

SINGLE CORPORATE SERVICES

JOB DESCRIPTION

Job title:	Lead Clinical Safety Officer - Group	To be completed by HR - Job Reference Number:
Reporting to:	Chief Nursing Information Officer	
Accountable to:	Chief Digital Officer	
Pay Band:	8a	

As part of the Single Corporate Service, the role 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.

For our leaders managing staff across multi-site locations, they will need to be visible and provide in person leadership. The arrangements and frequency will be agreed locally.

Job summary

The Clinical Safety Officer (CSO) provides expert leadership and assurance for the safe design, deployment, implementation, and use of digital clinical systems across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust. The post holder will have overarching responsibility for identifying, assessing, and managing clinical risk associated with the implementation, modification, and decommissioning of Health IT systems across both organisations.

The Lead Clinical Safety Officer (CSO) must be a suitably qualified and experienced clinician, holding current registration with an appropriate professional body. They will work independently of programme delivery teams to provide objective assurance to the Chief Digital Officer (CDO), Chief Clinical Information Officer (CCIO), and Chief Nursing Information Officer (CNIO).

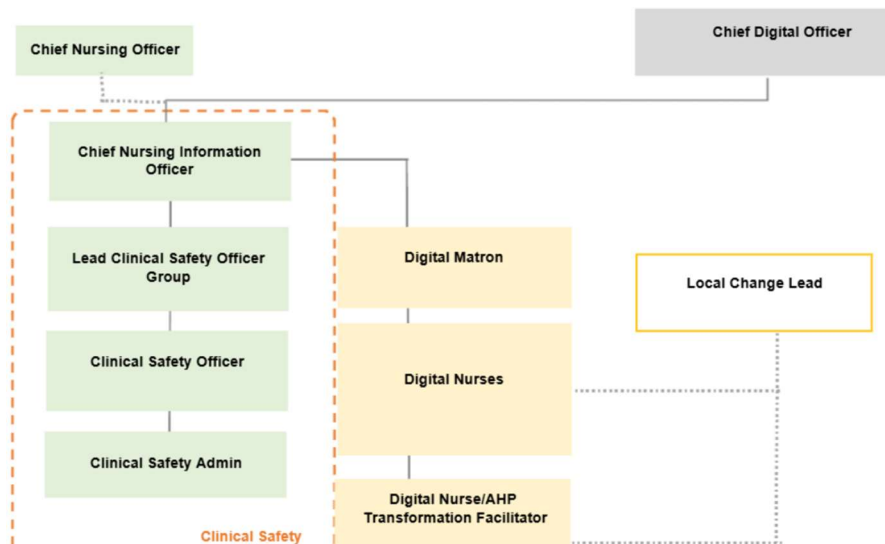
Job Statement

The Clinical Safety Officer (CSO) is responsible for providing independent clinical safety leadership, advice, and assurance in relation to the implementation, operation, change, and decommissioning of digital health systems and technology-enabled care processes across the organisation.

The postholder will lead the development and application of Clinical Risk Management processes, ensuring compliance with the NHS Digital Clinical Risk Management Standards DCB0129 and DCB0160, the Health and Social Care Act 2012, and relevant regulatory requirements. They will oversee clinical safety assessments, Clinical Safety Cases, Hazard Logs, and risk mitigation activities, ensuring that clinical risks associated with digital systems are identified, assessed, managed, and monitored throughout the system lifecycle.

Acting independently of individual programmes and projects, the Clinical Safety Officer will provide objective clinical safety advice and assurance to the Chief Nursing Information Officer, Chief Clinical Information Officer, Chief Digital Officer, and organisational governance forums. The postholder will support the investigation and resolution of digital-related patient safety incidents, make recommendations regarding the safe use of digital systems, and contribute to a culture of safety, learning, and continuous improvement across the organisation.

Organisational Chart



Specific Core Functions

- Lead the clinical risk management process for all digital systems.
- Maintain Clinical Safety Cases and Hazard Logs.
- Provide expert clinical safety advice across digital programmes.
- Ensure compliance with DCB0129/DCB0160 and NHS England guidance.
- Support incident review, root cause analysis, and learning dissemination.
- Promote safe cross site digital communication and interoperability.
- Represent the organisation in regional and national safety forums.

Key Responsibilities

1. Clinical Safety Assurance

- Ensure all Health IT systems conform to DCB0129 and DCB0160 standards.
- Develop and maintain the following documentation for each system:
 - Clinical Risk Management File (CRMF)
 - Clinical Risk Management Plan (CRMP)
 - Hazard Log
 - Clinical Safety Case and Clinical Safety Case Report
 - Safety Incident Management Log
 - Decommissioning Clinical Safety Case Report
- Provide recommendations on whether systems are safe to deploy or decommission.

- Raise unacceptable safety risks to the CDO, CCIO, CNIO.

2. Risk Identification & Mitigation

- Identify, assess, and manage all safety-related risks associated with digital systems.
- Lead investigations into serious incidents and ensure lessons learned are shared across both trusts.
- Critically appraise existing digital clinical risk management processes and recommend improvements.

3. Incident Review and Assurance

- Provide clinical safety oversight for digital-related incidents, near misses, and system failures.
- Support root cause analysis and ensure learning is embedded into digital and clinical practice.
- Work with Patient Safety teams to ensure Duty of Candour and regulatory obligations are met where digital systems contribute to patient harm.

4. Collaboration & Communication

- Work closely with suppliers, internal stakeholders, and NHS Digital to ensure organisational assurance.
- Communicate risks and mitigations clearly to clinical and non-clinical audiences.
- Provide coaching and mentoring on DCB standards and clinical safety best practice.
- Promote awareness of digital clinical safety activities across both organisations.

5. Compliance, Standards, and Regulation

- Ensure organisational compliance with DCB0129, DCB0160, NHS England clinical safety guidance, and relevant regulatory frameworks.
- Maintain up-to-date knowledge of national policy, emerging standards, and digital safety best practice.
- Support external audits, regulatory reviews, and assurance submissions.

6. Programme and Project Support

- Provide clinical safety leadership across digital transformation programmes, including EPR, diagnostics, communications, and interoperability projects.
- Review and approve safety documentation for new systems, upgrades, and integrations.
- Ensure safety considerations are embedded in project governance, testing, and go-live readiness assessments.

7. Cross-Boundary Safety Assurance

- Work collaboratively with the Integrated Care Board (ICB), primary care, community services, and partner organisations to ensure safe cross-boundary digital communication.

- Support shared safety cases and joint hazard management where systems span organisational boundaries.

Communication and Working Relationships

- Engage effectively with clinical, technical, and operational teams.
- Communicate complex safety information clearly to non-technical audiences.
- Build strong relationships with external suppliers and partner organisations.
- Represent the Trust at regional and national safety networks.

Analytical and Judgement

- Review supplier safety documentation (Clinical Safety Case Reports, Hazard Logs).
- Analyse evidence within Clinical Risk Management Files to ensure completeness and accuracy.
- Provide professional leadership and make critical clinical judgements on programme performance.
- Identify root causes of system defects and propose practical, effective solutions.

Planning and organising

- Approve and review Clinical Risk Management Plans for deployments and decommissioning.
- Contribute to **digital clinical safety strategy and policy development** across both trusts.
- Plan and coordinate complex cross-site activities involving multiple departments and stakeholders.
- Prioritise conflicting demands and manage multiple projects simultaneously.

Physical Skills

Standard keyboard and IT skills for documentation, analysis, and communication.

Patient Client Care

- Ensure digital systems support safe, effective, and person-centred care.
- Champion patient safety and contribute to quality improvement initiatives.

Policy and Service Development

- Contribute to the development of digital safety policies and frameworks.
- Ensure alignment with national standards and Trust governance processes.

Financial Management

- Support cost-effective safety solutions and risk mitigation strategies.
- Advise on safety implications of procurement and system changes.

Management/Leadership

- Provide professional leadership and mentorship to other CSOs or clinical informatics staff.
- Promote a culture of safety, openness, and continuous improvement.

Information Resources

- Maintain accurate records of safety assessments, incidents, and safety cases.
- Ensure confidentiality and integrity of all safety-related data.

Training & Development

- Deliver training and mentoring on clinical safety and risk management.
- Maintain professional registration and continuous professional development.
- Keep up-to-date with developments in Health IT safety and regulatory changes.

Impact of the Role

The CSO is critical to ensuring that digital systems across PHU and IWT are safe, clinically effective, and compliant with national standards. The role directly contributes to reducing patient harm, improving clinical workflows, and strengthening organisational assurance.

Person Specification

Criteria	Essential	Desirable	<i>How criteria will be assessed</i>
Qualifications	Current professional registration with a regulatory body within Health or Social Care (e.g. Medical, Nursing, Allied Health Professional or Social Care) Formal training in Clinical Risk Management and certification (DCB0129/DCB0160) Degree or equivalent knowledge and skills gained through any combination of alternative study or employment	Risk Management Training Quality Improvement training	Application & Interview

Experience & Knowledge	Significant experience in clinical governance, patient safety, or digital transformation. Clinical Safety experience Risk Management experience Relevant clinical experience. (In depth knowledge of the practice of related healthcare, clinical workflow and supporting business processes) In depth knowledge of Health IT Systems, human factors and their contribution and control in the context of patient harm Experience of working with clinicians, managers and other stakeholders Meet the key competencies specified in Section 2.3 of DCB0160 Knowledge and understanding of all legal and statutory matters in relation to the maintenance of clinical safety in the manufacture and adoption of IT health systems including the DCB0129 and DCB 0160 standards and requirements. Also Data Protection Impact Assessments and Medical Devices regulation requirements Knowledgeable in risk management and its application to clinical domains Experience as a Clinical Safety Officer Experience of involvement in the specification, development, or implementation of information systems	Knowledge of project & programme management methodologies (e.g. PRINCE2, MSP, Agile) Experience of involvement in the specification, development, or implementation of information systems	Application & Interview

	In-depth understanding of the ways in which healthcare professionals use information in support of patient care IT user-level skills experience in the use of digital systems in a clinical context A thorough understanding of why and how errors occur in the development, deployment and subsequent use of Health IT Systems and how these can result in patient harm Knowledge of measures that can be effectively applied to reduce associated clinical risk through the procurement, development and deployment of Health IT Systems Extensive experience of managing conflicting demands from the various points of view and assessing the requirement of patient safety		
Skills & Ability	Ability to use own initiative and work both independently and as part of a team, managing personal workload and conflicting priorities Critical appraisal and logical reasoning skills Problem solving skills Ability to facilitate consensus To be able to organise, plan and deliver complex activities and manage own workload Excellent communication skills - verbal, written and presentational Ability at times to work under pressure to provide high quality	Advanced IT skills	Application & Interview

	output within very short time periods		
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Freedom to Act

- The post holder is guided by precedent and clearly defined occupational policies, protocols, procedures or codes of conduct. Work is managed, rather than supervised, and results/outcomes are assessed at agreed intervals.

Physical effort

- A combination of sitting, standing, and walking with little requirement for physical effort. There may be a requirement to exert light physical effort for short periods.

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 continuously on most days.

Compliance statement to expected organisational standards:

To comply with all Trust Policies and Procedure, regarding:

- 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.
- Always Comply with key clinical care policies and protocols for prevention and control of infection; 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 regarding 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 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 adult's 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.