



Job Description

Job Title:	Data Coordinator
Tenure:	Permanent
Base:	Workington Community Hospital / Home working
Responsible to:	Head of Care and Quality
Responsible for:	N/A
Pay scale:	Year 1 £17,392 (FTE £21,740)
Hours:	22.5 hours per week

JOB SUMMARY:

The role of the Data Co-ordinator is to ensure that data for clinical services is collected, managed and reported in an accurate and consistent manner. The post holder will work with the Director of Clinical Services, clinical teams and the Legacies and Trusts team to understand the needs of the organisation in relation to its internal and external information and data requirements. The post holder will enhance reports and review data quality to ensure accuracy and robustness of the data collected.

DUTIES AND RESPONSIBILITIES OF THE POST

Key Responsibilities of the Job:

- Ensures the EMIS patient record and reporting system is maintained to produce accurate data which supports the internal and external requirements for data and performance management information
- Develops and implements the EMIS system with regard to coding, creating templates and reporting in order to optimise the benefits of EMIS, streamline processes and identify opportunities that can improve efficiency of EMIS processes
- Cascades EMIS developments to each clinical area as appropriate

- Works with the clinical teams to co-ordinate the collection of data to ensure reports can be produced to agreed deadlines and to assess the value, importance and quality of data used to inform decision making
- Collates data information and produces preliminary reports based on the information extracted from the EMIS system and audit spreadsheets. Supports senior managers the with data analysis
- Provides training, support and advice to clinical staff in the effective use of applications and information technology
- Supports and develops the skills of EMIS users
- Attends meetings, including the EMIS Super User Group, representing HHWC as required
- Works with the NHS PRIMIS team and peers to ensure a consistent approach now and into the future, thereby supporting long term sustainability
- Liaises with the EMIS support team to ensure that the functionality of the system is maximised

Personal Development:

- To be committed to personal and professional development and engage in mandatory and statutory training as required
- Set challenging goals through the appraisal process to ensure the effective delivery of personal objectives
- To keep updated with current policies and procedure

General:

- To ensure that personal conduct, ways of working and work activities are always aligned to the Hospice's purpose and values
- In accordance with the Data Protection Act 2018 and the General Data Protection Regulations, to ensure the maintenance of confidentiality in respect of staff, volunteer and client records and all privileged information relating to the services of the Charity, its patients, staff and volunteers and particularly of the area for which directly responsible.
- To promote and foster the Hospice's reputation and standing within the community and with private, statutory and voluntary sector agencies and organisations
- To adhere to the Health and Safety policy and report all accidents, incidents or near misses promptly and when requested to co-operate with any investigations undertaken

- To be aware of obligations and to abide by the spirit and nature of the Equal Opportunities policy to avoid direct and indirect discrimination
- To undertake any other duties which may be reasonably required

Person Specification

Data Coordinator

	Qualities Required	Essential (E) Desirable (D)	Method of Assessment
Practical Knowledge and Qualifications	NVQ Level 3 in Business Administration (or similar) OR equivalent experience	E	A
	IT related qualification	D	A
	Knowledge of Microsoft Office applications	E	A
	Knowledge of the EMIS system or similar database	E	A
	Understanding of data administration and management functions collection and analysis	E	A
Skills and Competencies	Ability to communicate and transfer information sensitively and accurately for a variety of audiences	E	A/I
	Ability to work under own initiative, both as an autonomous practitioner and as part of a team	E	A/I
	Effective IT skills with a working knowledge of Office applications with a willingness to develop competencies within organisational and EMIS clinical systems	E	A/I
	Effective organisational skills and attention to detail with ability to plan and manage workload effectively to meet service deadlines and reports	E	A/I
	Be flexible during times of change to support new ways of working	E	A/I
	Analytical mind with problem solving skills and ability to perform accurate mathematical calculations	E	A/I
	Ability to provide advice and guidance on data and technical issues across the organisation	E	A/I
	Ability to liaise with system/software provider regarding system functionality and development opportunities	E	A/I
	Ability to reflect on working practice and to recognise self needs to maximise professional development and resilience	E	A/I
	External networking / representation / attendance at appropriate meetings	E	A/I
Experience	Experience of administrative systems and processes	E	A/I
	Experience of working within a team and independently and building relationships internally and externally	E	A/I
	Experience in handling confidential information and documentation	D	A/I
	Previous experience of EMIS system	E	A/I
	Working within a clinical care setting	D	A
	Assembling data sets and creating reports	E	A/I/E

A = Application Form

I = Interview

E = Exercise