

# DATA AND DEVELOPMENT CO- ORDINATOR

## Candidate Pack



## Job Summary

*\*\*This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read, such as those who are neurodiverse, have learning disabilities or lower literacy levels. Our goal is to make the application process more accessible and inclusive for everyone.\*\**

- *This role involves entering and checking important patient information to make sure records are correct and up to date.*
- *You will work closely with the breast care team, cancer services and doctors to collect, organise and share data.*
- *You will use Excel and SQL to create reports and help with audits, research and monthly data tasks.*
- *The job includes supporting the breast care nurses and wider team with admin work and helping to prepare information for meetings and reviews.*
- *You will also help with charity tasks, patient information and health awareness activities.*
- *The role is mainly based at the Princess Royal Hospital, with some travel to other sites in Shropshire.*

## Job Description

|                        |                                      |
|------------------------|--------------------------------------|
| <b>Job title:</b>      | Data and Development Co-ordinator    |
| <b>Grade:</b>          | 4                                    |
| <b>Site:</b>           | The Princess Royal Hospital, Telford |
| <b>Accountable to:</b> | Operations Manager                   |
| <b>DBS required:</b>   | None                                 |

Responsible for data entry into Somerset Database in order to provide accurate and timely data for the Trust in accordance with statutory requirements, working closely with Cancer Services. To supply audit data for the Breast Service. To support the Breast Surgeons at SaTH with their data requirements. To support the research activities of the breast team. To work closely with the doctor responsible for Family History patients. To be able to competently use SQL Reporting to extract and analyse data as required to produce monthly reports along with advanced Excel skills. To assist with administration support to the multi-disciplinary team.

The post is principally based at the Princess Royal Hospital but the post-holder may be required to travel to other Trust sites within Shropshire.

### Main duties and responsibilities of the post-holder

The post-holder will:-

- To be responsible and accountable for the breast data in Somerset Database so you will need a close attention to detail
- To ensure weekly completion of Cancer Outcome Dataset

- To work with Cancer Services to streamline and develop data collection procedures to ensure completeness of patient records
- To maintain a separate spreadsheet of cancer patients enabling collation of data where Somerset Database is unable too.
- To ensure data entry is complete in respect of clinic visits, operations, pathology, surgical and non-surgical treatments for individual patients.
- To maintain Somerset database for non- cancer patients as well as cancer patients
- To ensure that all investigations have an outcome entered onto somerset
- To ensure that all investigations have a result entered onto somerset
- To extract and supply information to appropriate managers
- To have the ability to plan and deliver training, both verbally and in handout format, to the staff entering data, ie secretaries, clinical nurse specialists and consultants.
- To highlight any areas of concern and write appropriate reports
- To support the MDT as required.
- Collate Oncotype results and information for daily data collation and for the Operational Manager/Finance Department.
- Use of complex excel formulas for analysing data
- Be able to extract information using SQL reporting to provide extensive monthly data and be able to analyse this with the use of complex excel formulas.
- Updating patient information leaflets following correct procedure to do so.
- Ordering items on Oracle
- Managing the administrative element of charitable fund purchasing.
- Writing thank you letters for public donations to the Breast Charitable Fund
- Processing donations to the Breast Charitable Fund.
- Attend charity functions as required
- Work with breast cancer support groups as required
- Arrange health awareness days
- Support breast care nurses with all requested requirements
- Order business cards for Breast Care Nurses
- Order stationery for breast care nurses
- Enter non-cancer patients onto Somerset enabling Breast Care Nurses to enter on Prosthesis information
- Support the breast care nurses with department spreadsheets, such as the bra clinic spreadsheet.
- Work closely with IT to make sure all of the breast care nurses needs are met
- Work with large amounts of data on a daily basis.
- Administrative work for Clinical trials

### **National Audits**

- Work closely with PHE (Public Health England) collating data for national audits.



## Local Audits

- Create local audits for breast patients, working with the Lead Cancer Nurse and Information Governance to ensure compliance.
- Provide support to doctors who are doing local audits.
- Store information ready for department audits
- Help identify where audits may improve the service
- Produce work plans/RAG documents in response to NCPEP survey results.

## Peer Review

- Ensure all data is ready from annual data collection for Peer Review reports
- Work closely with Cancer Services for provision of data for Peer Review Reports
- Populate Peer review reports
- Ensure Peer Review Reports are ready for review at Annual MDT Review meeting
- Attend and facilitate and minute Annual MDT Review meeting.
- Amend all documentation following Annual MDT Review Meeting.
- Liaise with other departments for all information that needs to be included in Peer Review documentation
- Work very closely with Advanced Nurse Practitioner in preparation of Peer Review reports and collectively prepare the Breast Work Plan for the following year.

## Reports

- Ensure data is available to provide ad hoc and monthly reports for the breast team.

## Family History

- Be responsible for collating data on FH patients and maintaining an investigations tracker
- Co-ordinating with the FH doctor to ensure a smooth service.

This is not an exhaustive list.

## Information Technology (IT)

- Proficient in the use of Microsoft Office, in particular word, Excel and Outlook.
- Effective operation of all Trust IT systems, including Somerset, Semahelix and Bluespere, ensuring that all data quality standards are met.
- Provision of statistical and analytical data ensuring accuracy at all times, analysing and resolving complex statistical information using reporting tools and other reports as defined by the NHSBSP and Trust.
- Liaise with the shared services agency to ensure appropriate and timely electronic transmission of data using the NHAIS Exeter system.

## Human Resources

- Uphold and maintain all Trust policies and procedures.
- Develop new A&C policies in line with national/Trust/NHSBSP requirements.
- Assist in training of all departmental staff in correct techniques for data entry, retrieval, verification and handling. Communication
- Effective written and verbal communication by the most appropriate means for individual tasks.
- Communicate complex statistical information to colleagues within the Trust and external organisations.
- Provide general advice, information and guidance directly to patients, clients, relatives and carers.
- Communicate sensitive information to colleagues, MDT, clients, patients, relatives and carers.
- Deal with enquiries from clinicians, other organisations and members of the public which are beyond the scope of fellow team members

## Person Specification

|                       | Essential   | Desirable   |
|-----------------------|---|---|
| <b>Qualifications</b> | <ul style="list-style-type: none"><li>• Minimum of 5 GCSE's or equivalent (including Maths and English).</li><li>• Information Governance training.</li><li>• Confidentiality training.</li><li>• Willingness to work towards NVQ Level 3 in Office Administration/IT.</li></ul>                          | <ul style="list-style-type: none"><li>• NVQ Level 3 in Office Administration/IT.</li></ul>  |
| <b>Experience</b>     | <ul style="list-style-type: none"><li>• Comprehensive office experience within a healthcare environment.</li><li>• Computer user competent in the use of Microsoft Windows, particularly Word, Excel, Outlook.</li><li>• Experienced user of Trust IT systems – Somerset, SemaHelix, Bluespere.</li></ul> | <ul style="list-style-type: none"><li>• Competent in the use of Microsoft Access.</li><li>• Previous experience of the cancer reporting systems</li></ul> |

|                             |   |   |
|-----------------------------|---|---|
| <b>Knowledge and skills</b> | <ul style="list-style-type: none"> <li>• Excellent communication skills - able to communicate with all members of the multi-disciplinary team, patients, GPs, carers - both verbally and in writing.</li> <li>• Effective negotiating skills in dealing with all members of the multi-disciplinary team.</li> <li>• Comprehensive IT skills, proficient in word-processing, spreadsheets and databases.</li> <li>• Accuracy, concentration and excellent keyboard skills required for data input.</li> <li>• Excellent numerical and analytical skills.</li> <li>• Workload planning and management in order to meet tight deadlines.</li> <li>• Excellent problem-solving skills.</li> <li>• Ability to accurately analyse and interpret data.</li> <li>• Evidence of organisational skills and ability to prioritise own workload.</li> <li>• Ability to work under pressure to achieve known deadlines and frequent unpredictable requests.</li> <li>• Ability to handle confidential and sensitive information appropriately.</li> <li>• Able to use initiative.</li> </ul> | <ul style="list-style-type: none"> <li>• Strong interpersonal skills and ability to liaise confidently at all levels</li> </ul> |
| <b>Other</b>                | <ul style="list-style-type: none"> <li>• Ability to carry out frequent moderate physical effort throughout the day.</li> <li>• Requirement to sit for prolonged periods whilst carrying out the duties listed above.</li> </ul>   |   |

## General conditions

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

## Health & Safety

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work;
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to;
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

## Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself;
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff;
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development;
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

## Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential and sensitive nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are

bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.

- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

## Professional Standards and Performance Review

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct;
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates;
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

## Safeguarding Children and Vulnerable Adults

We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- As an employee of the Trust you have a responsibility to ensure that:



- you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

## **NHS Sexual Safety Charter**

The Trust is committed to ensuring that all employees work in an environment that is safe, inclusive, and free from sexual misconduct, harassment, and discrimination. As a signatory to the NHS Sexual Safety Charter, the Trust upholds a zero-tolerance approach to sexual harassment and supports anyone affected by inappropriate behaviour. In accordance with the Workers Protection (Amendment of Equality Act 2010) Act 2023, the Trust has a statutory duty to take reasonable steps to prevent sexual harassment of its employees. All staff, are required to treat others with dignity and respect at all times and to cooperate with Trust policies, procedures and training designed to maintain a culture of safety, professionalism, and mutual respect.

## **Social Responsibility**

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

## **Continuous Improvement**

The Shrewsbury and Telford Hospital NHS Trust aims to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

To support this, we have developed the SaTH Improvement Method, a structured approach to change that provides practical tools and techniques to help you understand what success looks like with clear aims, enables you to measure progress and plan meaningful improvements.

You won't be doing this alone. Whether you're new to improvement or already leading change, the Improvement Hub is here to guide you with expert advice, hands-on support, and a wide range of training opportunities to help you grow and thrive throughout your time at SaTH whilst making improvements in your area of work. Join us in shaping a culture of continuous improvement, where every colleague is supported to make a difference.

## Equal opportunities and diversity

The Shrewsbury and Telford Hospital NHS Trust is an Equal Opportunities Employer, fully committed to fostering an inclusive workplace where all staff feel valued and able to thrive. We believe that a diverse workforce, reflective of our community, is essential for delivering the best patient care.

We will not discriminate against any job applicant or colleague based on any protected characteristic, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation. Selection for appointment, training, development, and promotion will be based purely on merit and the individual's ability to meet the role requirements.

As a post-holder, you have a personal responsibility to uphold the Trust's commitment to equality by treating all colleagues and patients with respect and dignity. You must actively support measures introduced to ensure equality of opportunity and will not discriminate, harass, or bully others, or condone such behaviour.

