Digital Clinical Specialist (Nursing/Midwifery/AHP/HCST) Job Description & Person Specification –

A summary of the role responsibilities and person specification

NHS University Hospitals Bristol and Weston NHS Foundation Trust

Why Our Trust?

Terms and conditions

Post – Permanent

Division – Trust Services

Department – Digital Services

Band – 7

Salary - £41,659 - £47,672

Location – Bristol / Weston (TBC)

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

Job Purpose

Provide leadership and focus from a nursing/midwifery/AHP/HCST and clinical perspective towards the planning, development, training and implementation of clinical systems across University Hospitals Bristol and Weston NHS Foundation Trust (UHBW). The post holder will be expected to review clinical practice and identify gaps in clinical processes with the implementation of Digital solutions, and find solutions working with nursing and clinical colleagues across the Trust.

Provide high quality clinical expertise and experience and input into all aspects of project planning and implementation

The post holder will support the workstreams associated to projects to provide consistency and effective communication across the project and staff involved.

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.
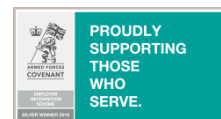
Diversity & Inclusion

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.
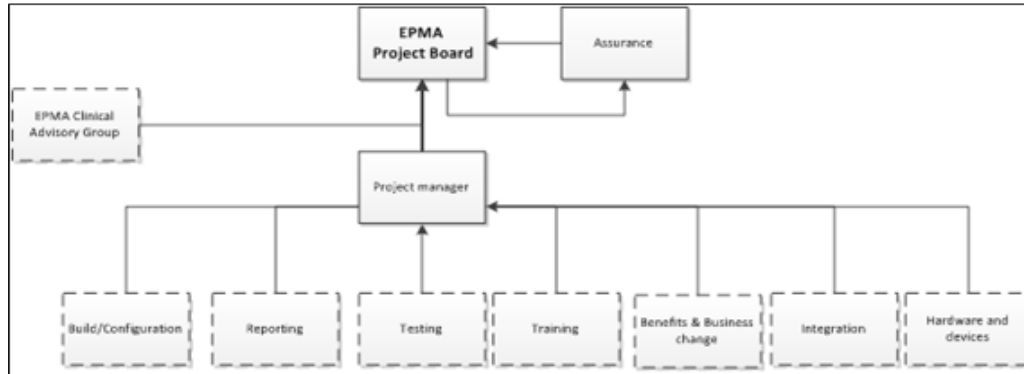
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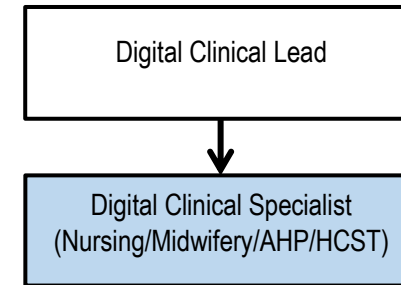**A summary of the role responsibilities and person specification**

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Example Governance Structure

Main Duties and Responsibilities

1. Act as the key advocate of digital solutions within clinical settings across the Trust
2. Develop the role to meet the expectations of staff and project team.
3. Provide guidance and direction to clinical staff who will be acting as champions users during implementations.
4. Act as the key point of contact for all nursing/midwifery/AHPs/HCSTs queries related to digital projects and provide specialist clinical advice on nursing and patient care issues related to the project
5. Work with the other project team members to re-design all processes, with the lead accountability for changes to clinical practices
6. In conjunction with the other work stream leads, eLearning Training Lead, subject matter experts and external trainers as necessary, jointly design and develop the training material for all users of the new systems including doctors, nurses, midwives, pharmacists AHPs and HCST
7. Apply clinical knowledge and experience to work with the team on the development of new Standard Operating Procedures and other local policies and guidelines to safely implement new/upgraded digital system

Organisational Structure

Digital Clinical Lead

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Digital Clinical Specialist
(Nursing/Midwifery/AHP/HCST)

Key Relationships

- Programme/Project Managers, Digital Change Analysts ,Clinical Systems Specialists, Digital Trainers
- Operational clinical and administrative staff
- Transformation Team

8	Work with the project team to develop rigorous user acceptance tests to ensure the new/upgraded system is fit for purpose and meets operational requirements
9	Participate in the acceptance testing of the systems, particularly in relation to nursing practice, applying the knowledge, skills and training of a senior nurse
10	Work with the project manager, clinical lead to develop communications material for all roles
11	Assist in and at times lead project communication at all stages of the project, meeting with and engaging stakeholders at a variety of forums including trust wide meetings, ward meetings, project workshops etc. and addressing any queries and concerns they may have
12	Act as a Champion User and advocate of change, helping to communicate the benefits of the system at all times
13	Develop networks with clinical and medical users of systems on other sites and share learning and best practice within the Trust
14	Support the Information Systems Trainers in training staff in all roles [including Consultants, Doctors, Midwives, Nursing staff, Pharmacy Staff, AHPs, HCSTs] in the use of the new system both in classroom and in clinical settings as necessary in
15	Provide on-site support during go-live on an area by area basis, providing guidance in system use, addressing problems that arise and acting as a link between the users and the systems administration team.
16	During the immediate period following go live on each ward, provide specialist support to the system users out of hours on a rota basis.
17	Work with the reporting lead to help identify reports that will support nursing practice and help test and implement the reports
18	Use each project as an opportunity to identify ways of improving clinical nursing processes associated with the administering of medication, and make recommendations for change.

We are supportive respectful innovative collaborative. We are UHBW.

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MINDFUL EMPLOYER

Version Issued: December 2021

PROUDLY SUPPORTING THOSE WHO SERVE.

disability confident EMPLOYER

Inspected and rated
Good
CareQuality Commission

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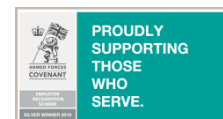**A summary of the role responsibilities and person specification**

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

Knowledge and Experience

KE1.   Experience at Band 6 or above working in digital technologies (E)
KE2.   Working with a wide range of professionals including medical, nursing and non-clinical (E)
KE3.   Undertaking clinical projects / and or clinical audit (E)
KE4.   Presenting and/ or facilitating experience (E)
KE5.   Involvement in significant change management programme or good understanding of change management methodologies (E)
KE6.   Experience at B7 level (D)
KE7.   Experience of working as part of a Multidisciplinary team (E)
KE8.   Teaching and training experience (D)
KE9.   Use of clinical IT systems (E)
KE10. Understanding national healthcare issues (D)

Skills and Abilities

SA1.   Ability to retrieve, evaluate and present complex information (E)
SA2.   Capable of lateral thinking, flexible approach to problem resolution with ability to develop and implement solutions (E)
SA3.   Abstract and analyse relevant information from complex policies and procedures (E)
SA4.   Able to manage conflicting priorities on a daily basis and manage time to meet deadlines (E)
SA5.   Able to prioritise and re-prioritise workloads of self and others as necessary, depending on service demands and resources (E)
SA6.   Proficient in Microsoft Word, Excel and Power Point (E)

Aptitudes

A1.   Excellent written and oral communication skills, including complex, technical issues (E)
A2.   Good negotiation skills with persuasive style (E)
A3.   Leadership - ability to motivate and enthuse staff (E)
A4.   Able to build successful relationships with clinicians and non-clinicians at all levels (E)

Qualifications and Training

QT1.   Registered Nurse/Midwife/AHP/HCST (E)
QT2.   Completed Degree level education or equivalent experience (E)
QT3.   Evidence of Continuing Professional Development (E)
QT4.   Management qualification (or working towards) (D)
QT5.   Accredited Clinical Safety Officer or actively working towards attaining this (D)
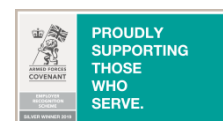
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Transforming Care

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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