

Job Description

Job Title:	Data Lead
Responsible to:	Deputy Head of Healthcare (HoHc)
Accountable to:	Head of Healthcare / Regional Systems & Performance Lead (RPL) / Senior Managers

Practice Plus Group's mission is **Access to Excellence**. Our core values are;

- we treat patients and each other as we would like to be treated
- we act with integrity
- we embrace diversity
- we strive to do things better together

Patients can only access excellence if we commit to living our values in everything we do when we're at work.



About the role:

The role requires an individual with the ability to work autonomously to produce accurate reporting using standardised data entry templates (Excel) in line with Practice Plus Group policies and procedures. The main responsibilities of the post-holder will be to extract and present accurate data from the Prison Healthcare computer system, TPP SystmOne and carry out data quality checks to ensure accuracy of data submitted.

Principal Duties and Responsibilities

- Completion of accurate reporting using standardised data entry templates (Excel), for both internal and external stakeholders
- High level of data quality checking for all site level performance reporting submissions
- Carry out Data Quality and other Audits as required, agreeing with the HoHc / RPL any remedial actions as a result of the audit
- Ability to produce ad hoc reports / data requests from various stakeholders
- Management of appropriate degraded items on SystmOne and the signposting of clinical/other degraded items for action
- Task administration and monitoring
- Experience and / or ability to learn how to interpret and analyse complex data sets
- Provide Report completion Induction training for new administrative / data lead starters as required
- Carry out system searches / reports as directed and entering the data on the provided data entry templates, ensuring accuracy and efficiency i.e. Ops Dashboard, Gilead Data, HJIPs etc.
- To build up the prevalence of the long-term condition registers so that patients leaving the establishment do not have such a detrimental impact on the QOF figures

- The management of the long-term conditions waiting list to ensure patients on Long Term Conditions are reviewed at least annually
- Understanding of the Quality Outcomes Framework and exception report patients who are offered 3 invitations to attend for review but decline in accordance with the QOF guidelines
- To offer and assist any team member, GP's with any read coding training needs where necessary
- To summarise all new patients SystmOne records and highlight any issues to the relevant team, ensuring patients are added to correct waiting lists for review.
- To continuously improve the quality of patients SystmOne records where coding errors have been identified and amended where necessary.
- To build up patients' medical summaries so that when released into the community they have a more accurate medical record when attending their own GP.
- To accurately code all clinic letters and hospital correspondence including all diagnoses, procedures and values onto the patient medical records Access SystmOne records to abstract clinical information. This information will often be complex in nature, due to the physical, mental health, substance misuse and complex comorbidities that this patient group often present with.
- To locate and retrieve missing source documentation in line with coding process, i.e., access evidence from community patient records. Liaise with clinicians where information regarding diagnosis/ procedure is not clearly defined
- Have an awareness of GDPR and compliance along with security and governance processes
- Datix incident reporting and ability to run basic Datix reports as required
- Awareness of all appropriate escalation processes

Other Responsibilities

- Accurately Read Code and input data on SystmOne into the patient record as / when required
- Ensuring admin teams correctly record the outcome of appointments on SystmOne to ensure accurate / up to date activity reporting
- Accurately Read Code and input data on SystmOne into the patient record
- Management of appropriate degraded items on SystmOne
- Input data into the patient's healthcare records as necessary
- Action incoming emails and mail in a timely manner
- Support all clinical staff with general administrative tasks as requested
- Photocopy documentation as required
- Supporting HR and Governance investigations where these have SystmOne requirements.

About You:

- Organised and methodical
- Excellent Oral Communication Skills
- Excellent Written Communication Skills, ability to reproduce presentations
- Ability to translate findings into meaningful reports and documents
- Experience of data quality and experience developing data quality
- Able to prioritise workload and delegate effectively
- Ability to build and maintain close working relationships with stakeholders
- Motivated as an individual and when working in a team

- Attention to detail (and with the ability not to be distracted in a fast-paced environment)
- Prioritising workload in relation to reporting deadlines (allocating time appropriately)
- Experience of managing / influencing teams within a multi-disciplinary environment
- Good general standard level of education
- Advanced Microsoft Office skills (Excel, Word, Outlook & PowerPoint)
- Advanced SystemOne knowledge, ideally Prison Module
- Intermediate to advanced knowledge of the NHS and Prison environment
- Intermediate to advanced knowledge of Smartcards
- Databases and data inputting
- Good Written and Oral Communication Skills
- Able to prioritise and complete tasks in a timely manner
- Able to work under pressure
- Non-judgemental
- Patient focussed

Additional information

Disclosure and Barring Service - a Disclosure and Barring Service disclosure at the enhanced level is required for this role. A risk assessment will be undertaken if necessary.

Prison Vetting - a HMPPS (Her Majesties Prison and Probation Service) clearance is required for this role in accordance with Ministry of Justice, plus local prison vetting.

Education and Training - continuing professional development is encouraged and an annual appraisal system is in place to discuss ongoing objectives and support revalidation.