



CAIRN
MEDICAL
PRACTICE

JOB PACK Ref: ITDOct21

Vacancy: IT & Data Quality Officer

Job type: Permanent

Salary starting range: £21,000 (pro rata)

Hours: 30-37 per week

Working pattern: Flexible

Staff group: Administrative & Clerical

About Cairn Medical Practice

We are a busy, urban practice located a 10 minute walk from Inverness City centre. We have approximately 9600 patients, serviced by 10 doctors, an advanced pharmacist, advanced nurse practitioner, 2 nurses and 2 healthcare assistants and an admin and clerical team of 15.

Cairn is a training practice; we participate in the education of doctors and other healthcare staff at all levels, from university students to qualified doctors who are specialising as GPs.

The role is to ensure our systems operate effectively & that the quality of our data informs high-quality patient care

We're using technology to increase organisational efficiency and improve patient health outcomes. As IT & Data Quality Officer you will take responsibility for our IT systems and access & data extraction and analytics. Your skills will support us to plan for the future; inform conclusions and support decision-making.

Data, and the quality of that data underpins many of the decisions and improvements in clinical care and operation of the Practice. You will provide an essential data quality monitoring, extraction and analysis service and provide feedback and support to our team where appropriate.

We are reliant on efficient IT systems to manage data processing and storage and your excellent oversight, organisation and co-ordination of these systems and our network will ensure we provide a seamless experience for both staff and patients.

Skills & knowledge required

- You'll preferably have patient related NHS administrative experience, including a thorough working knowledge of the comprehensive clinical system 'Vision' and knowledge of electronic document management

- You'll be comfortable working with different IT systems, with proficiency in MS365 and Microsoft applications such as Word and Excel is essential
- You'll already be familiar with extracting & analysing data
- You will be well-organised, with excellent problem-solving skills, with the ability to develop new skills and learn quickly in a new environment
- You will also enjoy working as a member of a dedicated team and feel confident working with clinical and administrative staff

Diversity and inclusion

It is vital that our workforce is reflective of the population that we serve, so we hold an unwavering ambition to be a trusted employer for colleagues from every background. Discrimination has no place in our workplace, so we celebrate diversity and we promote equality of opportunity. Joining an inclusive employer who values the contribution of every individual, you will find a workplace that is both friendly and supportive.

Apply to join us

If you have the relevant skills and knowledge to excel in this role, then we would be delighted to receive your application.

Your application should be emailed to nhsh.cairncmg@nhs.scot before 5pm on 28/10/21 and include the following:

1. CV with covering letter clearly stating your suitability for the role
2. Completed skills & knowledge questionnaire (see below)

Alternatively, if you'd like to discuss this role further, then please don't hesitate to get in touch with us at nhsh.cairncmg@nhs.scot and a member of our team will be able to answer any questions you may have.

Selection process

The deadline for applications is 5pm on Thursday, 28 October 2021. If you are shortlisted for interview, you will be contacted by email with further details of the selection process by Friday, 5 November 2021. Interviews will be carried out onsite at Cairn Medical Practice, 15 Culduthel Road Inverness IV2 4AG.

Skills & Knowledge questionnaire

Role: IT & Data Quality Officer

Skills	Requirement	Applicant meets requirement?	
1. Patient related Primary Care/NHS administrative experience	Preferable	Yes	No
2. Data extraction & analysis	Essential	Yes	No
3. Work effectively as part of a team	Essential	Yes	No
4. Well-organised	Essential	Yes	No
5. Excellent problem-solving skills	Essential	Yes	No
6. Technical support	Preferable	Yes	No
Knowledge	Requirement	Applicant meets requirement?	
1. 'Vision' clinical system	Preferable	Yes	No
2. 'Docman' electronic document management	Preferable	Yes	No
3. Proficient in MS365 and Microsoft applications such as Word and Excel	Essential	Yes	No
4. Good general knowledge of operating systems, hardware and software	Essential	Yes	No