# JOB DESCRIPTION

##### JOB TITLE: Data Analyst

**RESPONSIBLE TO:** Senior Finance Manager

**ACCOUNTABLE TO:** Hospital Director

Finance Director, Secondary Care

 Director of Business Systems

**JOB SUMMARY:**

Practice Plus Group are responsible for providing a range of Healthcare services across the country. The role of the Data Analyst is to provide support to the Shepton Mallet Hospital.

These services are designed to reduce hospital attendances and allow greater access to Healthcare.

The role of Data Analyst is to develop and provide an information service to both internal and external stakeholders. To ensure the effective collation, recording and monitoring of data quality. To assist in the development of management information and reporting systems to support managers in the delivery of operational services.

### Principal Duties and Responsibilities

* To assist in the preparation of daily, weekly and monthly operational and performance management reports on services commissioned by the CCG, local NHS trusts, and any other commissioners of service. This includes working with sub-contractors and key stakeholders where required to fulfil these reporting requirements.
* Act as a lead for site data champions, driving focus on reducing historic data errors and creating initiatives to reduce occurrence of future errors.
* Working with other Practice Plus Group data analysts in the preparation and delivery of quality data reports, to share best practice with them and to identify trends in business performance.
* To ensure that all information sources underpinning performance management reports on provider services are fully accredited in terms of data quality and accuracy.
* To work closely with Finance Teams (central and on site) to ensure that they are aware of issues relating to data quality / completeness.
* To be involved in providing trend / benchmarking / modelling information as required.
* To prepare monthly performance management reports for, and to inform, senior operational managers of ongoing performance against key service targets. To be able to clearly communicate the results of these reports to senior operational managers.
* To prepare reports as required for the unit’s monthly meetings with the service and Department of Health (NHS England).
* To take operational responsibility for all aspects of data quality and data integrity ensuring compliance with statutory requirements in relation to security and confidentiality.
* The post holder will be expected to take a lead role in ensuring that the Company achieves and maintains excellent data quality standards.
* The post holder will be expected to communicate effectively and professionally in the best needs of the business to all stakeholders, internal and external.
* Support line management and site data champions to ensure staff involved in data entry and collection follow agreed documented policies and procedures. Where procedures are not currently in place the post holder will be expected to liaise with line management in order to resolve.
* Act as a reference point within the company for national and local data standards, ensuring that new requirements are implemented.
* Participate in own professional and personal development activities and promote a commitment to continuous development.
* Undertake any other responsibilities in accordance with the grade and nature of the post.
* To work closely with the Business Systems team ensuring both data quality and change control where appropriate.
* To communicate effectively and appropriately with all staff on site where necessary to support process and use of PAS/EPR ensuring data quality is maintained.
* To have an understanding of the National 18 week rules and its impact on Data Quality / Reporting.
* To attend and present unit data at regular monthly internal meetings.
* To undertake any other tasks in accordance with the nature of the post and as seen fit by line manager and required to meet organisational requirements

##### Data Quality / Data Accreditation / Data Security

* Promote data quality, taking steps to improve areas of concern as highlighted, by local, regional and national performance monitoring.
* Assist in developing a work plan to ensure integrity of data on information management systems including mechanisms for monitoring and reporting on data quality.
* Data entry and collection follow agreed documented policies and procedures.
* To continually develop and improve data quality standards.
* To communicate data quality message to Information Manager.
* Undertake regular data quality review meetings with service managers.
* To develop ways to ensure that the company can benchmark all areas of data quality against appropriate peers.
* To maintain a high level of data capture accuracy and carry out data validation checks.
* Adhere to and promote the organisations information security policies & procedures. Follow DoH/CFH guidance and published best practise on Information Governance as appropriate.

**Additional Information:**

**Appraisal**

Practice Plus Group operates a system of individual performance review/appraisal for the purpose of agreeing performance objectives and discussing development needs in line with requirements of service need in the operational plan.

**Integrated Governance**

To have responsibility for a commitment to maintaining a high quality service to patients by continual development of practice in the light of research evidence and by audit, based against clinical relevant standards.

**Code of Conduct for Professional Group**

All members of staff are required to work in accordance with their professional group’s code of conduct (e.g. NMC, GMC, HCPC).

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

**Confidentiality**

The post holder is required not to disclose such information, particularly that relating to patients and staff. All employees are subject to the Data Protection Act 1998 and must not only maintain strict confidentiality in respect of patient and staff records, but the accuracy and integrity of the information contained within. The post holder must not at any time use personal data held by Practice Plus Group for any unauthorised purpose or disclosure such as data to a third party. You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of Practice Plus Group, unless expressly authorised to do so by Practice Plus Group. . Further guidance on confidentiality, including how to report breaches and incidents is contained within Practice Plus Group Information Security Management System (ISMS).

**Conflict of Interests**

You may not without the consent of Practice Plus Group engage in any outside employment and in accordance with Practice Plus Group Conflict of Interest Policy you must declare to your manager all private interests, which could potentially result in personal gain as a consequence of your employment position in Practice Plus Group. Interests that might appear to be in conflict should also be declared.

**Criminal Records Bureau**

It is a requirement of this position that a Criminal Records Bureau disclosure at the enhanced level is undertaken.

**Data Protection**

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act and the company’s ISO27001 accreditation. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorized persons or organizations as instructed.

**Education and Training**

Personal continuing professional development is encouraged and an annual appraisal system is in place to discuss CPD and ongoing objectives.

**Equal Opportunities**

The post holder is required at all times to carry out responsibilities with due regard to Practice Plus Group Equal Opportunities Policy and to ensure that staff receive equal treatment throughout their employment with Practice Plus Group.

**Philosophy of Care**

We aim to provide a safe and clinically sound environment, where the immediate and urgent need of individuals using the hospital is recognised and suitably skilled staff are available to see and treat the users of this service. To ensure that we meet the needs and expectations of the patient we provide a culture of continuing learning and development.

**Health and Safety**

As an employee of Practice Plus Group the post holder has a duty under the Health and Safety at Work Act 1974, to:-

Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.

Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the hospital, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

**Risk Management**

All members of staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to, co-operate with any investigation undertaken.

This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description

**Name of Post holder: ……………………………………**

**Signature: …………………………………...**

**Date: …………………………………...**

|  |
| --- |
| **Supplementary information – Data Analyst** |

|  |  |
| --- | --- |
| **Location** | Based at Practice Plus Group Hospital, Shepton Mallet  |
| **Salary** | £25,000 - £29,000 |
| **Hours** | 37.5 hours per week |
| **Length of contract** | Permanent |
| **Leave** | 25 Days |
| **Pension** | TBA |
| **Car allowance** | No |

|  |
| --- |
| **Person Specification – Data Analyst** |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | * A relevant degree or other advanced recognised qualifications / experience.
* Certificate in Microsoft Office or equivalent.
 | * Degree in Mathematics or statistics or equivalent experience.
 |
| Experience | * Experience of interpreting & analysing data and monitoring the level of data quality.
* Knowledge and a strong interest in data quality.
* Experience of working in a data quality environment.
* Experience in a similar role.
 | * + Experience of implementing data quality standards to a work plan is desirable.
	+ Experience of NHS statutory returns and healthcare statistics.
	+ Experience of implementing data quality standards to a work plan is desirable.
 |
| **Skills and Knowledge** | * Excellent computer skills / advanced skills in, Excel (pivot tables)
* Good communication and interpersonal skills.
* Excellent written and verbal presentation skills.
* Ability to manage own workload.
* Ability to influence and interact with people at varying levels.
* Excellent analytical and numeric skills.
* Ability to work under pressure is essential.
 | * MS Office with an emphasis on excellent skills in PowerPoint and presentations.
 |
| Other Factors | * Ability to provide guidance and mentoring to other staff across a multi-disciplinary environment.
* Ability to motivate others to follow a particular action / policy / procedure.
* Able to provide advice and information in a polite and courteous manner.
* Ability to complete tasks to deadlines and to a specified standard.
* Ability to be flexible in approach to work.
* Fit to undertake the role.
 |  |

|  |
| --- |
| **HAZARDS:** |
| Laboratory specimens |  | Clinical contact with patients / residents |  | Performing exposure prone invasive procedures |  |
| Blood / body fluids |  | Dusty environment |  | VDU use | X |
| Radiation |  | Challenging behaviour |  | Moving and handling | X |
| Solvents |  | Driving |  | Noise |  |
| Respiratory sensitisers |  | Food handling |  | Working in isolation |  |