

## Job Description

<b>JOB TITLE:</b>	Assurance Co-ordinator (fixed term for one year)
<b>BASE :</b>	Assurance Directorate, Unipart House, Cowley, (with an opportunity for hybrid or flexible working).
<b>GRADE:</b>	Band 5
<b>HOURS OF WORK:</b>	Full time (37.5 hours)
<b>RESPONSIBLE TO:</b>	Head of Accreditation and Regulation
<b>KEY RELATIONSHIPS:</b>	Head of Accreditation and Regulation, the Assurance Team, Chief Assurance Officer, Director of Regulatory Compliance and Assurance, Executive Assistants, Corporate Governance Team, Clinical Directors, Divisional Nurses, Clinical Risk and Governance staff.

### JOB SUMMARY

To assist with the development, implementation and monitoring of an ongoing assurance programme to support the Trust's compliance with accreditation and regulatory standards.

To carry out intelligent monitoring of changes and updates from the Care Quality Commission and NHSE.

To contribute to and assist the team with co-ordination and development of programmes of assurance including Peer Review, OUH (Oxford University Hospital) Assurance Hub, Care Assurance and Oxford Scheme for Clinical Accreditation (OxSCA) programmes.

To facilitate the collation of evidence of assurance and compliance with standards, through data collection and data analysis.

To prepare data for reports and presentations, and to assist with action planning, to demonstrate compliance with standards of accreditation, regulation, and assurance.

To work with other members of the Assurance Team to support the Trust's performance at inspection or external review.

To work with members of the Assurance Directorate through the preparation of reports, production of training materials and delivery of training requirements to promote good risk management and assurance process across the Trust.

To contribute to the development and training of any new systems implemented by the team.

To provide advice on risk and compliance systems and databases to support assurance.

To maintain up to date and accurate records of CQC related activity, including submission of documents via the CQC portal e.g. those associated with deprivation of liberty standards.

## Specific Responsibilities

### General

1. To proactively manage the Assurance Team's shared inboxes which are aligned to key work streams.
2. To promote and organise multi-specialty and multi-disciplinary projects to support assessment, risk management, inspection, accreditation & regulation.
3. To contribute towards developing a positive and participatory attitude amongst Trust staff, and any associates, towards regulation, assurance, risk, and accreditation.
4. To keep up to date with activity relating to Accreditation, Regulation and Assurance and circulate regular briefings to the Assurance Team.
5. To provide administrative support to the Assurance Team including minute taking as appropriate.
6. To arrange, and coordinate meetings to support the Assurance Team.
7. To participate in the writing, preparation and circulation of briefing papers, progress reports and reviews of documents as appropriate.
8. To liaise confidently and professionally, always upholding the Trust's values.
9. To undertake other general duties as relevant to the post.

### Accreditation and Regulation

10. To assist managers in their development and implementation of frameworks to facilitate accreditation and regulation projects across the Trust.
11. To design, develop and maintain databases to monitor the delivery of projects within the Assurance Directorate, to include the Accreditation and Regulation database.
12. To be a point of contact for queries and to provide support to staff that are designing and implementing projects related to accreditation and regulation within clinical and non-clinical areas.
13. To promote multi-disciplinary collaboration, communication and planning to support best practice in accreditation and regulation.
14. To participate in the collection and accurate administration of data and evidence to support the Head of Accreditation and Regulation in responding to regulatory enquiries.
15. To update and maintain the Executive Director's communication action log and filing system.

16. To be highly organised and proactive in supporting the Head of Accreditation and Regulation in the administration and delivery of the Peer Review, Care Assurance and OxSCA programmes, responding to reviewers in a timely and appropriate manner.

### **Assurance, governance, risk and compliance system**

17. To support the Assurance Team with the administration of the Trust's governance, risk, and compliance monitoring systems.
18. To provide support and system training to staff on the Trust's governance, risk and compliance systems and maintain a training database.
19. To keep up to date on all changes to the governance, risk and compliance software system and provide updates to the Assurance Team as required.
20. To contribute to the assessment of evidence utilised by the Trust in the governance, risk, and compliance software systems.
21. To assist the Assurance Team in the collection and analysis of data for audit, assurance, and risk purposes.

**This is not intended to be an exhaustive list of responsibilities but more a framework within which the post-holder and assurance team will have flexibility to develop and define the detail of the work undertaken.**

### **RISK MANAGEMENT**

The management of risk is the responsibility of everyone and will be achieved within a progressive, honest and open environment.

Staff will be provided with the necessary education, training and support to enable them to meet this responsibility.

Staff should be familiar with the following Policies and should make themselves familiar with the 'local response' plan and **their** role within that response.

- Major Incident Policy
- Fire Policy
- Incident Reporting and Investigation Policy

### **RESPONSIBILITIES FOR HEALTH AND SAFETY**

The post holder is responsible for ensuring that all duties and responsibilities of this post are carried out in compliance with the Health and Safety at Work Act 1974, Statutory Regulations and Trust Policies and Procedures. This will be supported by the provision of training and specialist advice where required.

### **INFECTION CONTROL**

Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to

maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA.

All staff employed by the Oxford University Hospitals NHS (National Health Service) Foundation Trust (OUHFT) have the following key responsibilities:

- Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas and/or between each patient contact.
- Staff members have a duty to attend mandatory infection control training provided for them by the Trust.
- Staff members who develop an infection (other than common colds and illness) that may be transmittable to patients have a duty to contact Occupational Health.

## **CHILD PROTECTION**

The post holder will always endeavour to uphold the rights of children and young people in accordance with the UN Convention Rights of the Child.

## **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

The Trust is committed to safeguarding children and vulnerable adults throughout the organisation. As a member of the trust there is a duty to assist in protecting patients and their families from any form of harm when they are vulnerable.

## **INFORMATION GOVERNANCE**

All staff must complete annual information governance training. If you have a Trust email account this can be completed on-line, otherwise you must attend a classroom session. For further details, go to the Information Governance intranet site.

## **DATA QUALITY**

Data quality is a vital element of every member of staff's job role. The Oxford University Hospitals Foundation Trust recognises the importance of information in the provision of patient care and in reporting on its performance. Data quality is therefore crucial in ensuring complete, timely and accurate information is available in support of patient care, clinical governance, performance management, service planning, and financial and resource planning and performance.

All staff should ensure that they have read and understood the Trust's Data Quality Policy.