

# Digital Clinical Specialist Assistant (Nursing/Midwifery/AHP)

## Job Description & Person Specification –

A summary of the role responsibilities and person specification



University Hospitals  
Bristol and Weston  
NHS Foundation Trust

### Why Our Trust?

#### Terms and conditions

Post – Digital Clinical Specialist Assistant (Generic – Nursing/Midwifery/AHP)

Division/Division – Trust Services/ Digital Services

Band – 6

Salary - £33,706 - £40,588

Location – Bristol

Annual leave – Up to 33 days dependent on NHS Service

Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: [www.nhsbsa.nhs.uk/pensions](http://www.nhsbsa.nhs.uk/pensions)

#### Job Purpose

The post holder will work as a member of the Digital Clinical Specialists Team. They will be responsible for supporting the business as usual (BAU), development and implementation of the digital agenda across the Trust's Clinical Services.

The key aspects of the role are:

- Supporting the BAU delivery of the existing clinical systems
- Supporting the delivery of the digital transformation initiatives within the trust.
- Support the Digital Clinical Specialists (Nursing/Midwifery/AHP) in the clinical arena to aid design, testing, implementation, and evaluation of new electronic health records.
- Support the development and training of staff, promoting effective use of the digital clinical systems to ensure best practice clinical care delivery.
- Motivate and encourage staff regarding the use of digital technology. Support staff in effective use of the digital system on a day to day basis.
- Provide support to those who find digital technology challenging and signposts them to appropriate training and support both within and external to the Trust.
- Have competent clinical skills and ensure appropriate assessment, implementation and evaluation of care are achieved.

#### About us

**Our mission** is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

#### What you'll love about working here

**UHBW has been rated by the CQC as 'Good'** - our staff are proud to deliver excellent care. As a forward-thinking multi-award winning Trust, our world-leading research and innovations are having a positive local and global impact. Our hospitals are spread across Bristol and Weston-super-Mare, join us and you can enjoy the very best of both worlds; city living within a stone's throw of the countryside or beside the seaside, both with easy access to all that the South West has to offer.

**A digital exemplar** - Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

**Sustainable healthcare** - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

**Access to further opportunities with the Trust - Apprenticeships** are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

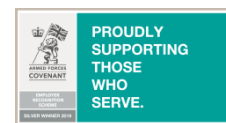
#### Diversity & Inclusion

A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values. 'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy.

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### MAIN DUTIES AND RESPONSIBILITIES

#### CLINICAL RESPONSIBILITIES

#### ORGANISATION AND MANAGEMENT

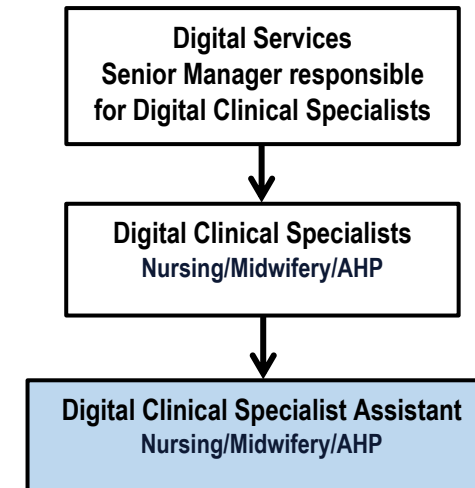
- To demonstrate an ability to manage own workload, prioritising and planning.
- To communicate openly and respectfully with patients and their families, with colleagues at all levels within the organisation and multi-agency groups.
- To communicate effectively as a translator of complex clinical terminology and complex technical information between clinical, technical & project teams
- Interaction with clinical systems suppliers
- As part of the digital clinical team, your role will be to maintain relationships across & within the clinical services to ensure clinical engagement across all disciplines on this digital journey.
- Be accessible and visible to staff.

#### Clinical

- To be responsible for own clinical competence
- Facilitate patients in the decision-making process in all aspects of care
- To provide high-quality evidence based care for all patients
- Maintain a high visible presence within the clinical area and be accessible to all staff
- Work in partnership with other associated departments
- To encourage individual users to use the clinical systems efficiently and accurately.
- To support staff to be responsible for safe and effective use of all equipment and resources

### PROFESSIONAL AND EDUCATIONAL RESPONSIBILITIES

### Organisational Structure



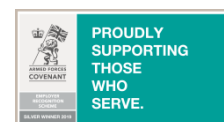
### Key Relationships

Digital Clinical Specialists (Nursing/Midwifery/AHP), Clinical Systems Specialists, Clinical Systems Support Officers, ServiceDesk, Project Managers, Digital Trainers, Operational Clinical Teams and Managers, Clinical Systems Suppliers

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- Maintain personal, professional registration in accordance with NMC/HCP guidelines, protocols and statutory supervision of midwives
- Responsible for ensuring own attendance and completion of online and mandatory training per annum
- Participate in multidisciplinary clinical training
- To be aware and proactively provide care in accordance with professional standards
- Adhere to the Trust Policies and Incident Reporting
- Promote equality, diversity and rights.

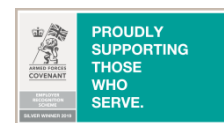
### HEALTH, SAFETY AND SECURITY

- To ensure Trust policies and guidelines are adhered to in relation to manual handling and safeguarding.

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Personal Profile - (E) = Essential (D) = Desirable

### Knowledge and Experience

- KE1. Experience of working in a variety of care settings (inpatient and community) (E)
- KE2. Experience of formal/informal teaching (E)
- KE3. Evidence of understanding and facilitating change in practice (E)
- KE4. Experience in multi-disciplinary working (E)
- KE5. Evidence of professional/clinical knowledge (E)
- KE6. Excellent decision-making ability (E)
- KE7. Understanding of clinical Governance / information governance and its application to IT systems (E)
- KE8. Knowledge of the digital agenda (E)
- KE9. Knowledge of GDPR (E)
- KE10. Good understanding of digital systems and advances to develop and manage electronic patient records (D)

### Skills and Abilities

- SA1. Proven leadership skills (E)
- SA2. Ability to influence and motivate at all levels (E)
- SA3. The ability to establish successful partnerships with stakeholder groups and organisations (E)
- SA4. Ability to communicate effectively at all levels (E)
- SA5. Ability to undertake audit, analyse results and write up recommendations (E)
- SA6. Ability to work autonomously (E)
- SA7. Good organisational skills (E)
- SA8. Mentor (E)

### Aptitudes

- A1. Accountable for the promotion of professional midwifery practice - self (E)
- A2. Ability to prioritise a busy workload and emotional resilience (E)
- A3. Proven practice & service development skills to change & influence practice (E)
- A4. Able to demonstrate situations where effective leadership and management skills have been used (E)
- A5. Evidence of undertaking presentation to groups and enhanced team working (E)

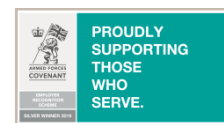
### Qualifications and Training

- QT1. Registered Nurse/Midwife/AHP (E)
- QT2. Educated to degree level or equivalent experience (E)
- QT3. Evidence of continuous professional development (E)
- QT4. Education qualification Advanced IT skills / qualification (D)

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### Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust, and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

### Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

### Workplace health and wellbeing

The Trust Workplace Health and Wellbeing Framework applies to all employees, students and volunteers who are encouraged to take responsibility for their individual health and wellbeing and to promote the wellbeing of colleagues. Line managers must recognise the importance of health and wellbeing and take it into account when planning tasks and designing jobs.

### Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

### Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

### Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.

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