

CLINICAL PROJECT MANAGER - BADGERNET

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. Our goal is to make the application process more accessible and inclusive for everyone.

- This role is about leading a project to improve how patient records are managed in the neonatal unit.
- You will work closely with doctors, nurses and other staff to make sure the new system is set up properly and works well.
- You will help different teams stay on track, solve problems and meet deadlines.
- You will lead meetings, share updates and make sure everyone knows what's happening.
- You will use your skills to help staff understand and support the changes.
- You will make sure the project follows best practices and helps improve care for babies and families.

Job Description

Job title:	Clinical Project Manager
Grade:	NHS AfC: Band 7
Site:	The Princess Royal Hospital
Accountable to:	Director of Nursing
DBS required:	Yes, Standard DBS

1. Job Overview

The clinical project manager will provide project management for the progression and implementation of the Neonatal Badgernet Electronic Patient Record.

The post holder will be a key member of the clinical Neonatal Team and will be responsible for leading and developing a portfolio of project work across the Trust. This will involve managing specific workstreams and projects to achieve the intended benefits of the overall programme. The clinical project manager is responsible for day-to-day management of a project; start up, maintaining, supporting, facilitating, monitoring progress, closing and evaluating the work streams.

The post holder will be required to bring together staff from all areas of the organisation to support the delivery of specific projects and must have a proven track record of delivering service transformation and of engaging with wider stakeholders to develop and implement mutually driven schemes across

services.

2. Main Duties and Responsibilities

The post holder will work collaboratively with the Neonatal clinical team and key stakeholders to lead and manage the implementation of the Neonatal Badgernet EPR system, supporting significant digital transformation and service improvement across the pathway.

They will coordinate and facilitate multiple project teams to ensure delivery against agreed milestones, objectives and deadlines, maintaining oversight of progress and addressing barriers to successful implementation.

The post holder will support designated workstreams, promoting effective staff engagement and encouraging the development of ideas and initiatives that contribute to continuous improvement and high quality patient care.

They will uphold the standards of professional practice in accordance with NMC registration and the code of conduct, acting as a professional role model and ambassador for HTP and the trust.

Build strong influential relationships with staff at all levels to support effective delivery of the workstream. Act as a change agent to ensure all activities are evidence-based and aligned with national guidance, best practice and evolving service needs.

Co-ordinate and Chair project meetings – coordinating meetings, agendas, leading the format of the meeting whilst also contributing and assisting in the implementation of key work programmes.

Monitor project progress, identify risks and issues, and produce timely reports, updates and evaluation summaries to inform decision making, assure quality and demonstrate delivery against project outcomes and benefits.

Apply creativity and innovation techniques to the projects including learning from other hospitals and from non-healthcare sectors.

Ensure that evidence-based practice is fully and effectively deployed in all project work.

3. Key skills responsibilities and tasks

Communications

To be able to prioritise and use a range of communication tools and techniques as appropriate to differing workload situations and different stakeholder groups, producing reports on a range of subjects on both regular and ad hoc bases. To be proactive in the dissemination of information, motivational in technique and possess a good level of negotiation skills.

Utilise strong project management skills to underpin required service change. Clearly articulate and portray a compelling case for change to gain support, and drive implementation whilst engaging both medical and clinical staff.

To be able to teach/train or coach in formal/informal setting, with regards to Lean Thinking and Change Management tools and techniques to help develop new ways of delivering care. To transfer improvement knowledge and skills to other staff within the organisation through direct involvement on the Project. Be able to demonstrate model leadership skills and behaviours as an example of best practice.

To be able to describe and portray a need to change to operational staff and to be able to impart unwelcome news to stakeholders e.g. where performance targets have deviated from agreed objectives.

Effectively describe and communicate the need for change, as well the delivery approach, to audiences outside the NHS, ensuring alignment with project objectives.

To prepare, present and receive highly complex information where there are significant barriers to acceptance to individuals, small and large groups to promote change and service improvement. To present accurate information in a variety of formats using good verbal and written skills, and deal with complex reports.

The post holder will be required to maintain constructive relationships with a broad range of internal and external stakeholders to enable the successful planning, implementation and delivery of projects in which they are either leading or supporting.

Identify, involve and incorporate the views and needs of patients, the public, NHS staff and stakeholders and ensure their voices are evident in all stages of projects within the work stream area as appropriate.

To use project management and other related skills and experience to underpin service change /improvement and to develop specialist skills in service Improvement methodology and to apply those skills in planning and facilitating service change.

Person Specification

	Essential	Desirable
Qualifications	• NMC registration • Evidence of continuing professional development	• Degree or equivalent experience in a relevant discipline • Recognised project management qualifications eg Prince 2, APM, AGilePM • Qualification or training in change management or improvement methodologies eg Lean, Six Sigma, NHS improvement
Experience	• Good working knowledge of NHS processes. • Significant experience of Project Management. • Process Redesign and Service Improvement tools and techniques. • Experience of leading and delivering significant programmes of change. • Proven track record of project delivery from planning through to implementation • Good working Knowledge of Microsoft products i.e. word, excel, PowerPoint • Experience of working with staff and individuals of	• Understanding of neonatal clinical systems and pathways. • Knowledge of NHS Digital, NHS England transformation • priorities or local digital strategies. • Experience leading or contributing to organisation-wide change or transformation programmes

	all grades and professional backgrounds. • Understanding of a range of work procedures and practices, which require expertise within a specialism or discipline, underpinned by theoretical knowledge or relevant practical experience • Proven track record of achieving challenging targets. • Demonstrates compassionate, inclusive and values-based leadership • Ability to inspire, motivate and influence others across multidisciplinary teams	
Knowledge and skills	• Strong understanding of project management principles, including planning, risk management and governance. • Excellent communication, negotiation and influencing skills • Able to work collaboratively with partner Organisations.	• Ability to use Microsoft project/other project management tools. • Experience of implementing clinical information systems xample

	• Ability to translate complex technical or clinical information for non-technical audiences. • Strong analytical and problem solving skills with the ability to manage competing priorities and meet deadlines. • The ability to work under pressure to meet agreed service levels. • Ability to adapt to changing milestones, assessing problems as they arise and identify solutions.	
Other	• Willing to undertake further training as necessary	

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 and 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; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

Infection prevention and control (IPC)

The prevention and management of acquired infection is a key priority for the Trust.

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; and
- 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 colleagues; and
- 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; and
- 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.

Confidentiality and Security - Your attention is drawn to the confidential 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 - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. 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, to protect yourself and the Trust from any possible 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 continuous personal development including, 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; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

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.

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 is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is 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.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH

continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

Equal opportunities and diversity

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the

discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

