

Job Description

Job title	Assistant Clinical Safety Officer
Department/Section	Clinical Team
Band	£38,000 (band 7 equivalent) pro rata.
WTE	3 Days per week (0.6)

Main purposes of role

The purpose of this role is to develop and implement clinical risk management activities that support the safe development and use of Information Technology (IT) health systems within Healthcall, supported by the Clinical Safety Officer.

The post holder will be responsible for ensuring that all IT health systems developed by Healthcall conform to DCB 0129 "Clinical Risk Management: it's Application in the Manufacture of Health Systems" and where necessary systems and pathways that are procured by organisations within the NHS meet the requirements of DCB 0160 "Clinical Risk Management: it's Application in the Deployment and Use of Health IT Systems across the organisation".

The Assistant Clinical Safety Officer (CSO) will undertake the clinical risk assessment and management of the digital pathways developed by NHS Healthcall on behalf of the local NHS and local Authorities it works with.

A truly exciting time, NHS Healthcall is an NHS owned regional collaborative developing digital pathways for NHS and local authority organisations, both in acute, primary care, community settings and mental health. The Assistant CSO will provide advanced clinical specialist Subject Matter Expertise (SME) on clinical safety standards as outlined by NHS Digital Clinical Safety Team. They will work collaboratively with local clinical expertise as the clinical leads in developing new digital pathway developments, and in producing all safety evidence and documentation required. They will hold responsibility and lead on clinical risk management of systems ensuring they comply with NHS standards (Health & Social Care Act 2012 - DCB 0129 and DCB 0160). They will be responsible for the assessment of potential clinical safety risks relating to programmes and use advanced specialist knowledge to guide mitigations from all those involved through design, application, training, and business processes. The Assistant CSO will have a full and varied portfolio that will see them champion clinical health informatics to facilitate safe and effective care. There is the opportunity to expand the role to other areas of clinical governance and engagement within Healthcall in the future.

Key Responsibilities

1. Management of all safety related activities.
2. Embed a clinical safety culture across the organisation.
3. Establish, develop, and maintain all activities with DCB 0129, Clinical Risk Management: its Application in the Manufacture of Health Systems and where appropriate meet the requirements of DCB 0160 "Clinical Risk Management: it's Application in the Deployment and Use of Health IT Systems across the organisation".
4. Engagement with multidisciplinary clinical professionals within pathway developments, to ensure robust safety processes are in place as outlined in the DCB0129.

Key results/objectives

1. Lead on clinical risk management of NHS Health Call pathways ensuring they comply with NHS standards (Health & Social Care Act 2012 - DCB 0129 and DCB 0160) with support from the Clinical Safety Officer and clinical leads within the team.
2. Responsible for writing/updating/coordinating Health Call clinical safety pathways, including but not limited to topics relating to clinical safety, clinical risk management processes, ensuring a robust clinical safety process is maintained within the company.
3. Lead on producing and updating the clinical risk assessments for each system product (e.g., as legislated by the Health & Social Care Act 2012 - DCB 0129 and DCB 0160), ensuring that a suitable clinical domain safety process is in place and adhered to.
4. Produce Health Call System Safety Cases, for appropriate clinical pathways.
5. Use advanced knowledge to ensure the safety of Healthcall pathways through the establishment and maintenance of a Clinical Safety Case, an Organisational Safety Assessment, and the application of clinical risk management throughout the lifecycle of the health software product, from development to decommissioning.
6. Manage and conduct hazard log workshops with NHS colleagues relating to new pathway developments.
7. Contribute to the wider Clinical Team objectives, programme office (PO) and delivery team (DT) ensuring that non-clinical staff receive clinical specialist input into their areas of responsibility.
8. Produce all safety evidence and documentation required as the manufacturers of Health IT software products.
9. Act as a champion for clinical health informatics developed by NHS Health Call, to facilitate safe and effective care by:
 - Raising staff awareness of clinical safety best practice compliance within the organisation.
 - Ensure effective standard operating procedures and business processes are updated to incorporate relevant patient safety measures.
 - Maintain and update Clinical Safety Files for assigned products.
 - Own clinical risk assessment activity for the project within the organisation including assessing and triaging safety incidents raised by the organisations Incident Management Systems

10. Establish and embed a robust safety management system across the organisation.

Qualifications and experience

Valid and regulated clinical registration with Professional Body (i.e., NMC / GMC / GDC/GPhC). Must hold professional registration and a relevant clinical practitioner qualification. Healthcare professional degree / masters level qualification or experience.

Up to date Clinical Risk Management Training and understanding clinical safety and its role within clinical informatics pathways development.

Experience of Clinical safety management processes and working within a clinical safety role, either within a supplier or NHS deployment capacity.

Understanding of NHS Clinical Risk Management Standards and their joint application in the development and deployment of healthcare IT systems.

Experienced in the use of ICT and an advanced level of understanding of clinical safety for health information systems and how they are utilised within healthcare practice.

Experience in the use of Office, Excel, spreadsheets, electronic databases, virtual technology (Skype, Microsoft Teams etc...)

Excellent communication skills including the ability to convey information verbally, via e-mail, presentations, documents, and meetings.

Ability to work independently with effective time management skills.

Responsible for staff:	There is currently no responsibility for line management of other staff members.
Reporting to:	Fiona McDonald Associate Clinical Director, Clinical Safety Officer.