



Public Health & Commissioning Librarian  
Job Description

**Department:** Knowledge & Evidence Service

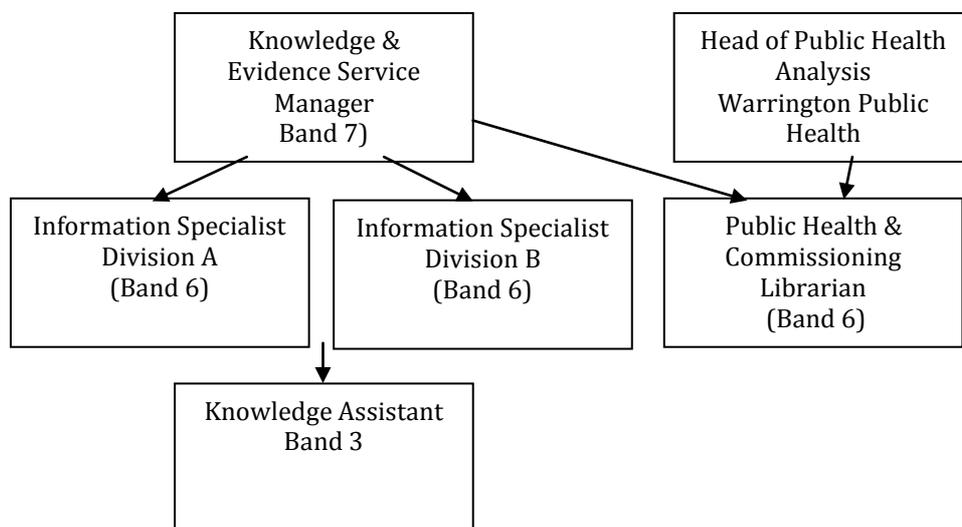
**Office Base:** Warrington

**Grade:** Band 6

**Responsible to:** Knowledge & Evidence Service Manager

**Accountable to:** Associate Director of Education & Development

**Key relationships:**



**JOB SUMMARY**

The key purpose of the role is to ensure the effective input of evidence in public health policy-making and clinical commissioning:

1. Plan, deliver, promote and evaluate a knowledge and evidence service to Warrington Public Health and Warrington Clinical Commissioning Group; integrating with clinical and corporate teams and communities of practice to support clinical and business decision making
2. Manage and deliver training (in information skills literacy and critical appraisal) across the organisations served to support evidence-based practice and organisational development. Supervise the activity and development of the Outreach Services Coordinator in this area.
3. Provide significant assistance to the Knowledge & Evidence Services Manager in the development and provision of an effective, integrated library service across the organisations served, deputising for the Knowledge & Evidence Services Manager in their absence.

**MAIN DUTIES**

## Service Development and Performance Monitoring

1. Assist with the co-ordination and management of the service and be solely responsible for the coordination and implementation of key aspects of library strategies, library accreditation frameworks, CQC National Standard requirements and NHS NW Learning and Development Agreement requirements to support the Education and Clinical Governance agenda.
2. Coordinate the implementation of the KLS Quality Assurance Programme; continuously developing KPIs and targets, reviewing methods of presentation and educating and supporting the KLS team to engage with and contribute to this programme.
3. Develop, monitor, analyse and report on key performance indicators (particularly those relating to Clinical Evidence Specialist activity) to evaluate and improve the quality of library services.
4. Develop business plans, policies and other publications as required to support the Clinical Evidence Specialist service and other role related aspects of the KLS. Maintain and analyse statistics to support such reports.
5. Develop and review policies and procedures with user input, in the areas of training, remote access and outreach services
6. Participate in user needs analyses using a range of techniques such as surveys, interviews and focus groups.
7. Identify and propose improvements to all aspects of service provision in order to support the development of a quality and professional service
8. Lead on the evaluation of all areas of responsibility as appropriate and identify and implement resulting actions.

## Public Health & Commissioning

1. Plan, deliver, evaluate, develop and promote knowledge & evidence services across the organisations served.
2. Develop quality assurance systems to record the activity and impact of the service
3. Integrate with public health and commissioning teams to support clinical and business decision making across the organisations
4. Attend meetings with healthcare professionals to ensure that staff information needs are met to support specific patient care and develop the knowledge base of staff.
5. Provide highly specialised, high quality, critically appraised information to aid Commissioners in service development decisions, in a suitable and agreed format to enable access to the best evidence at the point of need.
6. Ensure a robust and methodical approach, drawing on professional expertise at every stage of the information finding and presenting process to protect patient safety and recognise the serious impact that out-dated, un-appraised and poor quality information can have in the clinical setting.
7. Identify communities of practice across the organisations and form excellent relationships with members to identify specific needs and develop knowledge and information support services as appropriate
8. Liaise with colleagues (including attendance at relevant organisational forums) to identify services, departments and teams requiring particular support at any point in time and adjust the service to accommodate this need.
9. Identify how the service can support teams to meet organisational objectives and targets and support them in this activity.
10. Undertake heavy and frequent use of VDUs whether at a PC, using laptop and projector whilst conducting training sessions or using a PDA on the ward rounds and at Trust forums

## Resources Management

1. Ensure that the collections reflect user need by contributing intelligence acquired during Service activity to the collection development process.
2. Support the Knowledge & Evidence Services Manager to ensure participation in regional and national schemes and networks to develop collaborative initiatives and widen access to resources.

**Remote Access**

1. Contribute to the delivery of a remote access service using information technology to provide library services to end users regardless of role or location, to include responsibility for website and Intranet content relating to areas of responsibility.
2. Liaise with both organisations' IM&T Department and external suppliers to ensure technological needs and issues are resolved quickly and efficiently to enable the provision of a high quality knowledge and information service.
3. Develop effective networks with other outreach and Clinical Evidence Specialists across the North West and National health libraries community and actively develop services at this level.

**Marketing and Promotion**

1. Promote and market all aspects of the service throughout the organisations served to ensure users are aware of the evidence-based resources and the services provided.
2. Exploit opportunities to promote the service outside the Knowledge & Evidence' service points. E.g. at staff inductions, Trust events and in communal staff areas across both sites.

**Training and Literature Searching**

1. Develop, deliver, promote and evaluate a suite of information skills and critical appraisal training modules (including advanced searching techniques) which will improve information seeking and handling skills across the organisation. Provide supervision to the Outreach Services Coordinator in this area.
2. Incorporate teaching theory into the development of lesson plans, identification of objectives and in the actual delivery of the training sessions to ensure the best possible experience for participants
3. Lead on the production of a variety of user guides for the service to support the training provided.
4. Develop effective working relationships with IT trainers to ensure that IT training and library based information skills training complement each other.
5. Develop effective working relationships with the organisation's trainers to ensure that course participants have opportunities to benefit from information handling skills training and that the Library Service's collections can support the learning requirements of trainees.
6. Maintain awareness of e-learning developments in the NW and nationally and liaise with those responsible for e-learning within the Trust to ensure integration of library e-learning courses with the wider Trust. Provide supervision to the Library & Resources Officer in the development of e-learning information finding skills and critical appraisal modules.
7. Provide on-going training and advice to library staff on the availability and use of electronic resources to enable library staff to provide an efficient enquiry service.
8. Carry out advanced and complex literature searches using a wide variety of sources to support patient care and service development, including Trust wide projects.
9. Contribute to the research function of the Trust by assisting staff in identifying and accessing information resources for research projects.
10. Provide advice and guidance for colleagues and users e.g. advanced search skills, web design and general information management.

**Communication**

1. Display excellent communication skills in order to deliver effective training, make presentations to committees and groups (within the Trust and externally) and quickly establish and maintain excellent working relationships during ward rounds and with individuals and groups across the Trust. Further to this, the ability and emotional intelligence to gain an understanding of sometimes unspoken needs for

information to address knowledge related risks to patients which may not otherwise have been addressed.

2. Provide a crucial role as the interface between Trust staff and students and the information they need. This requires skill in gaining an understanding of what exactly is required including the level of detail, the identification of relevant, quality resources, the ability to interrogate each resource, locate primary sources such as journal articles from a range of locations and present summarised information in an appropriate format.
3. Analyse and critically appraise complex research studies (including statistics) on a vast range of topics to present a robust overview of the literature in a format, style and level of detail agreed with the healthcare professional or group. Understand any responses given negotiate the detail of further information required and tailor searches and presentation of results as appropriate.
4. Communicate effectively and accurately to reduce risk of misunderstanding which could result in harm to patients.
5. Provide information via presentations and reports on the activity, development and evaluation of the Knowledge & Evidence Service both within the served organisations and regionally at the North West Clinical Librarian Group meetings.

### **Financial Management**

1. Identify and report on costings for the Service and continually review activity to ensure cost effectiveness
2. Anticipate future requirements and development opportunities for the Service and associated costs
3. Be responsible for the purchase of items within an identified budget.
4. Perform cash handling, receipting and banking effectively.

### **Staff Management**

1. Assist in the selection and recruitment of library staff following Trust policies and procedures.
2. Provide supervision to and direct the work of the Knowledge & Evidence staff and students on placement as required.
3. Ensure the effective handling of cash, receipting and banking at the Warrington site.
4. Regularly cascade skills, knowledge and information to the Knowledge & Evidence team particularly in (but not restricted to) the areas of user education, remote access and outreach services, areas in which there is frequent change.

### **Research, Development and Audit**

1. Regularly undertake research, development and audit activity to continually improve this specialist, professional public health and commissioning knowledge and information service as well as that of the wider Knowledge & Evidence Service. This will typically include designing study methodology, conducting literature reviews to obtain the latest evidence, designing questionnaires and surveys, interviewing participants and evaluating a range of Library services to inform continuous service improvement at a Trust, regional and national level.

### **Professional and / or Personal Development**

1. Take an active role in the NW health libraries network. E.g. in Current Awareness and Clinical Evidence Specialist working groups to develop services across the region and beyond.
2. Keep abreast of national, regional and local issues in health policy by attending and presenting at meetings, workshops and conferences.
3. Keep up to date with professional developments and participates in relevant professional activity.

This list of duties is not intended to be exhaustive but indicates the main area of work



and may be subject to change following agreement to meet the changing needs of the department.

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#### SECURITY POLICY

To ensure that Warrington & Halton Hospitals NHS Foundation Trust's Security Policy is adhered to and that staff are aware of obligations under the Policy.

#### HEALTH & SAFETY POLICY

In accordance with the Trust's Health & Safety Policies:

"all employed persons while at work are required by Section 7 of the Health & Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions"

Copies of the above are available from the Human Resources Department and within each Hospital Department.

#### FIRE POLICY

To ensure annual attendance at Fire Safety Lectures and to adhere to the Trust's Fire Policy.

#### PERFORMANCE REVIEW

To participate in the Trust's performance review process

DATE: 4/1/16

#### **Postscript:**

This is not intended to be a comprehensive description of the duties of the post. The post holder may be required to undertake other related duties not specifically mentioned above. Any changes to this role specification will be made in consultation with the post holder.

The Trust operates a No Smoking Policy and is an equal opportunities employer.



Public Health & Commissioning Librarian  
Person Specification

	Essential Criteria	Desirable Criteria	How will these criteria be tested/
<p><u>Physical make-up</u> What does the job require in the way of general health, hearing, vision, stamina, appearance, manner, speech</p>	<p>Physically fit</p> <p>Able to travel in the NW and attend local and national meetings and events.</p>		Application Form/ Interview
<p><u>Attainments and previous experience</u> What does the job require in the way of for example, General Education, Secondary, University, Diplomas, special subjects? Specialised-specific training, professional body, relevant experience</p>	<p>Qualified Librarian, i.e. Degree in librarianship / information Science or equivalent experience.</p> <p>At least one-year's post-qualification experience in a library / information service.</p> <p>Design and delivery of training/support to end-users and evaluation of training provision</p> <p>Experience of managing a specialist division of a library service (e.g. outreach, Clinical Evidence Specialist service, collection development)</p> <p>Experience of supervising and supporting staff and developing the skills of the library team.</p> <p>Advanced critical appraisal skills.</p>	<p>Chartership of CILIP (or willingness to undertake)</p> <p>Training qualification (e.g. CIPD Certificate in training practice, PGCE, City and Guilds Teaching Certificate)</p> <p>Experience of marketing and / or publicity development</p> <p>Knowledge of regional and national developments for knowledge and library services</p>	Application Form/ Interview/Test



	<p>Excellent IT skills (including Microsoft office applications, Library Management Systems, web design and online resources)</p> <p>Ability to conduct advanced literature searches and provide summaries to support health and social care decisions and developments</p> <p>Experience of quality assurance including the development of standards, collection and analysis of statistics, survey techniques and impact reporting.</p> <p>Ability to appraise information</p>	<p>Experience of developing initiatives or partnerships with other agencies or providers</p> <p>Knowledge of NHS organisations</p>	
<p><u>General Intelligence</u> general reasoning, ability (situation, questions, test)</p>	<p>Ability to think creatively and identify solutions to problems</p>		<p>Application Form/ Interview/ Test</p>
<p><u>Special Aptitudes</u> How far does the job require facility in for example, dealing with figures verbal expression, oral/written, understanding mechanical principals</p>	<p>Good organisational skills</p> <p>Excellent (written and verbal) communication and interpersonal skills</p> <p>Effective time management skills</p>	<p>Adoption of Lean thinking and processes to work at maximum efficiency.</p>	<p>Application Form/ Interview/ Test</p>
<p><u>Interests</u> How far does the job require facility in for example, persuading, teaching, managing, helping or being with other people, sifting evidence, problem solving, any artistic expression, creative or passive, being physically active.</p>	<p>Commitment to continuing personal and professional development</p>		<p>Application Form/ Interview</p>



<p><u>Disposition</u> How far does the job require for example, being steady, dependable, persistent, difficult to distract or discourage, getting on well with others, co-operating, influencing others easily and effectively, depending on oneself rather than others, accepting responsibility, ability to be a self-starter</p>	<p>Ability to use initiative and motivate others</p> <p>Positive and co-operative attitude</p> <p>Flexible approach to dealing effectively with ad-hoc and non-routine enquiries</p>		<p>Application Form/ Interview</p>
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