

**SINGLE CORPORATE SERVICES**  
**INFECTION PREVENTION & CONTROL**

<b>Job title:</b>	IPC Data Administrator	<i>To be completed by HR  Job Reference Number</i>
<b>Reporting to:</b>	IPC Data Analyst	
<b>Accountable to:</b>	IPC Quality Manager & Analyst	
<b>Pay Band:</b>	2	

As part of the Single Corporate Service, this role is a designated site-based role however the post holder will be part of the Corporate Service team which provides a service across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust.

As the single corporate service will be delivered across both organisations, individuals may be required to undertake business travel between sites. The frequency and arrangements will be discussed on an individual basis and the staff mobility local agreement will apply.

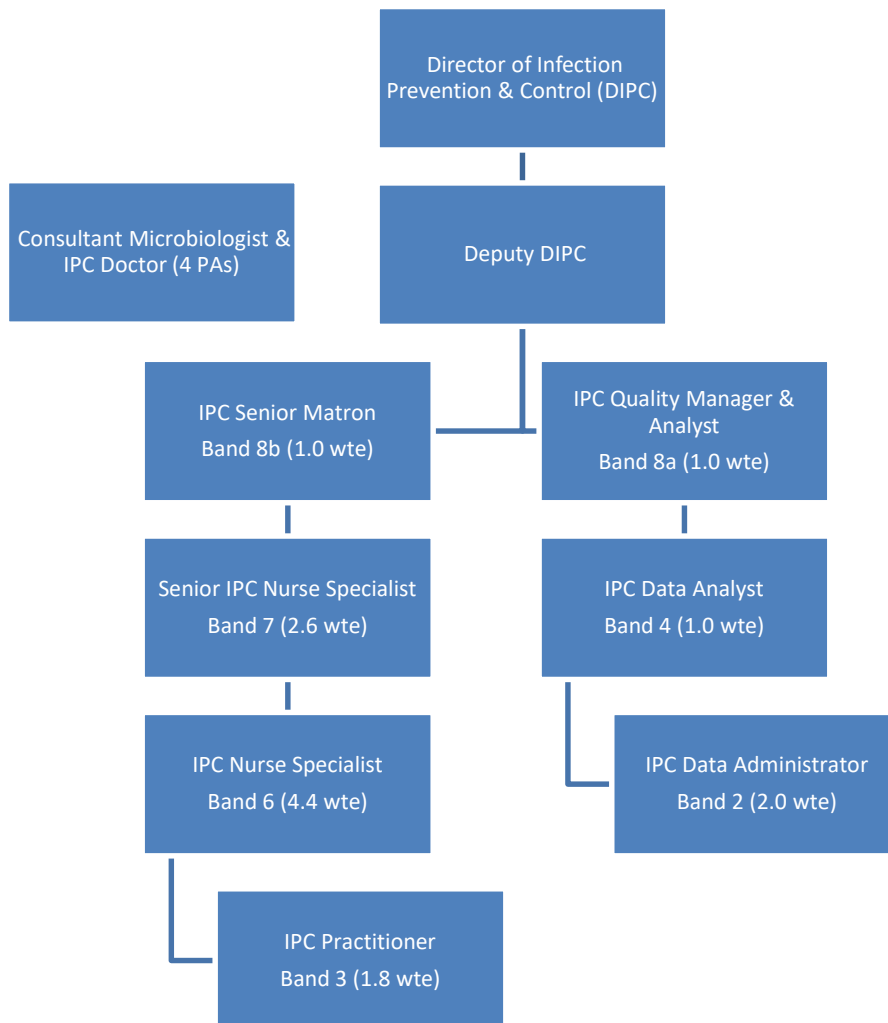
**Job purpose**

- The primary focus of this role will be to provide essential support to the Infection Prevention and Control Team to enable the provision of the highest quality patient care through personal actions and continuous improvement

**Job summary**

- To provide data entry and support to the Infection Prevention and Control Team
- Maintain and provide regular reports on a routine and ad hoc basis
- To support the Infection Prevention & Control Team with the effective use of data, information, knowledge and technology to improve service delivery across the Trust

## Organisational Chart



## Specific Core Functions

- To provide high quality accurate data to the Infection Prevention and Control Team to enable accurate reporting and monitoring of Trust performance.
- Assist the Data Analyst in the production of key datasets in line with NHS Information Standards Board guidelines and the needs of the Trust, and to support key Trust metrics and performance indicators.
- Monitor information variances and actively pursue discrepancies identifying changes in data collection requirements.
- Assist in the day-to-day management/maintenance of the information systems ensuring that data is stored appropriately and the systems are used correctly
- Support the Data Analyst and clinical team in the collection and entry of data pertaining to the Trust's Surgical Site Infection Surveillance.
- Respond to requests for information and advice, referring to other team members appropriately.

- Provide effective and efficient administrative support to the Infection Prevention and Control Team.
- Provide administration for key departmental meetings/committees, including identification and booking of venues, the generation of timely agendas and the production of minutes. Ensure there is an accurate audit trail of committee/group activity.
- Ensure that telephone enquiries and visitors are dealt with promptly and efficiently in a courteous, professional and informed manner.

## **Key Responsibilities**

### ***Communication and Working Relationships***

- The post holder will be providing and receiving routine information orally, in writing or electronically to inform work colleagues, patients, clients, carers, the public or other external contacts. The communication will include;
  - (a) Providing and receiving routine information which requires tact or persuasive skills or where there are barriers to understanding
  - (b) providing and receiving complex or sensitive information,
  - (c) providing advice, instruction, or training to groups, where the subject matter is straightforward.

### ***Analytical and Judgement***

- Judgements involving facts or situations, some of which require analysis.

### ***Planning and organising***

- Planning and organisation of straightforward tasks, activities, or programmes, some of which may be ongoing.

### ***Physical Skills***

- The post requires physical skills which are normally obtained through practice over a period of time or during practical training e.g., standard driving or keyboard skills, use of some tools and types of equipment.

### ***Patient Client Care***

- Assists patients/clients/relatives during incidental contacts.

### ***Policy and Service Development***

- The post holder follows policies in own role which are determined by others; no responsibility for service development, but may be required to comment on policies, procedures, or possible developments.

### ***Financial Management***

- The post holder will observe a personal duty of care in relation to equipment and resources used in the course of their work.

### ***Management/Leadership***

- The post holder provides advice or demonstrates own activities or workplace routines to new or less experienced employees in own work area.

### ***Information Resources***

- The post holder will be responsible for data entry, text processing or storage of data compiled by others, utilising paper, or computer-based data entry systems.

**Research and development**

- Undertakes surveys or audits, as necessary to own work; may occasionally participate in R&D, clinical trials or equipment testing.

**Freedom to Act**

- The post holder is guided by standard operating procedures (SOPs), good practice, established precedents and understands what results or standards are to be achieved. Someone is generally available for reference and work may be checked on a sample/random basis.

**Physical effort**

- There is a frequent requirement for sitting or standing in a restricted position for a substantial proportion of the working time.

**Mental effort**

- There is a frequent requirement for concentration where the work pattern is predictable with few competing demands for attention, or there is an occasional requirement for concentration where the work pattern is unpredictable.

**Emotional Effort**

- Exposure to distressing or emotional circumstances is rare, or occasional indirect exposure to distressing or emotional circumstances.

**Working conditions**

- Occasional exposure to unpleasant working conditions, or occasional requirement to use road transportation in emergency situations, or frequent requirement to use road transportation, or frequent requirement to work outdoors, or requirement to use Visual Display Unit equipment more or less continuously on most days.

**Person Specification**

Criteria	Essential	Desirable	How criteria will be assessed
Qualifications	Good standard of education; GCSE Math's and English grade C or above, or equivalent		Application
Experience	Data administration experience	NHS experience	Application Interview
Knowledge	Good literacy, numeracy, and communication skills  Good organisational skills and ability to work with minimal supervision using own initiative	Knowledge of database systems and/or data warehouse systems	Application Interview

	<p>Ability to prioritise workload and be able to work under pressure to tight deadlines</p> <p>Ability to achieve a high level of accuracy</p> <p>Ability to analyse numerical and written data</p> <p>Ability to interpret guidance and policy requirements</p>		
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**Compliance statement to expected organisational standards.**

To comply with all Trust Policies and Procedure, with particular regard to

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:

- Understand duty to adhere to policies and protocols applicable to infection prevention and control.
- Comply with key clinical care policies and protocols for prevention and control of infection at all time; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
- All staff should be aware of the Trust’s Infection Control policies and other key clinical policies relevant to their work and how to access them.
- All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.
- To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
- Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.
- Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that

everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.

- Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004, Working Together to Safeguard Children 2013, 4LSCB guidance and the IOW Safeguarding Policy.
- Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults policies and procedures.
- Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves.
- Ensure that you maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date.
- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
- Proactively, meaningfully, and consistently demonstrate the Trust Values in your everyday practice, decision making and interactions with patients and colleagues.
- Perform any other duties that may be required from time to time.

This job description may be altered, from time to time, to meet changing needs of the service, and will be reviewed in consultation with the post holder.