

**SHEFFIELD TEACHING HOSPITALS NHS TRUST**

**1. JOB DETAILS**

Job title:	Directorate Facilitator
Grade:	Band 4
Responsible to:	Service Manager, Neurosciences
Reports to:	Operational Manager, Neurosciences
Location:	Royal Hallamshire Hospital

**2. JOB PURPOSE**

To support the Directorate's management team by providing comprehensive and flexible administrative support across Neurosciences.

Primary duties include:

- Co-ordinating the department's response to M&M, internal audits, and national audits, including those associated with the National Neurosurgical Audit Project (NNAP), thereby ensuring the department meets national standards concerning clinical governance.
- Administering the operational and quality aspects of the Medical School programmes for medical undergraduate clinical placements, liaising with clinical teachers, students and University of Sheffield Medical School staff.
- Supporting the academic clinical leads in the organisation and delivery of medical students' education and clinical placements.
- Supporting the Service Co-ordinators with Directorate administration as requested.
- Absence cover for the Directorate Secretary and Directorate Rota Co-ordinator, including processing medical leave, invoices and maintaining medical rotas.

**3. ROLE OF THE DEPARTMENT**

The Neurosciences directorate is based at the Royal Hallamshire Hospital (RHH) and is the service provider for South Yorkshire, North Derbyshire, North Lincolnshire and North Nottinghamshire. We serve a population in excess of 2.2 million people.

We are a leading specialist centre offering a full range of neuroscience services, including pioneering new medical and surgical treatments for disorders, diseases and conditions affecting any area of the central nervous system, including brain and spine.

The Neurosciences directorate includes Neurosurgery, Neurology, Hyper Acute Stroke Neuropsychotherapy, Neurophysiology, Neurosurgery and Stereotactic Radiosurgery.

Our fundamental goal is to improve the quality of care offered to neurologically impaired patients in order that they can live the most productive and independent lives possible.

#### **4. DEPARTMENTAL ORGANISATIONAL CHART**

**Service Manager**  
↓  
**Operational Manager**  
↓  
**This post**

#### **5. MAIN DUTIES AND RESPONSIBILITIES**

##### **5.1 Governance & audit**

- 1) Develop and maintain a close working relationship with the consultants responsible for clinical governance, audit, and education, supervision and training.
- 2) In conjunction with the clinical governance leads, organise and facilitate regular morbidity and mortality (M&M) meetings for each Directorate within Neurosciences.
  - a. This includes setting dates, compiling agendas, identifying cases, collecting clinical summaries from the medical team, taking minutes and maintaining an action log.
- 3) Work alongside the Head & Neck Clinical Governance Team and local clinical governance leads to ensure that the Directorate meets the required standards for M&Ms.
- 4) Ensure that data collected for presentation and discussion at the department's M&M meetings is of a high quality.
- 5) Design and maintain databases according to governance and audit needs.
- 6) Enter data into relevant local and national databases, audits and registries promptly and accurately.
- 7) Contribute to data input by scrutinising individual patients' medical notes where required.
- 8) Validate and assure the quality of data inputted into databases, audits and registries by yourself and others.

- 9) Compile and compose standard operational procedures (SOPs) concerning the collection, analysis, submission, and publication of clinical outcome data.
- 10) Interrogate databases, run reports and queries to extract relevant information based on clear inclusion and exclusion criteria.
- 11) Format, analyse and interpret data and present the findings in manner helpful and appropriate for the intended audience.
- 12) Prepare reports for the Directorate's monthly governance meeting.
- 13) Respond to both external and internal requests for data and reports, including those for NHS England's Quality Surveillance Programme.
- 14) Prepare *ad hoc* reports as requested by the Service Manager and Clinical Director.
- 15) Review, perpetuate, amend or introduce processes to facilitate the collection of clinical outcome data in collaboration with the IT Department and Business Analysts as required.
- 16) Establish contact and work with appropriate individuals outside the Trust relevant to the National Neurosurgical Audit Programme such as the National Neurosurgical Audit Programme Coordinator and coordinators of any of the multiple national sub speciality audits.
- 17) Work with relevant personnel at Sheffield Children's Hospital to ensure data concerning young adults treated on the Trust site is appropriately included in any national paediatric neurosurgery service clinical outcome submission.

## **5.2 Education and teaching support**

- 1) Develop and maintain a close working relationship with the consultants responsible for the education programme supporting medical students through their Neurology training.
- 2) Provide admin support to the educational supervisors.
- 3) Work alongside the educational supervisors to plan medical students' placements.
- 4) Provide *ad hoc* troubleshooting support to medical students during their placement with the department.
- 5) Communicate with medical students surrounding the details of their placements.

- 6) Ensure that Medical HR and the South Yorkshire Deanery are kept up-to-date.

### **5.3 Miscellaneous**

- 1) Work flexibly with colleagues to ensure adequate office cover between the hours of 8am and 5pm every weekday.
- 2) Work alongside a wide range of staff, departments and services to ensure a high level of care is consistently delivered.
- 3) Represent the Directorate at any relevant meetings and provide feedback on pertinent issues.
- 4) Deal with telephone enquiries from patients, relatives/carers and GP surgeries, ensuring any problems or concerns are dealt with promptly and courteously.
- 5) Take minutes of meetings as requested.
- 6) Ensure data quality and completeness on the Trust's PAS and EPR systems.
- 7) Ensure a high level of professional governance at all times.
- 8) Support the Operational Manager in reviewing and implementing local and organisational policies and procedures.
- 9) Identify opportunities for service improvements for discussion with the Operational Manager.
- 10) Consistently model and display the Trust's PROUD behaviours and values.
- 11) Comply with any other reasonable management request.

## **6. FINANCIAL MANAGEMENT RESPONSIBILITIES**

None.

## **7. HUMAN RESOURCES MANAGEMENT RESPONSIBILITIES**

- 1) Workload management and oversight for the Directorate Database Administrator (0.4 WTEs at AfC band 3).

- 2) Oversight of medical students in the lead up to and during their placement.
- 3) Escalate clinical education, training or pastoral concerns to the relevant clinical supervisor.
- 4) Co-ordinate the diaries and schedules of medical students in conjunction with the Training and Education Leads.
- 5) Ensure that the consultants and junior doctors receive full and adequate training on data capture and entry into the necessary databases.
- 6) Take responsibility for the data submitted by the database administrators to ensure that it is complete and accurate.

#### **8. ASSET MANAGEMENT RESPONSIBILITIES (ie stock, equipment, buildings)**

- 1) Manage stock levels for appropriate resources (such as educational diaries) and submit necessary orders on Integra Centros.
- 2) The post holder will be accountable for his or her own correct use of personal computer equipment, printer and scanner, telephone.

#### **9. WORKING RELATIONSHIPS (please identify the main personnel with whom the post-holder will be required to communicate with and advise internally and externally)**

##### **Internal**

Clinical Director  
 Operations Director  
 Lead Clinicians  
 Consultants  
 SpRs  
 Secretaries  
 Clinical Governance Manager  
 Clinical Audit and Effectiveness Coordinator  
 Directorate Clinical Governance Leads  
 Informatics Department  
 Clinical Coding Dept

##### **External**

National Neurosurgical Audit Programme (NNAP)  
 British Spinal Registry  
 Surgical Site Infection National Audit  
 Shunt Registry  
 National Vestibular Schwannoma Audit  
 National Subarachnoid Haemorrhage Audit

National Pituitary Apoplexy Audit  
National Critical Care Audit  
National Trauma Audit  
Sheffield Clinical Audit Advisory Group (liaise/advise)  
Sheffield Children's Hospital (liaise)

**Signature of post-holder**

**Date agreed**

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**Signature of manager**

**Date agreed**

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