Clinical librarianship is the proactive approach to supporting evidence-based healthcare and clinical governance within the clinical setting. Whilst part of the wider Library and Knowledge Services (LKS) team, the post-holder will spend at least 50% of their time based in the clinical setting working with specific named departments and teams. The clinical librarian will play a vital role in providing highly specific, quality filtered information from a range of resources, informing the clinical decision making process, promoting a culture of evidence-based practice and contributing to improved patient care.

Part of promoting the evidence-based culture will involve developing and promoting a training programme, to be delivered locally within the workplace, and as part of LKS offering of bookable sessions via the Managed Learning Environment (MLE). The clinical librarian will also be expected to co-ordinate examples of the value and impact of the LKS on behalf of the team.

The post holder will be expected to act with a significant degree of autonomy and the eye of an entrepreneur to identify and exploit potential opportunities, using considerable initiative to develop the role, and adopting excellent public relations and marketing skills to promote the clinical librarian service.

The role also involves supervision of the daily work of the three library assistants, in partnership with the LKS manager.
SECTION 4 – KNOWLEDGE, TRAINING, EXPERIENCE AND SKILLS REQUIRED

Knowledge Training and Experience

- A postgraduate qualification or equivalent in librarianship/information science.
- Previous experience of working in a healthcare library environment at professional level
- Chartered member of Institute of Library and Information Professionals (CILIP)
- Training qualification or equivalent user education experience
- Critical appraisal skills and familiarity with the hierarchy of evidence-based healthcare
- Excellent knowledge and experience of using the range of quality-assured electronic information resources such as Medline, CINAHL, Cochrane Library and others
- Experienced user of Microsoft Office applications, and online resources such as search engines, e-journal packages and a willingness to extend this through further training
- Knowledge of online library management systems.
Skills

- Ability to act on own initiative and also work as part of a team
- Ability to act independently, and be accountable for own actions and decisions.
- Ability to adapt to a varied and demanding workload.
- Ability to organize own workload and prioritise competing demands
- Ability to proactively promote the role of the clinical librarian
- Ability to work to strict deadlines and to work under pressure
- Excellent written and verbal communication skills and ability to adapt these to suit specific audiences
- Ability to support the development of a culture adopting and embracing evidence-based practice
- Ability to analyse, organise and present information in a logical manner and to produce reports
- Ability to monitor and evaluate the service
- Excellent searching skills
- Experience in user education
- Experience of marketing and publicity
- Able to receive, analyse and communicate complex information to a variety of audiences
- Excellent presentation skills with ability to present to a wide range of external and internal audiences
- Ability to use initiative and judgement in dealing with challenging situation
- Excellent IT and keyboard skills

SECTION 5 – MAIN DUTIES & RESPONSIBILITIES OF THE POST

- To access, search, analyse and interpret complex, specialist information to support the named teams and / or projects
- To develop and maintain expert subject knowledge to assist in the understanding and support of the teams.
- To design and deliver library, information and research skills training to support evidence based healthcare. To collate, analyse and distribute complex management information and statistics. To create, edit and publish, writing reports when necessary
- To assist in budget management relating to procurement of appropriate resources in order to support and develop the clinical librarian service, and wider LKS functions.
- To build supportive working relationships within the named teams and LKS team, ensuring good and effective communications with internal and external stakeholders to maximise opportunities to work together efficiently
- To communicate effectively with a wide range of Trust staff establishing and maintaining good working relationships to ensure complex information can be communicated and shared as necessary.
■ To allocate workload to library support staff as appropriate, ensuring they prioritise workload to meet clinical librarian deadlines.

■ To supervise the work of the three library assistants, ensuring they support the team and library users in a timely and appropriate manner.

■ To attend and participate in multi-disciplinary meetings, journal clubs, ward rounds and other meetings as appropriate to the information needs of the named teams.

■ To publicise, promote and market both the clinical librarian and wider LKS in conjunction with other library staff.

■ To develop, promote and deliver a programme of LKS training covering topics including search skills, critical appraisal and understanding statistics.

■ To monitor and evaluate the clinical librarian service and the wider LKS to demonstrate value and implement quality improvements and new ways of working as appropriate.

■ Responsible for the planning, implementation and delivery of library projects within personal remit, some which will be of a complex nature, ensuring projects are delivered on time, to plan and to budget as planned.

■ To provide and promote a current awareness service in conjunction with the LKS current awareness lead.

■ Provide a specialist service to support clinicians and managers in evidence based decision making and research.

■ To carry out general library tasks as needed e.g. work on the Issue Desk when required, handle enquiries and other tasks commensurate with the banding.

■ To support cataloguing and classification and resource purchasing and management in conjunction with the stock librarian.

■ To contribute to the development and maintenance of the Library and Knowledge Service website and intranet presence.

■ To collate and distribute complex information for the National Annual Statistical Return and the National Library Quality Assurance Framework (LQAF).

■ To support the development of specialist services to other hospital departments with other library staff.

■ To work as part of the LKS team, suggesting improvements to the service where appropriate, taking notes at team meetings when required.

■ To contribute to clinical librarian and other LKS networks, attend regional or national meetings as appropriate.

■ To handle cash, including money from fines, photocopying, book sales etc.

■ To attend region-wide/national meetings as appropriate.
SECTION 6 – WORKING CONDITIONS / EFFORT

- Ability to complete multiple tasks requiring considerable intellectual ability, frequent prolonged concentration and tight deadlines
- Unpredictable workloads
- Indirect exposure to distressing information through print and electronic resources
- Dealing with interruptions when responding to multiple requests for assistance e.g. on the Enquiry Desk or during training sessions
- Providing information in support of urgent clinical decision making
- Occasional moving of heavy resources
- Managing occasional verbal aggression from dissatisfied users.
- Must be willing to travel to liaise with other services and/or attend training within the SWIMS library network and other locations
- Working with computers for long periods of time.

SECTION 7 – JOB DESCRIPTION AGREEMENT

Completed by………………………………………………
Authorised by…………………………………………..…  Date………………………………………………

This job description is a guide to the duties you will be expected to perform immediately on your appointment. It is not an exhaustive list, and such duties may well be altered from time to time to meet changes in the Trust’s requirements. Any such changes will be commensurate with the grade of the post and will be discussed with the postholder prior to the changes being made