

SINGLE CORPORATE SERVICES

JOB DESCRIPTION

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Job title:	Clinical Librarian	To be completed by HR - Job Reference Number:
Reporting to:	Head of Library and Knowledge Services	
Accountable to:	Head of Library and Knowledge Services	
Pay Band:	6	

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

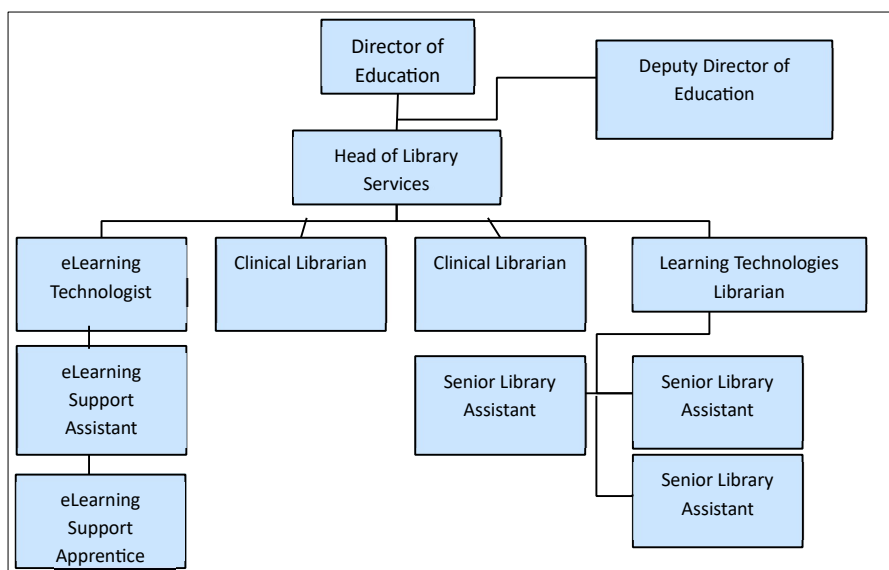
The Clinical Librarian delivers a proactive, embedded evidence and knowledge service to clinical teams across Portsmouth Hospitals University NHS Trust and Isle of Wight NHS Trust. The role supports evidence-based practice, clinical decision-making, research, service improvement, education, and patient safety by providing timely access to high-quality evidence at the point of need. The post holder works closely with clinicians, nurses, midwives, allied health professionals, managers, educators, and researchers to ensure that the best available evidence informs patient care and organisational decision-making.

Job Statement

The Clinical Librarian is responsible for delivering specialist knowledge and evidence services to designated Clinical Management Groups, multidisciplinary teams, and clinical services. The post holder actively promotes evidence-based practice through expert literature searching, critical appraisal, evidence synthesis, current awareness services, training, and knowledge mobilisation activities.

The Clinical Librarian plays a key role in ensuring that healthcare professionals can rapidly access reliable information to support patient care, quality improvement, clinical governance, service redesign, and research activities. The role contributes directly to improving patient outcomes by embedding evidence into clinical practice and organisational decision-making.

Organisational Chart



Specific Core Functions

Clinical Librarianship and Evidence Services

- Deliver an embedded Clinical Librarian service to designated clinical specialties and multidisciplinary teams.
- Attend ward rounds, multidisciplinary team meetings, governance meetings, audit meetings, and other clinical forums as agreed.
- Provide evidence-based information at the point of need to support patient care and clinical decision-making.
- Undertake comprehensive literature searches using specialist healthcare databases and information resources.
- Critically appraise healthcare evidence and assess its relevance, quality, and applicability.
- Produce evidence summaries, rapid reviews, evidence digests, bibliographies, and briefing papers.
- Support the development and review of clinical guidelines, policies, procedures, and pathways.
- Contribute to quality improvement projects, clinical audits, service evaluations, and research initiatives.
- Promote the effective use of evidence to improve patient outcomes and service delivery.

Information and Knowledge Services

- Manage complex and specialist enquiries from healthcare professionals.
- Develop and deliver tailored current awareness and evidence alerting services.
- Identify emerging evidence, guidance, and best practice relevant to clinical services.
- Promote awareness and utilisation of specialist healthcare information resources.
- Support organisational priorities through the provision of high-quality evidence and knowledge services.
- Contribute to knowledge mobilisation and the implementation of evidence into practice.
- Evaluate the impact of information services on patient care, service delivery, and clinical effectiveness.

Education and Training

- Design, develop, and deliver information skills training programmes.
- Deliver training on healthcare databases, literature searching, critical appraisal, evidence-based practice, and knowledge resources.
- Provide one-to-one support, group teaching sessions, workshops, and presentations.
- Develop learning materials, guidance documents, online resources, and training aids.
- Analyse training needs and develop programmes that meet the requirements of clinical teams and individual learners.
- Evaluate training effectiveness and use feedback to support continuous improvement.
- Support staff development, continuing professional development, educational programmes, and lifelong learning.

Service Development and Improvement

- Contribute to the strategic development of Library and Knowledge Services.
- Identify opportunities to improve services, systems, processes, and user experience.
- Analyse service activity, impact measures, and performance indicators.
- Support the development of innovative and evidence-informed services.
- Undertake audits and service evaluations to inform continual improvement.
- Contribute to local, regional, and national knowledge and library initiatives.
- Promote the value and impact of Clinical Librarian services across the organisation.

Communication and Relationship Management

- Develop effective working relationships with healthcare professionals across the Trust.
- Collaborate with clinical teams, educators, researchers, governance leads, and knowledge specialists.
- Present information clearly and effectively to a wide range of audiences.
- Represent Library and Knowledge Services at meetings, committees, conferences, and professional forums.
- Support partnership working with regional and national NHS knowledge and library networks.
- Provide professional advice and support to colleagues and stakeholders

Analytical and Judgement Skills

- Analyse complex information needs and determines the most appropriate sources of evidence.
- Evaluate and synthesise information from multiple sources.
- Exercise professional judgement when prioritising competing demands.
- Interpret research findings and communicate them in accessible and meaningful formats.
- Assess the quality, reliability, and applicability of evidence for clinical and organisational use.

Planning and Organising

- Manage a diverse workload across multiple services, specialties, and locations.
- Prioritise urgent and routine requests effectively.
- Plan and coordinate training programmes, evidence services, and outreach activities.
- Maintain accurate records of service activity, impact, and performance.
- Contribute to planning, reporting, and annual service reviews.

Information Governance and Digital Systems

- Maintain accurate and confidential information in accordance with Trust policies.
- Utilise a range of healthcare databases, information resources, and library management systems.
- Support the effective use of digital knowledge resources across the organisation.
- Contribute to the maintenance and development of online information resources and library web content.
- Comply with information governance, data protection, and information security requirements.

Research and Development

- Contribute to research, audit, evaluation, and service development activities.
- Promote evidence-based practice throughout the organisation.
- Participate in professional networks and communities of practice.
- Maintain awareness of developments in healthcare information, evidence synthesis, and knowledge management.
- Undertake continuing professional development to maintain professional competence and expertise.

Patient Client Care

- Support the Trust's "Patient Centred Strategic Aims" by ensuring staff are well-trained through eLearning.
- Act in a way that safeguards the health and wellbeing of children and vulnerable adults.
- Provide compassionate and helpful service as part of the wider healthcare team

Policy and Service Development

- Adhere to all Trust Safeguarding Policies.
- Participate in the regular review and revision of the job description to meet changing service needs.
- Contribute ideas and suggestions for improving departmental working procedures and practices.

Financial Management

- Assist in the maintenance and stewardship of existing Trust equipment and resources to prevent loss or damage.

Management/Leadership

- Act as a role model by maintaining personal credibility, honesty, and integrity.
- Take responsibility for personal actions and aspire to excellence in service delivery.
- Work under minimum supervision as skills develop, while remaining a positive team player

Research and Development

- Contribute to research, audit, evaluation, and service development activities.
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Person Specification

Criteria	Essential	Desirable	How criteria will be assessed
Qualifications	Degree in Library and Information Studies, Information Management, Knowledge Management, or a related discipline. Eligibility for professional registration or accreditation with an appropriate professional body.	Postgraduate qualification in Library and Information Studies or related field. Chartered Membership of CILIP or working towards Chartered status.	Application/Certificates
Experience	Experience working within a healthcare, academic, specialist, or professional information environment. Experience of literature searching and information retrieval using online databases. Experience of delivering training and user education. Experience of customer-focused service delivery. Experience of critically appraising information and evidence. Highly developed IT skills within a networked environment Good customer care skills and a service orientation.	Experience working within an NHS knowledge and library service. Experience of evidence synthesis and rapid reviews. Experience supporting quality improvement, audit, or research activities. Experience providing embedded librarian or outreach services.	Interview/Application

Knowledge	Understanding of evidence-based practice and information literacy. Knowledge of healthcare information resources and bibliographic databases. Knowledge of research methodologies and critical appraisal techniques. Knowledge of information governance and data protection principles. High level of digital literacy and proficiency in Microsoft 365 applications.	Knowledge of NHS structures, priorities, and healthcare policy. Knowledge of knowledge mobilisation and implementation science. Knowledge of healthcare quality improvement methodologies.	Interview/Application

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.