

RECRUITMENT INFORMATION PACK

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Insert Full Job Title here



Job particulars

| | |
|-----------------------|---|
| Job Title | Specialist Librarian |
| Pay Band | Band 6 |
| Location | Royal London Hospital |
| Reports to | Helen Alper, Associate Director of Knowledge Services |
| Responsible to | Helen Alper, Associate Director of Knowledge Services |

Job purpose

Specialist Librarians seek to provide quality assured information to Barts Health staff to support learning, research and evidence-based decision making in all aspects of the trust's work.

The post holder will be a member of the Knowledge and Library Services (KLS) team and be expected to contribute to service provision across the whole of Barts Health Trust as required. However, they will be allocated to a particular location and lead on support for certain clinical and trust priority areas. This post will, initially, be based at the Royal London Hospital with another Specialist Librarian. The role may on occasion mean working outside normal office hours.

The post holder will be expected to show initiative and good organisational and customer care skills; they will be expected to work with minimum supervision over long periods of time.

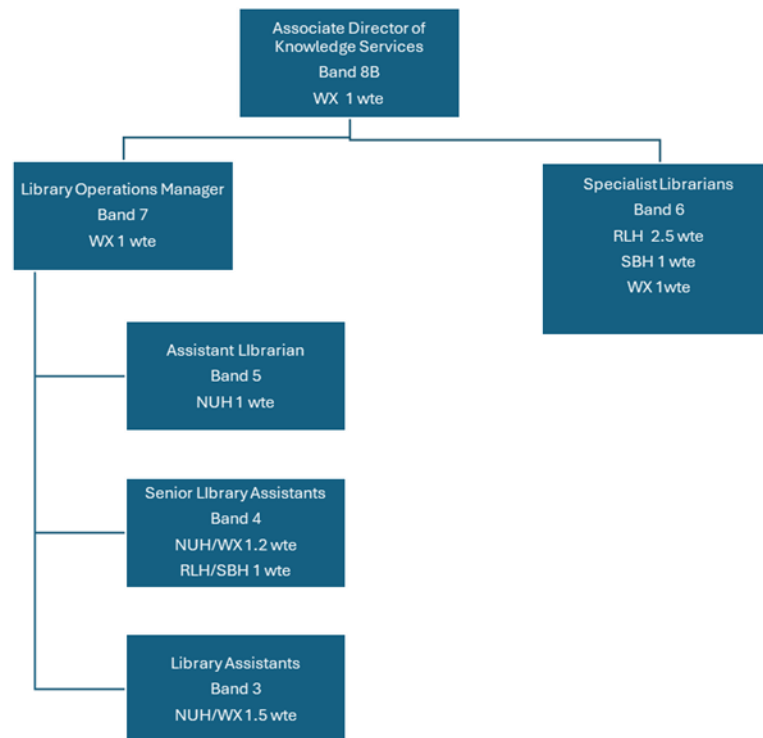
Key working relationships

Professional relationships with key partners, employees and boards.

| Internal | External |
|--|--|
| All Trust staff | Library staff across the North East London health economy |
| Members of the Education Academy | Library systems and resources suppliers |
| Education and training leads | Chartered Institute of Information and Library Professionals (CILIP) |
| Clinical staff | London Health Libraries consortium members e.g. Koha Library Management System |
| Management staff including members of Clinical and Hospital Boards | Other library staff across the country |



Structure chart



Main duties, responsibilities, and results areas

Specialist Librarian role

To support clinical, management, quality and education leads by:

- Providing evaluated evidence for patient care, management decision making, service improvement etc.
- Answering enquiries: using critical appraisal skills to select and evaluate the literature and prepare summaries or digests, if required, and passing less complex enquiries to relevant library staff.
- Disseminating information within staff groups using the most appropriate methods.
- Attending, when requested, various meetings and committees (e.g. educational, clinical, management or audit meetings; case conferences; multidisciplinary reviews; ward rounds; policy development; safety huddles etc.) which address patient care, education, research, clinical effectiveness and other quality issues.
- Promoting evidence-based practice among all staff groups
- Supporting teaching, journal clubs, case reviews and other professional development activities



- Using appropriate technology when required – e.g. mobile device to capture, and provide an answer to, a clinical query.
- Representing Knowledge and Library Services on Trust committees and groups
- Supporting educators to identify appropriate library resources to meet the educational needs of the trust.
- Act as the expert link providing off-site users with access to professional library support.

Education Academy and Trust Priorities

- Work with members of the Academy to identify, support and promote good practice
- Support initiatives developed in response to patient safety requirements
- Attend board and academy meetings as required
- Contribute to the promotion and development of patient engagement initiatives
- Contribute to Service Improvement and Quality priorities: creating factsheets and updates on relevant topics as required and attending meetings and committees when requested

Evidence Searching

As part of the KLS team

- Using advanced searching and critical appraisal skills to locate and evaluate the best evidence available
- Undertake systematic and complex literature searches, supporting the care of individual or groups of patients, and aiding the development of clinical guidelines, policies, care pathways, research, audit, continuing professional development and evidence-based practice
- Support individuals undertaking study, clinical audit and research by assisting them to differentiate and refine types of research methodology and development, use and refine their critical appraisal skills to locate appropriate clinical literature
- Use a wide selection of resources (clinical or otherwise) to answer an enquiry as thoroughly as possible, within an agreed time period.

Training

As part of the KLS team:

- Enrol new users and provide an introduction to KLS services in the libraries or at local or trust wide inductions
- Design, develop and deliver training on specialist healthcare databases, internet search skills and critical appraisal to individuals and multi-professional groups of Trust staff, to support patient care, continuing professional development, further study and evidence-based decision making.
- Deliver the training to individuals and groups of NHS staff face to face across sites, in a variety of locations, including IT suites, the library, other departments and at individuals' workspace.
- Deliver training to individuals and groups via a variety of e-platforms including Teams, Zoom etc.
- Work with external library and training professionals where possible, to share and develop joint training material.



Service Evaluation

- Collect and collate data on use and impact of the evidence supplied, using tools identified and agreed by the KLS senior team.
- Provide quarterly statistics and progress reports to Library Operations Manager and relevant stakeholders.
- Monitor and review training regularly, providing feedback and recommendations to the KLS senior team
- Keep up to date with professional literature on librarianship and develop knowledge of appropriate research methodology to find the most effective way of measuring the impact of the service or evaluating it by other means.
- Contribute to the evaluation and development of Library Services by participating in user surveys and other quality measures development.

KLS Senior Team

As a member of the team:

- Contribute to KLS staff recruitment, induction and development as required.
- Contribute to the development and planning of KLS services; helping to improve and introduce new services where appropriate.
- Contribute to local and regional health library working groups and service provision.
- Supervise the work of other library staff in regard to support of the Specialist Librarian and outreach services.

Communication and Promotion

- Proactively identify and liaise with key members of the trust teams to encourage use of the service.
- In collaboration with other members of the KLS senior team, design and deliver presentations on resources and services to diverse audiences, including Trust and departmental inductions and staff meetings.
- Contribute to the promotion of resources and services available from KLS across the trust, including the creation of publicity materials.
- Work closely with other KLS staff to promote and extend library services across the Trust at every opportunity by participating in Trust activities, and publicity initiatives, including giving talks and attending staff inductions when appropriate.

Professional Development

- Work towards agreed objectives
- Maintain and develop personal and professional skills, knowledge and competency, including undertaking training, study days and courses to update existing skills and acquire new ones
- Develop good knowledge management principles in their own area of work

Other Responsibilities

- To undertake additional duties commensurate with this grade as required by the AD Knowledge Services.



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 may 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 hospitals.

Working conditions

| Criteria | Description |
|---------------------------|---|
| Physical | <p>Use of computer keyboard and display screen for approximately 75 % of work time.</p> <p>High level attention to details when developing service portfolio.</p> <p>Post holder is required to travel between Trust sites and to regional meetings and may need to carry a laptop between sites.</p> <p>Post holder will occasionally be required to move large numbers of books</p> |
| Emotional | <p>High pressure to deliver requested services within the timeframe given by library user.</p> <p>Depending on the needs of the service, may be required to spend time separate from KLS colleagues, at one of the library sites; this will require resilience and self-reliance</p> <p>Possible exposure to difficult emotional situations if visiting a clinical location.</p> |
| Working Conditions | <p>Long periods of time using PC and display screen.</p> <p>Post holder will work across sites and may not have allocated desk space.</p> |
| Mental | <p>High levels of concentration for regular work, including searching websites and writing reports.</p> <p>Post holder may be frequently interrupted while working in the libraries to support library users</p> <p>Unpredictable demands for help from library users may require a change of planned work.</p> |



Code of Conduct for NHS Managers

As an NHS Manager, you are expected to follow the Code of Conduct for NHS Managers (October 2002). www.nhsemployers.org/. This supports us to develop a sustainable workforce and bring the very best out in people.

Safeguarding adults and children

Employees must be aware of their responsibility 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 or consultant (October 2002). www.nmc-uk.org/

Person specification

| Domain | Essential Criteria | Desirable Criteria |
|-----------------------|---|--|
| Qualifications | <p>Graduate or postgraduate qualification in librarianship or information science</p> <p>Evidence of continuing professional development (e.g. CILIP revalidation)</p> | Chartered Member of the Chartered Institute of Library and Information Professionals (CILIP) |
| Experience | <p>Previous experience of professional library work.</p> <p>Proven experience of presenting to large groups and/or senior stakeholders</p> <p>Proven experience of teaching individuals and groups, producing training aids and evaluating training</p> | <p>Experience of working in a healthcare library/ information unit</p> <p>Successful record of identifying and promoting services to new and current user groups</p> |
| Knowledge | <p>Knowledge of relevant library legislation, e.g. Copyright Act and Data Protection</p> <p>Knowledge of the principles of searching bibliographic databases and information retrieval.</p> | <p>Sound working knowledge of health information resources</p> <p>Knowledge of the principals involved in evidence-based healthcare, clinical governance and research</p> <p>In-depth understanding of the role of electronic resources in the</p> |



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| | | <p>delivery of library and information services and in the delivery of high-quality patient care</p> <p>Knowledge of current NHS trends and initiatives</p> |
| Skills | <p>Excellent organisational skills with the ability to prioritise the workload and to make sound informed decisions</p> <p>Well-developed information retrieval skills, including critical appraisal skills</p> <p>Excellent IT and keyboard skills</p> <p>Excellent written and verbal communication and interpersonal skills</p> <p>Excellent presentation skills</p> | <p>Able to carry out complex information reviews; selecting and packaging the results</p> |
| Other | <p>Self-motivated, self-disciplined, with the ability to work independently</p> <p>Adaptable</p> <p>Resilient and calm under pressure</p> <p>Excellent team worker; able to work in a geographically distributed team.</p> <p>User focused attitude to service delivery</p> <p>Demonstrate initiative during daily work and to contribute to the improvement of the overall library service</p> | <p>Committed to accuracy and efficiency</p> |

