**SINGLE CORPORATE SERVICES**

**DIGITAL SERVICES**

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| **Job title:**  | Clinical Safety Officer | ***To be completed by HR*** *Job Reference Number*  |
| **Reporting to:**  | Chief Nurse Information Officer |
| **Accountable to:**  | Chief Digital Officer |
| **Pay Band:**  | 7 |

As part of the Single Corporate Service, this role provides a service across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust.

The intention for the existing primary work locations to remain unchanged as there is no desire to change base locations unnecessarily. However, as the single corporate service will be delivered across both organisations, individuals may be required to undertake business travel from time to time. 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 purpose**

1. The post holder will act as an Clinical Safety Professional, working with Technology and Clinical Teams to support and advise the Trust on compliance with
2. NHS Digital Information Standards DCB0129: Clinical Risk Management: it’s Application in the Manufacture of Health IT Systems and DCB0160: Clinical Risk Management: it’s Application in the Deployment and Use of Health IT Systems.
3. The post holder will assist in ensuring the safe delivery of organisational and programme changes to the Trust and its partner organisations.
4. The post holder will work within the Clinical Safety Team as an advanced practitioner and have responsibility for guidance and assurance of governance process.

**Job summary**

1. The post holder will work organisation-wide, assisting with the professional development of services to ensure compliance of the Information Standards DCB0129 and DCB0160.
2. Perform continual and specific clinical risk assessments of health IT systems and related incident management.
3. The role includes involvement with Information Technology with internal stakeholders and external companies linking outputs/outcomes from clinical and patient experience into service improvement
4. The post holder will offer a high standard of evidence based professional leadership, specialist knowledge and experience across the Trust.
5. Advanced clinical specialist Subject Matter Expertise (SME) input between the Applications, Development and Support Team, the IT project team, the system suppliers, the Digital Training team and the users of Health IT Systems
6. Review all safety evidence and documentation produced by the manufacturers of Health IT software products. Liaise with suppliers to ensure this evidence is kept up to date and complete with each new system release.

**Organisational Chart**



**Specific Core Functions**

1. Development and maintenance of all documentation related to the Clinical Risk Management Process, to include Clinical Risk Management Plans, Subject Matter Experts discussion minutes, Hazard Logs and Clinical Safety Reports.
2. Maintain a register of staff who are nationally qualified Clinical Safety Officers and those who have been internally trained to support the Clinical Safety Officers.
3. Plan schedule of regular reviews, annually as a minimum but whenever required in response to incidents or technical changes
4. Produce & disseminate accurate & complete records of communication i.e., writing/updating/coordinating clinical safety policy and procedures.

**Key Responsibilities**

***Communication and Working Relationships***

* The post holder will be providing and receiving complex, sensitive or contentious information, where persuasive, motivational, negotiating, training, empathic or re-assurance skills are required. This may be because agreement or cooperation is required or because there are barriers to understanding and/or providing and receiving highly complex information.
* To act as subject matter expert and link between IT colleagues, suppliers and clinical staff to identify technical risks which may impact on clinical service delivery.
* Communication with clinical staff to understand clinical processes and identify hazards impacted by the use of Health IT systems.
* Produce written Clinical Safety reports relating to each Health IT system and deployment
* Communicate the evaluation of the Clinical Risk Management Process and the outcome of the clinical Safety Report to senior managers to recommend Trust response to identified residual risk.
* Lead on sustainment of clinical safety measures throughout lifecycle of the health IT system.
* High level presentation skills: able to influence & confidently present complex information using a variety of methods in different settings (webinars, virtual meetings, 1-1, workshops and conferences).

**Analytical and Judgement**

* Judgements involving highly complex facts or situations, which require the analysis, interpretation, and comparison of a range of options.
* Highly developed analytical skills in the assessment of risk arising from the procurement, deployment, use and decommissioning of HIT systems
* Make recommendations to the Trust about acceptability of risk arising from deployment, use or decommissioning
* Executing root cause analysis of Health Information Technology related safety incidents
* Highly complex analytical and creative problem-solving skills in unpredictable situations

***Planning and organising***

* Planning and organisation of a number of complex activities or programmes, which require the formulation and adjustment of plans.

**Physical Skills**

* The post requires physical skills which are normally obtained during practical training e.g. standard keyboard skills

***Patient Client Care***

* Assists patients/clients/relatives during incidental contacts.

***Policy and Service Development***

* The post holder is responsible for the implementation of policies for a team/department and proposes policy or service changes which impact beyond own area of activity.
* Responsible for the implementation of the Clinical Risk Management process for Health IT Standard Operating Procedures (SOP).
* Support with the update and review SOPs and Process documentation.
* Contribute to the SOPs for the use of new Health IT systems

***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 is responsible for day-to-day supervision or co-ordination of staff. They will deal with work allocation and daily responsibility for the monitoring or supervision of one or more groups of staff.
* Support with the training of internal staff across the organisation who support the Clinical Risk Management Process for the use of Health Information Technology in their area of responsibility
* Support in the development of relevant training material and ensure it is refreshed at least annually

***Information Resources***

* The post holder has occasional requirement to use computer software to develop or create statistical reports requiring formulae
* Advanced IT skills, normally obtained through practice or practical training, in order to collect, interpret and analyse data, present reports and compile presentations in a range of context
* Significant experience of using clinical information systems in clinical practice, e.g., RiO, System One
* Demonstrable experience of using a range of word processing, spreadsheet, database and/or presentation software
* Clearly identifies any clinical risks and issues about new systems and products. Have an understanding in the principles of risk and safety as applied to Health IT systems

***Research and development***

* Undertakes surveys or audits, as necessary to own work

***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***

* There may be a requirement to exert light physical effort for short periods.
* Occasional light physical effort

***Mental effort***

* There is a frequent requirement for concentration where the work pattern is unpredictable,
* Frequent concentration; work pattern unpredictable
* Investigating incidents, evaluating risks associated with Health IT systems, writing reports / work interrupted to deal with multiple ongoing Clinical Risk Management Processes

***Emotional Effort***

* Occasional exposure to distressing or emotional circumstances
* Investigates incidents arising from the implementation of Health IT systems, so some exposure to distressing information

***Working conditions***

* Frequent requirement to use road transportation and requirement to use Visual Display Unit equipment more or less continuously on most days.
* Display Screen Equipment User
* Prolonged periods of sitting down
* Driving to other sites for meetings / training.

**Person Specification**

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| **Criteria** | **Essential** | **Desirable** | ***How criteria will be assessed*** |
| **Qualifications** | * Nursing or Allied Health Professional degree or diploma with appropriate statutory professional body registration
* Post graduate learning to Masters level or equivalent
* Membership of NHSD Clinical Safety Officer community of interest
* Training in risk assessment and safety management of clinical information systems
* Must be willing to participate in any relevant training identified to develop skills required to carry out duties
* Teaching, training or mentorship qualification or experience to an equivalent level
* Maintains a portfolio of CPD in line with regulatory body standards
* Leadership and management qualification
 |  | Application and interview |
| **Experience**  | * Highly specialist assessment, planning and evaluation skills demonstrated in clinical experience
* Highly developed specialist clinical knowledge to support the development and use of digital technology, including electronic patient records, across a range of clinical settings
* Advanced verbal, non-verbal and written communication skills including communicating complex information to others and managing conflict when appropriate
* Experience of leading the application of clinical governance and quality measures in practice
* Experience of project management from inception to completion.
 |  | Application and interview |
| **Knowledge**  | * Be highly knowledgeable in risk management and its application to clinical domains
* Highly developed knowledge of relevant current issues in health and social care, ethics and innovation and application in practice
* Knowledge of current project and change management theory and practice including demonstrating return on investment
 |  | Application and interview |

**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 every day practice, decision making and interactions with patients and colleagues.
* Perform any other duties that may be required from time to time.
* Contribute to the IT Departments on-call rota and if required, maintain required skills, experience and resource levels allowing for hospital digital 24/7 services.

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.