

**CYGNET HOSPITAL BURY**

**Job Description**

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| **Title:** | Clinical Audit Assistant / Data Analyst |
| **Reports to:** | Clinical Risk Manager |
| **Accountable to:** | Clinical Quality & Compliance Manager |
| **Job summary:** | The post holder will be responsible for supporting the Clinical Quality & Compliance Department. The role includes leading on clinical audit support and a variety of monthly reports by collecting and preparing data for review by the Senior Management Team and wider team members.  The post holder must be able to demonstrate organisational and multi-tasking skills.  The post holder will be required to demonstrate good and competent use of computer systems and data inputting.  The post holder will be required to use MS Excel and from the data collated, provide graphs and charts to be presented in a readable format for the wider hospital.  This role requires the need to be sat for extended periods whilst inputting data into IT systems. |

**MAIN DUTIES AND RESPONSIBILITIES**

* To support in delivering a coordinated high quality, relevant and timely information service, working closely with department and operation service managers.
* To undertake, maintain and develop regular and ad hoc reports using a broad range of tools and techniques, and to provide detailed advice and guidance to department managers. This includes monthly NHSE reports on non-reportable incidents, Safeguarding, Restraints and STEIS, as well as NHSE Quarterly reports (condensing information with themes and trends).
* Interrogate a range of patient based and other information systems to extract data for analysis, manipulation and presentation of data in both MS Excel, MS Word and MS PowerPoint.
* Present information and data for team projects, presentations and meetings.
* Respond to requests for audits, data and technical assistance.
* To cover for the Data Analyst and General Administrator during periods of leave/absence by understanding their role and the presentation of data.
* Organise meetings as and when requested to do so, and prepare relevant papers for meetings, minute taking and distribution of minutes.
* To organise and maintain a comprehensive, up-to-date and accurate filing system including archiving.
* To complete compliance audits for every ward (2 patients per ward).
* Maintaining the Overarching Local Action Plan (OLAP) and embedding reports.
* Attending OLAP and ad-hoc reporting meetings.
* Updating and keeping track of the audit league table.
* Ad-hoc reports, e.g. Datix information for investigations, themes and trends reports.
* Supporting wards in completion of audits, e.g. 1:1 time with managers.
* Input data from hard copy audit forms to Microsoft Excel and/or other relevant systems.
* Carry out clinical audits as required and be able to provide data analysis on completion of the audits if required.
* Send monthly reminders to relevant clinical areas submitting audit data.
* Modify and/or retrieve data held on various systems.
* Design audit tools, surveys and reports for local auditing purposes.
* Retrieve data from patient notes in paper and electronic format.
* To enter all audit proposals onto the electronic clinical audit calendar.
* To locate and retrieve data from hospital information systems for Individual audit projects as required.
* To manually enter audit data into appropriate spreadsheets/databases as required.

**PERSONAL DEVELOPMENT**

* In conjunction with line manager, identify and prioritise own developmental needs.
* To maintain own PDP.
* To identify relevant training needs.
* To participate in supervision.

**ADDITIONAL INFORMATION**

**Confidentiality and Data Protection**

Employees will have access to confidential information and will be required to ensure that the highest level of confidentiality is maintained at all times, adhering to all policies relating to confidentiality and Data Protection. Employees are required to obtain process and/or use person identifiable information in a fair and lawful way. The use of such information is governed by the Data Protection Act 2018 (DPA18) and includes both manual and electronic records. Staff are expected to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose, and to disclose data only to authorised persons or organisations as instructed, in accordance with the DPA18.

This job description is an outline and account of the main duties of the post at the time of writing and does not form a part of the contract of employment.  It will be reviewed periodically and amended following consultation between employee and immediate manager.

The above duties are neither exclusive nor exhaustive and the post holder may be required to undertake duties as directed by the General Manager that are within the competence of the post holder and compatible with the expectations of the post.

I confirm receipt and acceptance of this job description.

**HEALTH & SAFETY**

To comply with the provisions of Health & Safety at Work Act 1974 and other relevant legislation and taking personal responsibility for own safety and health whilst at work.

The above duties are neither exclusive nor exhaustive and the post holder may be required to undertake duties as directed by the General Manager that are within the competence of the post holder and compatible with the expectations of the post.

I confirm receipt and acceptance of this job description.

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| **Name (print):** |  |
|  |  |
| **Signed:** |  |
|  |  |
| **Date:** |  |

**PERSON SPECIFICATION**

|  | **ESSENTIAL** | **DESIRABLE** |
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| **QUALIFICATIONS** | NVQ Business Administration Level 2 or equivalent |  |
| **EXPERIENCE** | Minimum 2 years’ experience of working in a mental health care setting including administration, data analysis and auditing.  Previous experience of working within a team. | Understanding of clinical auditing and ward based experience. |
| **SKILLS** | **Information Technology Skills:**  Proficientwith Excel, Word, Outlook, PowerPoint, Access, Windows and Internet.  Advanced knowledge of Windows environment and the Microsoft suite of applications. This includes advanced formula writing skills using, i.e. lookups, pivot tables, etc.  ECDL or equivalent.  **Linguistic skills:**  Fluent in the use of the English language.  **Communication skills:**  Written - concise, accurate andgrammatically correct presentation.  Verbal -courteous and calm manner both face to face and via telephone.  Negotiating and influencing skills in achieving tasks involving other people.  Dealing with rudeness, aggression and reticence politely and assertively; staying calm when experiencing difficult behaviour.  **Organisational skills:**  Experience of electronic data inputting and producing data reports.  Information gathering to collate and produce reports to weekly & monthly deadlines. | **Information Technology Skills:**  Knowledge and use of Query Tools and languages, i.e. SQL, etc.  **Communication skills:**  Experience of constructive and effective communication with:   * Service Users * Families & Friends of Service Users * Clinical Teams * Care & Commissioning external Agencies   **Organisational skills**  Ability to work to deadlines & unsupervised  Ability to decide between competing priorities  Experience of working effectively within a 'Pool System' service |
| **PERSONAL**  **QUALITIES** | Smart personal presentation.  Polite, helpful and professional manner.  An eagerness to partake in project work, development of new practices. | |