JOB TITLE: Clinical Librarian

RESPONSIBLE TO: Deputy Head of Library & Knowledge Services

RESPONSIBLE FOR:

SALARY: Agenda for Change Band 6

LOCATION: Based in St Richard’s Hospital but will be required to work on other sites

HOURS OF WORK: 37.5 hours per week and some flexibility required

CONTRACT: Agenda for Change

DISCLOSURE REQUIRED: Yes

JOB PURPOSE: To promote and support evidence-based patient care by working within clinical teams to supply quality-filtered clinical evidence to the teams and to individual clinicians in response to information needs.

To train groups and individuals in evidence-based information seeking skills.

To provide professional library services to users of the Dunhill Library

DIMENSIONS:
The Trust

Western Sussex Hospitals NHS Trust is an acute trust operating on two sites, St Richard’s Hospital in Chichester and Worthing Hospital.

Role of the Department

Library services in the Trust operate from two main sites located at St Richards Hospital and Worthing Hospital. There is a team of 4 knowledge specialists (including this post), working with different client groups across the catchment.

The role of the service is to assist in improving the quality and delivery of health care through the provision of up-to-date clinical information and to utilise the information-handling skills of the library to the benefit of the client Trusts.

The Role of the Clinical Librarian

To work with nearly 6,000 NHS staff of all grades and professions to promote and support evidence-based patient care by working within clinical and project teams to supply quality-filtered clinical evidence to the teams and to individual clinicians in response to information needs over both acute site. To develop current awareness and other alerting services for clients.

KEY RELATIONSHIPS:

Library users of all professions and grades these include senior and junior clinicians, nurse and allied professions.

Professional and non professional library staff with the Department

NHS Library staff within the Kent, Surrey and Sussex area and beyond
Main Duties:

Clinical Librarian
To support selected clinical and project teams by:

- providing patient-centred, evaluated clinical evidence for patient care
- attending ward rounds, clinical meetings, audit meetings and other events as agreed with the teams
- promoting evidence-based practice
- providing evaluated information for clinical audits, clinical guidelines and service development
- supporting teaching, journal clubs, case reviews and other professional development activities with the teams
- representing the library service on Trust committees and groups

Service Development
- To lead on service development for current awareness and alerting services
- To assist the Deputy Head of Library & Knowledge Services in the process of staff selection and recruitment, as required

Information provision and user support
- To provide professional library enquiry and literature searching services to the full spectrum of West Sussex Knowledge & Libraries clientele, using advanced searching and critical appraisal skills to locate and evaluate the best evidence available
- To undertake systematic and complex literature search, supporting the care of individual or groups of patients, and aiding development of clinical guidelines, policies, care pathways, research, audit, continuing professional development and evidence-based practice
- To support individuals undertaking study, clinical audit and research by assisting staff to differentiate and refine types of research methodology and development, use and refine their critical appraisal skills to locate appropriate clinical literature
- To use a wide selection of resources (clinical or otherwise) to answer an enquiry as thoroughly as possible, within the time period set by the user

Training and user support
- Enrol new users and provide an induction tour of the services, including use of both library and bibliographic databases
- Develop a programme of flexible hands-on training on specialist healthcare databases, internet search skills and critical appraisal to individuals and multi-professional groups of acute NHS staff, to support patient care, continuing professional development further study and evidence-based practice
- Deliver the training to individuals and groups of NHS staff across sites, in a variety of locations, including IT suites, individual workstations, the library and other departments. This require the use of motivation, training and reassurance skills to convey complex information, where there may be barriers to understanding
- To provide on-going specialist advice and technical support on the specialist healthcare databases and internet searching as required
- To identify training needs regularly through training needs analysis and other means
- To monitor and review training regularly providing feedback and recommendations to the Deputy Head of Library & Knowledge Services as required.

Stock Management
- To take part in selecting new stock for the libraries within the budgetary limits set by the Head of Library & Knowledge Services, consulting with library users and clinical specialists as appropriate
- To ensure that the shelf stock if the libraries matches the needs to acute care staff

Information Technology
To develop and use technologies including social media to support the clinical librarian service as well as contribute to their use within West Sussex Knowledge & Libraries service.

Maintain and develop the service’s web presence and intranet pages, using the departmental Inmagic Presto installation, Adobe Creative Suite and other software.

Marketing and Promotion
- To promote the service to users and non users
- To contribute material to the library website, Trust intranet and blogs

Professional Development
- Work towards agreed objectives
- To maintain and develop personal professional skills, knowledge and competency, including undertaking training, study days and courses to update existing skills and acquire new ones
- Develop good knowledge management principles in their own area of work

Other
To undertake additional duties as required by the Deputy Head of Library & Knowledge Services

Diversity and Rights
- Promote people’s equality, diversity and rights, and treat others with dignity and respect.

Confidentiality
- Ensure confidentiality at all times. Employees of the Trust must not without prior permission disclose any information regarding patients or staff obtained during the course of employment, except to authorised bodies or individuals acting in an official capacity. Failure to adhere to this instruction will be regarded as serious misconduct and may lead to disciplinary action. The Data Protection Act may render an individual liable for prosecution in the event of unauthorised disclosure of information.

Trust Policies and Procedures including Control of Infection
- To be familiar with and to comply with the Trust’s policies and procedures, which are available via line managers in each department and on the Trust intranet. Failure to adhere to this instruction will be regarded as serious misconduct and may lead to disciplinary action.
- Be aware of and adhere to the Trust’s infection control policy. Infection control is everyone’s business and it is important that all members of clinical and non clinical staff observe good infection control practice at all times. Failure to adhere to this instruction will be regarded as serious misconduct and may lead to disciplinary action.

Safeguarding Children
- Employees of the Trust have a responsibility at all times to ensure the well being and safety of children under the care of the organisation and to comply with the Trust’s policies and procedures in this.

Risk Management and Health and Safety
- Be aware of the Trust’s risk management strategy and policies.
- Support the departmental manager in promoting a risk management culture within your working environment, ensuring participation and involvement when requested.
- Identify potential risks that may impact on the Trusts ability to achieve its objectives, and report concerns to the line manager.
Health and Safety is the responsibility of all staff and the postholder is required to take due care at work, report any accidents or untoward occurrences and comply with the Trust Health & Safety Policy in order that it can fulfil its Health and Safety responsibilities.

The Trust operates a “Smoke Free” Policy, and smoking is forbidden throughout the Trust’s premises.

Training and Development

- Attend mandatory training updates as required.
- Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process.
- Achieve and demonstrate agreed standards of personal and professional development within agreed timescales
- Take responsibility for identifying what learning you need to do your job better and jointly plan with your line manager what training you require.
- Participate in the Trust’s appraisal process to discuss how your role will help deliver the best possible care to our patients and help to deliver any changes in service.

Patient and Public Involvement

- The Trust has a statutory duty to ensure that patients, clients and members of the public are consulted and involved in decisions about local health service developments. You should be mindful of this and do what you can, as appropriate to your role and level of responsibility, to meet this duty.

Data quality

- Ensure that accurate data is entered into all data collection systems, manual or electronic.
- Report non-compliance with the Data Quality Policy, erroneous production of data and any factors affecting the production of valid data to the Data Quality Manager.

Research Governance

- The Trust manages all research in accordance with the requirements of the Research Governance Framework. As an employee you must comply with all reporting requirements, systems and duties of action put in place by the Trust to deliver Research Governance.

Major Incident

- In the event of a major incident or civil unrest all Trust employees will be expected to report for duty on notification. All Trust staff are also expected to play an active part in training and preparation for a major incident or civil unrest.

Modernisation and Change

- To be aware of internal and external targets to achieve in respect of service delivery and improving and progressing patient care, and contribute and work to achieve them.

Sustainability

- The post holder will be required to embrace the concepts of sustainability within the workplace and will carry out all duties in a way that ensures a high regard for energy efficiency, carbon reduction, waste management and the most appropriate use of materials and other resources. The post holder will also be required to give due consideration to the use of sustainable travel to the post holder’s base and travel between the Hospital sites, where applicable.
This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role and banding, including project work, internal job rotation and absence cover.