>	<ul style="list-style-type: none"> <li>Introduce yourself by saying "Hello, my name is ..."</li> <li>Smile and acknowledge the other person(s) presence</li> <li>Treat others as you would wish others to treat you</li> <li>Ensure the environment is safe and pleasant for our patients, our colleagues and our visitors</li> </ul>
<b>E</b> <b>ENGAGING</b>	<ul style="list-style-type: none"> <li>Get involved in making improvements and bring others with you</li> <li>Encourage feedback from patients and colleagues and respond to it</li> <li>Acknowledge efforts and successes; say thank you</li> <li>Use feedback to make improvements, and empower colleagues to do this without needing to seek permission</li> <li>Appreciate that this may be a new experience for patients and colleagues; help them to become comfortable</li> </ul>
<b>C</b> <b>COLLABORATIVE</b>	<ul style="list-style-type: none"> <li>Give time and energy to developing relationships within and outside own team</li> <li>Demonstrate pride in Team Barts Health</li> <li>Respect and utilise the expertise of colleagues</li> <li>Know your own and others' part in the plan</li> </ul>
<b>A</b> <b>ACCOUNTABLE</b>	<ul style="list-style-type: none"> <li>Always strive for the highest possible standard</li> <li>Fulfil all commitments made to colleagues, supervisors, patients and customers</li> <li>Take personal responsibility for tough decisions and see efforts through to completion</li> <li>Admit mistakes, misjudgements, or errors; immediately inform others when unable to meet a commitment; don't be afraid to speak up to do the right thing</li> <li>Do not pretend to have all the answers; actively seek out those who can help</li> </ul>
<b>R</b> <b>RESPECTFUL</b>	<ul style="list-style-type: none"> <li>Be helpful, courteous and patient</li> <li>Remain calm, measured and balanced in challenging situations</li> <li>Show sensitivity to others' needs and be aware of your own impact</li> <li>Encourage others to talk openly and share their concerns</li> </ul>
<b>E</b> <b>EQUITABLE</b>	<ul style="list-style-type: none"> <li>Value the perspectives and contributions of all and ensure that all backgrounds are respected</li> <li>Recognise that individuals may have different strengths and needs, and that different cultures may impact on how people think and behave. Be curious to find out</li> <li>Work to enact policies, procedures and processes fairly</li> <li>Be open to change and encourage open, honest conversation that helps foster an inclusive work and learning environment</li> <li>Remember that we all have conscious and unconscious bias; get to know what yours are, and work to mitigate them</li> </ul>



## Job Particulars

<b>Job Title</b>	Senior Cancer Information Analyst
<b>Pay Band</b>	Band 8a
<b>Location</b>	Corporate Services Headquarters - 8th Floor, 20 Churchill Place (will be expected to work across all Barts Health sites) London E14 5HJ
<b>Reports to</b>	Informatics Business Partner Diagnostics & Cancer Team (BIU)
<b>Responsible to</b>	Director of Business Intelligence Unit (BIU)

## 1. Job Purpose

### Line Management Structure and Direct Reports:

Enable, promote and support the effective use of data, information, knowledge and technology to support and improve health and health care delivery.

The role of informatics is to ensure an NHS organisation has the required cost effective systems, information and technology services required to provide excellent clinical care to its patients, in conjunction with its partners throughout the wider health community.

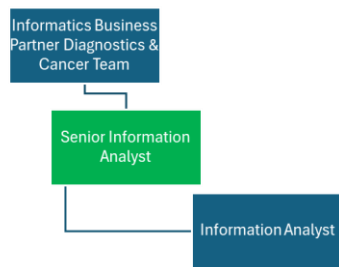
The Senior Cancer Information Analyst will work directly with the Cancer Performance Team, which covers each site within Barts Health. The post holder will manage a small team, but have the ability to work independently. The team are required to provide accurate and timely information to the Cancer Performance Team and a wide range of stakeholders both internally and externally. Creating systems to ensure continuous availability of such reports, by documenting and regularly relevant procedures, training other analysts in the team.

## 2. Key Working Relationships

Internal	External
Central BIU Team	Department of Health
Data Quality Team	Cancer Registry
Medical Records	Other Trusts
Information Governance	NHS Institute
Clinical Staff	NHS England
Finance Staff	Clinical Commissioning Group (CCG)
Trust Senior Managers	Commissioning Support Unit (CSU)

## 3. Structure Chart





#### 4. Main duties, responsibilities and results areas

**The post holder will have lead responsibility for:**

1. Working in collaboration with Operational Teams as the information specialist for Cancer Team.
2. Leading on the development and provision of Cancer activity and performance analysis reports using QlikSense, SSIS, MS SQL Server, VBA, Advanced MS Excel and other relevant tools as VBA, R and Python where necessary.
3. Developing processes for the management of Cancer Waiting Times (CWT), Faster Diagnosis Standard (FDS), COSD, RDC, Patient surveys, surgeon level data reporting, SACT, Peer Review, CCG reports and PTL data.
4. Supporting national cancer audits including, NBOCAP, NCLA, HANA, NPCA etc.
5. Representing the Trust and the BIU Team when liaising with counterparts in partner hospitals to ensure the completeness and integrity of data on shared pathways.
6. Leading on the development of performance indicators, supported by the corporate performance team. To ensure that all new indicators are processed through the corporate and national performance dashboard.
7. Supporting and developing Trust-wide indicators where appropriate, (e.g. CQC and NHS Performance Framework), in particular helping to develop targets and tolerances for shared measures.
8. Providing local expertise and reasponding to specific Commissioner queries around Cancer activity or performance
9. Promoting and developing the use of self-service information/business intelligence reporting solutions within the operational manager and clinical staff.
10. Identifying reliable benchmark information for local services and use software such as Somerset and NHS England.
11. Ensuring the quality of data related to cancer performance is accurate and complete.
12. Demonstrating experience with data quality and data completeness on the Trusts Somerset Cancer Register.
13. Promoting and implementing the Trust's equal opportunities policies and procedures.
14. Using NHS Digital CWT-db, PAS, Somerset, QlikSense, Access and Excel etc.



15. Trouble-shooting and problem solving in relation to Somerset and other relevant applications.
16. Ensuring that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the Data Protection Act 1998, the Caldicott principles and the common law duty of confidentiality.
17. Following record keeping guidelines established by the Trust to ensure compliance with the Freedom of Information Act 2000.
18. Self-development on a continuous basis, undertaking on-the-job and other training as required.
19. Continuous professional development within all relevant fields of technology.

**Team management:** The post-holder will directly line-manage a small analysis team supporting the Cancer and Community Services Teams

The post-holder's responsibilities include ensuring that this team is collectively acting effectively, that each team member has appropriate annual appraisal process, and that each team member is supported in accessing required personal development and training.

**Analysis and reporting:** Provide timely and accurate information to the senior management, operational and clinical teams in a format that is readily understood and relevant to the decision making process.

Provide technical support and advice on the advanced use of reporting tools, SQL server, Excel and Access and the application of modelling and statistical tools (e.g. SIMUL8 and gooroo) to members of the Performance, Information and Finance teams.

Ensure a timely and accurate response to any queries, both internal and external.

Proposed new developments in analysis and reporting.

Interpret complex data issues for non-information staff.

Evaluate the impact on the recording and reporting of activity of policy change and service development.

**Patient engagement:** This role does not involve direct patient engagement. However, the post-holder is expected to place patient interests at the heart of all decision-making. The role may involve working with datasets that derive from patient engagement (e.g., Friends and Family test results).

**Performance management and appraisal:** All staff are expected to participate in individual performance management process and reviews.

**Personal development and training:** Barts Health NHS Trust actively encourages development within the workforce and employees are required to comply with trust mandatory training.

Barts Health's education academy aims to support high quality training to NHS staff through various services. The trust is committed to offering learning and development opportunities for all full-time and part-time employees.

No matter where you start within the NHS, you will have access to extra training and be given every chance to progress within the organisation. You will receive an annual personal review and development plan to support your career progression and you will be encouraged to develop your skills and experience.





**Health and safety at work:** The post holder has a duty of care and personal obligation to act to reduce healthcare- associated infections (HCAIs). They must attend mandatory training in infection prevention and control (IP&C) and be compliant with all measures required by the trust to reduce HCAIs. All post holders must comply with trust infection screening and immunisation policies as well as be familiar with the trust's IP&C policies, including those that apply to their duties, such as hand decontamination, personal protective equipment, aseptic techniques and safe disposal of sharps.

All staff must challenge noncompliance with infection, prevention and control policies immediately and feedback through the appropriate line managers if required.

**Confidentiality and data protection:** All employees are expected to comply with all trust policies and procedures related to confidentiality and data protection and to work in accordance of the Data Protection Act 1998. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training (e.g., HISS induction, organising refresher sessions for staff when necessary).

**Conflict of interest:** The trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The trust's standing orders require any officer to declare any interest, direct or indirect with contracts involving the trust. Staff are not allowed to further their private interests in the course of their NHS duties.

**Equality and diversity:** The trust values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job related needs of all staff working in the Trust are recognised. The Trust will aim to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job.

You are responsible for ensuring that the trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

**Budgetary management:** Contribute to trust and site based budget setting and financial review

*The job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.*

*The post holder will be required to work across the Trust at any time throughout the duration of his/her contract, which may entail travel and working at different hospital.*

## 5. Working conditions

Criteria	Description
<b>Physical</b>	A substantial amount display screen equipment working. Ability to move between hospital sites for meetings/site-based working
<b>Emotional</b>	Exposure to potentially upsetting healthcare information is unavoidable and can include disturbing narrative and or pictures as well as information relating to terminal illness
<b>Working Conditions</b>	Data analysis and input may be undertaken in an open plan office environment. Working conditions are mainly office surroundings, however visits to ward and theatre areas may be required. Compliance with infection control requirements



<b>Mental</b>	Prolonged concentration to extract, analyse and interpret information into accurate code. Spreadsheet analysis requires the same extensive, prolonged concentration. Attending meetings or training courses which vary in length of time. Attention to detail The role requires frequent concentration with a work pattern which is unpredictable due to telephone calls, staff and colleagues requiring assistance and emails needing attention. Working to deadlines. Problem solving and proposing solutions.
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### **NHS Manager's Code of Conduct**

As an NHS manager, you are expected to follow the code of conduct for NHS managers.  
[www.nhsemployers.org/](http://www.nhsemployers.org/)

### **Safeguarding adults and children**

Employees must be aware of the responsibilities placed on them to maintain the wellbeing and protection of vulnerable children and adults. If employees have reason for concern that a patient is 'at risk' they should escalate this to an appropriate person i.e. line manager, safeguarding children's lead, matron, ward sister/change nurse, site manager, consultant. ([www.nmc-uk.org/](http://www.nmc-uk.org/))



## Person Specification

Domain	Essential Criteria	Desirable Criteria
<b>Qualifications</b>	Degree level or equivalent in a numerate discipline/experience.	Post graduate qualification.
<b>Experience</b>	MS SQL Server/T-SQL, VBA Microsoft Products including Excel, Access and Word to an advanced level. Information Management. Working at a conceptual as well as at a detailed level. Hospital Information System or Patient Administration Systems. Somerset data system. NHS Digital CWT-db.	Management of staff Cerner system.
<b>Knowledge</b>	Understanding of national NHS patient standard definitions and coding schemes. An in-depth knowledge of NHS information requirements. Knowledge of the National Health Service and issues in acute hospitals	
<b>Skills</b>	Analysis of highly complex data to produce succinct information appropriate for its audience, using relational database systems linked to PC products. Ability to process, understand and analyse highly complex information and produce high quality outputs. Demonstrable ability to develop new ways of working. An effective completer/finisher. Operational research/modelling skills. Ability to analyse, investigate and resolve complex queries, issues and problems. Ability to train others to use systems and processes. Excellent attention to detail.	
<b>Other</b>	Excellent communication skills including ability to produce executive level papers and presentations and be able to present complex statistical data, analyses and concepts to executive audiences internally and externally. Negotiation skills, influencing and persuading individuals and groups. A willingness to communicate openly and transparently. Strong track record of behaviour that is consistent with NHS values and with Barts Health's values. Strong track record of demonstrating personal reliability in previous roles.	





<p>Evidence of demonstrating intellectual curiosity, drive to learn, and drive for improvement in previous roles.</p> <p>Evidence of ability and track record in using initiative appropriately when circumstances change.</p> <p>Resilient and self-motivating.</p>	
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## About Barts Health

Our group of hospitals provide a huge range of clinical services to people in east London and beyond.

We operate from four major hospital sites (The Royal London, St Bartholomew's, Whipps Cross and Newham) and a number of community locations, including Mile End hospital. Around 2.5 million people living in east London look to our services to provide them with the healthcare they need.

The Royal London in Whitechapel is a major teaching hospital providing local and specialist services in state-of-the-art facilities. Whipps Cross in Leytonstone is a large general hospital with a range of local services. Newham in Plaistow is a busy district hospital with innovative facilities such as its orthopaedic centre. Mile End hospital is a shared facility in Mile End for a range of inpatient, rehabilitation, mental health and community services. And St Bartholomew's in the City, London's oldest hospital, is a regional and national centre of excellence for cardiac and cancer care.

As well as district general hospital facilities for three London boroughs, Tower Hamlets, Waltham Forest and Newham, we have the largest cardiovascular centre in the UK, the second largest cancer centre in London, an internationally-renowned trauma team, and the home of the London Air Ambulance. The Royal London also houses one of the largest children's hospitals in the UK, a major dental hospital, and leading stroke and renal units.

We're also proud to be part of UCLPartners, Europe's largest and strongest academic health science partnership. The objective of UCLPartners is to translate cutting edge research and innovation into measurable health gain for patients and populations through partnership across settings and sectors, and through excellence in education.

