

Job Description and Person Specification

Grade V Statistics

Permanent Vacancy

Reference: HR23E040

Closing Date for Applications: Wednesday 1st February
Interviews via Skype: Wednesday 22nd February 2023

HR Business Services,
St Vincent's University Hospital,
Elm Park,
Dublin 4.

Contact: +353 (1) 221 6062 or recruitment@svuh.ie

Accountability and Working Relationships

Job title/Grade: Grade V Officer

Reports to: Grade VI Officer, Statistics Department

Summary:

This post will primarily be responsible for the implementation and completion of activity reporting to support Clinical Administration and Hospital Operations. The Post holder will be responsible for the accurate and timely input of pertinent data and validation through computerised information system. This will underpin the goals of the service in monitoring outcomes through data collection, analysis and dissemination. This person will report directly to the grade VI in statistics but would also act as a central point of contact for the compilation, analysis, presentation and dissemination of activity related information to the wider hospital. This includes all patient activity areas of the hospital.

Key Duties and Responsibilities:

The list of key duties and responsibilities is not intended to be exhaustive and is subject to change depending on service requirements.

- Produce activity related statistical reports on a regular and ad hoc basis for Hospital Management.
- Complete routine weekly, monthly, quarterly and annual reports as required by the HSE and hospital management.
- Produce SVUH KPI's and Board Performance Report.
- Compile pre agreed HSE statistical data and produce analysis/commentary on same when requested.
- Implement processes to support efficient collection of data at relevant points throughout the patient pathway
- Ensure and facilitate timely collection (input) and validation of data at inpatient level
- To ensure collection, storage and retrieval of relevant agreed clinical data for hospital management including business managers, directorate managers, consultants, and various nurse and AHP managers in St. Vincent's University Hospital
- Responsible for data quality and integrity to ensure completeness of data entry for the hospital activity data through Diver as part of hospital validation protocol
- To ensure data checks and controls in place are regularly monitored and any issues are reported and escalated as appropriate
- To ensure data definitions are developed and agreed with relevant personnel as required

- To manage data requests from other external sources (i.e. research purposes, Audit or FOI) in line with department & hospital protocol
- To create new reports when required in accordance with department standards and prior departmental commitments/resources.
- To identify trends in activity and highlight areas of activity where changes may be of interest to Hospital Management.
- Liaise regularly with the ICT Department with regard to discrepancies of data warehouse and integration of systems for streamlining collection of data
- Learn all aspects of the role and work within the department and cover the service where as necessary.
- Organise service provision for the area to ensure the best coverage possible is provided.
- Monitor workload, productivity and quality of service.
- Responsible for data quality and compliance with Data Entry Rules
- Assist in the on-going development and re-organisation of services.
- Maintain a contact point as relevant to the service. This will involve receiving queries/requests from Senior Management, other hospital departments, The HSE and other healthcare facilities and national organisations.
- Attendance of weekly department meetings and minute taking if required.
- Ensure that all the standard administration/secretarial procedures are maintained.
- Ensure all queries in relation to patient care are handled promptly and all parties are informed of status.
- Being a Super user for PAS to set up or manage new consultants, wards and beds for wider hospital systems
- Become actively involved with the planning and on-going development of services in relation to best administration/secretarial practice and quality of same within the areas.
- Have a thorough knowledge of hospital policy and procedures for release of information and patient confidentiality and ensure these are adhered to at all times.
- Be familiar with the Health and Safety requirements of the work area and ensure that these are met at all times.
- Communicate regularly with the Grade VI Officer to keep him/her informed of the service.

- Any other duties relevant to this post as required.

The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office. This document must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.

The Hospital Structure is currently under review and therefore, reporting relationships may change.

Informal Enquiries or Role Specific Enquiries: Mr Niall Inwood, Statistics Manager

Tel: (01) 221 3661 or e-mail niallinwood@svhg.ie

Person Specification

Factors	Essential	Desirable
Qualifications	<p>(i) Have satisfactory experience as a Clerical Officer in the HSE, TUSLA, other statutory health agencies, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004.</p> <p>Or</p> <p>(ii) Have obtained a pass (Grade D) in at least five subjects from the approved list of subjects in the Department of Education Leaving Certificate Examination, including Mathematics and English or Irish. Candidates should have obtained at least Grade C on higher level papers in three subjects in that examination.</p> <p>Or</p> <p>(iii) Have completed a relevant examination at a comparable standard in any equivalent examination in another jurisdiction</p> <p>Or</p> <p>(iv) Hold a comparable and relevant third level qualification of at least level 6 on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI).</p>	<ul style="list-style-type: none"> • Degree in a health discipline or in an area related to data management analysis • Qualification in Health Informatics, Database Administration or SQL courses
Experience (length and type)	<ul style="list-style-type: none"> • Candidates must possess the requisite knowledge and ability, including a high 	<ul style="list-style-type: none"> • Data management experience

	standard of suitability, for the proper discharge of the duties of the office	<ul style="list-style-type: none"> • Quality management of large datasets • Experience in Data analysis and Business intelligence software. • MS Office • Experience of supervision and management of staff • Experience with Excel and database management suites. • Report writing experience (SQL, Crystal etc.) • Experience with report publication software
Core Competencies	<ul style="list-style-type: none"> • Knowing the Health Service & How it works • Delivering Quality & Fairness for Service Users • Planning & Managing Resources • Creating Team Spirit • Being the communication channel • Influencing People and Events • Managing individual performance • Embracing the Change Agenda • Being a Role Model 	<ul style="list-style-type: none"> • Knowledge of data base schemas. • Ability to interpret medical terms/notes, nursing/medical/medical secretarial experience an advantage
Health	Candidates for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.	

Particulars of Office:

The appointment is: Wholetime, Permanent and Pensionable

Annual Salary: €46,407 to €52,205 **(01/10/2022)** pro rata dependent on previous Public Health Sector experience.

These particulars are subject to change in line with overall public pay policy.

Candidates should expect to be appointed on the minimum of the salary range and in accordance with the Department of Finance guidelines.

Probationary Period: The appointee shall hold office for a probationary period of six months – The Hospital's Probation and Induction policy will apply.

Pension Scheme: The candidate will be entered into one of the Hospital Superannuation Schemes.

Working Hours: The person appointed will work a basic 35 hour week. You will be required to work the agreed roster / on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change between the hours of 8am – 8pm over seven days to meet the requirements for the extended day services in accordance with the terms of the Framework Agreement. (Reference HSE HR Circular 003/2009). Flexibility on hours of attendance in response to service needs will be a requirement.

Annual leave entitlement: 29 working days per annum pro. Annual leave accrued must be taken within the duration of the contract or calendar year and as agreed between the candidate and the Head of Department.

Additional Information

Confidentiality:

During the course of employment staff may have access to, or hear information concerning the medical or personal affairs of patients, students, staff and / or other health service business. Such records and information are strictly confidential and unless acting on the instruction of an authorised officer, such information must not be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

Hygiene:

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of St Vincent's University Hospital's quality system to ensure the safety and well-being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

Policies / Legislation:

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice.

Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

Please note the following:

- The Hospital Board is not responsible for loss or theft of personal belongings
- Fire orders must be observed and staff must attend the fire lectures periodically
- All accidents within the department must be reported immediately.

- In line with the Safety, Health and Welfare at Work Act (2005), smoking within the Hospital Building is not permitted.
- All staff are advised to avail of Hepatitis B Vaccination with Occupational health
- The use of personal mobile phones is prohibited.
- St. Vincent's University Hospital buildings and grounds are **smoke-free**.

Application Process: St. Vincent's University Hospital is an equal opportunities employer and is committed to promoting an environment free from discrimination in accordance with the Employment Equality Acts 1998 and 2004. The Hospital values diversity and recognises the benefits of having a workforce that reflects the community we serve. We are committed to equality of access to positions within the Hospital. All recruitment activity and documentation will encourage applications from all potential candidates without discrimination.

Interested candidates should apply for vacancies of interest by visiting the Hospital Careers pages: <http://www.stvincents.ie/Home/Careers.html>

- Note the closing date(s) for the submission of on-line applications are specified on the list of vacancies. St. Vincent's University Hospital are not able to accept late applications.
- It is the applicant's responsibility to ensure that they apply well in advance of the closing date.
- Any applications which are still in progress but have not been submitted after the closing date will not be registered by our Web Recruitment System.
- Applications for St. Vincent's University Hospital job vacancies will only be accepted through our Web Recruitment System.
- St. Vincent's University Hospital may only take into account technical issues raised by an applicant if advised to our Human Resources Department prior to the advertised closing date.

Non-European Economic Area Applicants: While St. Vincent's University Hospital is an equal opportunities employer, in line with current Department of Jobs, Enterprise and Innovation Employment Permit requirements, applications from non European Economic Area (EEA) will only be considered in the event that an EEA citizen cannot be found to fill the vacancy. Please note that if you are a NON-EEA applicant and are unable to supply documents (listed on www.djei.ie), you are not entitled to participate in this recruitment competition. This is in accordance with the EU Community Preference Rule. Further information is available at www.djei.ie.

Former Public Service employees: Eligibility to compete may be affected where applicants were formerly employed by the Irish Public Service and previously availed of an Irish Public Service Scheme including:

- Incentivised Scheme for Early Retirement (ISER)
- Department of Health and Children Circular (7/2010)
- Collective Agreement: Redundancy Payments to Public Servants

Applicants should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. This is a non-exhaustive list and any queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

Shortlisting: Shortlisting will be carried out on the basis of information supplied on your curriculum vitae. The criteria for shortlisting are based on the requirements of the post as outlined in the Person Specification. Failure to include information regarding these requirements on your CV may result in you not being called forward to the next state of the recruitment process.

All overseas qualifications must be validated. No candidate can work in the Hospital without validated qualifications. If professional registration is also a requirement, candidates must provide documentation of same.

Canvassing will automatically disqualify.

Please note that you will be contacted mainly by mobile phone and email. It is important that your mobile phone number, postal address and email address are correct. It is your responsibility to ensure that you have access to your mobile voice mails and emails. We recommend that you use an email address that you have regular access to.

Competency based interviews follow the shortlisting stage of the recruitment process. Credit is awarded by the interview panel to candidates who demonstrate at interview that they possess the experience, competencies and skills listed in the person specification. Candidates will normally be given at least one week's notice of interview. Interviews are held in person only, no subsequent or alternative dates to dates given will be offered to candidates. All interviews are held in the HR Department of St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description. All posts are located in St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description.

Disability: Please let us know if you need any special assistance at interview, e.g. if you have difficulty in moving up or down stairs or have hearing or speech difficulties.

Candidates are notified of the result of their interview at the earliest possible date after the interview. The recommendation of the interview panel does not constitute a job offer. The process continues after the interview and includes clearance checks such as references, Garda clearance, occupational health clearance, validation of qualifications and experience. A job offer is made pending satisfactory clearances. SVUH reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances cannot be obtained or are deemed unsatisfactory.

For some recruitment competitions a panel of successful candidates may be formed as a result of the interviews. Candidates who obtain a place on the panel may, (within the life of the panel), be considered for subsequent approved vacancies. Candidates are placed on a panel in order of merit. A panel is typically live for 6 months.

It is normal procedure that candidates be placed on the first point of the relevant salary scale in accordance with the Department of Finance guidelines.

Declaration: Please read your application carefully and check for any errors or omissions. False declaration or omission in support of your application will disqualify you from appointment.

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January 2023