

JOB DESCRIPTION

Job Details:

Job Title:	Stroke Data Administrator
Band:	Band 3
Location:	Norfolk and Norwich University Hospitals NHS Foundation Trust
Department:	Stroke Directorate
Managerially Accountable to:	Stroke Data Manager
Professionally Accountable to:	Senior Operational Manager

Job Purpose:

To provide administrative and data processing support including data collection, interpretation and performance reports, to the Stroke Directorate in order to support the running of the Stroke Directorate.

To support the delivery of a high quality, safe and compassionate healthcare service, all staff are expected to act as a role model to others in all aspects of their work and consistently demonstrate NNUH's 'PRIDE' values of People focused, Respect, Dedication, Integrity and Excellence.

Overview of Essential Responsibilities:

1. To actively support the running and administration of Stroke Services and the Acute Stroke Unit.
2. To work closely with clinicians, specialist nurses, secretaries and all members of the Multi-Disciplinary Team (MDT) within stroke and with associated departments, to ensure comprehensive information is recorded for all patients on the stroke/TIA pathway.
3. Inform relevant clinicians and management where patients might not have received the care as per national guidelines.
4. To produce daily, weekly and monthly reports from capture stroke and capture TIA as required by the Divisional operational manager.
5. To highlight relevant patients to the clinical team where the team were not aware of the patient.

6. To maintain up to date knowledge of all targets and processes relating to Stroke National Guidelines and to be a point of reference within the department for other members of the MDT.
7. To assist the Stroke Data Manager with the collation, preparation and submission of accurate information to SSNAP (Stroke Sentinel National Audit Programme)) and for monthly performance report.
8. To collect Stroke and TIA patient data from a range of different sources within the stroke unit and other locations within the hospital.
9. To access PAS, ICE, Symphony, Synapse, case notes, system and update the patient electronic database.
10. To maintain a Stroke and TIA register system (CaptureStroke, CaptureTIA) providing confidential, accurate and up to date information.
11. To produce accurate and comprehensive reports on a weekly, monthly and quarterly basis as required.
12. To support departmental audits and research and provide information
13. Will work within strict timescales to ensure deadlines are consistently met.
14. To produce comprehensive exception reports in the event of poor clinical performance or reporting delays.
15. Ensure the accuracy of all patient information entered onto Capture stroke/CaptureTIA and assist with the SSNAP upload of data as required.
16. Provide administration cover to the TIA clinic as required.

Communication:

17. Initiate relevant communication regarding any information/issues relating to a patient's hospital stay and performance targets through the correct channels as required, communicating with Consultants, Doctors, Nurses, Therapists and any relevant members of the stroke team.
18. Inform the Divisional Operational Manger of any issues that might impact on performance in the absence of the Stroke Data Administration Manager
19. With guidance from the Divisional Operational Manager be able to operate effectively in the absence of the Stroke Data Administration Manager to ensure effective prioritisation of workload and completion of tasks.
20. Undertake any other duties that may be required from time to time as are consistent with the responsibilities of the grade and the needs of the service.
21. To work flexible hours as the service requires.

Specific Additional Responsibilities:

22. All administrative tasks carry an element of manual handling e.g. bulky patient notes, large site files etc.

Functional Requirements			
Direct face to face patient contact	No	Blood/body fluid exposure	No
Managing a team who hold professional registrations	No	Prevention and management of aggression	No
Exposure prone procedures (EPP)	No	Crouching/stooping or kneeling	No
Manual handling	Yes	Frequent hand washing/wearing gloves	No
Night working/shift work	No	Chemical sensitisers	No
VDU user	Yes	Noise	Yes
Driving patients	No	Other (please state)	Choose an item.

Job Specification:

		Means of Assessment	
	Essential/ Desirable	Application Interview/Test	Form/
Qualifications/training and professional development			
Three GCSE grades A-C (or equivalent) in English, Maths and at least one other subject	E	AF	
ECDL computer exam or relevant qualification	E	AF	
Medical terminology/AMSPAR trained	E	AF	
Experience			
Administration experience/data input	E	AF/I	
Experience in NHS or Healthcare Sector	E	AF/I	

Skills, abilities and knowledge		
Knowledge of SSNAP (Stroke Sentinel National Audit Programme)	E	I
Evidence of using own initiative to solve problems	E	I
Previous experience of data analysis and producing reports	D	AF/I
Proficient in the maintenance and utilisation of databases	D	AF/I
To undertake necessary training and development when required	E	AF/I
Attitude, aptitude		
Good communication and interpersonal skills within a multidisciplinary team	E	AF/I
Effective role model, demonstrating NNUH's PRIDE values of People focussed, Respect, Integrity, Dedication and Excellence	E	AF/I
Demonstrates understanding and commitment to Equality, Diversity and Inclusion	E	AF/I

Reasonable adjustments will be considered to support disabled candidates in respect of the requirements of this role.

For information regarding general terms and conditions of employment please ask your line manager or Human Resources.

This job description indicates currently the main responsibilities of the post. It is not a complete list and may be amended and developed as necessary in consultation with the manager and post holder. We would aim to reach agreement on any changes, but if agreement is not possible, the Trust reserves the right to make changes to this job description.