

Job Evaluation Reference Number:



University Hospitals of Morecambe Bay NHS Foundation Trust

JOB DESCRIPTION

Job Title:	Antenatal and Newborn Screening Failsafe Officer
Department/Ward:	Antenatal and Newborn Screening Team
Band:	4
Care Group:	Women and Children
Responsible to:	Antenatal Screening Co-ordinator
Accountable to:	Head of Midwifery
JOB SUMMARY:	The Failsafe Officer will be responsible for providing a specialist administration (data collection and analysis) service that is comprehensive and confidential in accordance with Department, Trust and National standards, policies and procedures for NHS screening programmes within Obstetrics and Neonatal services.

KEY WORKING RELATIONSHIPS:

Antenatal and Newborn Screening Team, Senior leadership, external agencies, Multi disciplinary team, I3, Sonographers, Neonatal Unit, Paediatricians, Newborn Blood Spot Screening lab, specialist Nurses, Health Visitors, Child Health Team, Primary Care Staff and Laboratory staff.

Duties and Responsibilities

- Efficient and effective administration of national ANNB screening programmes
- Maintenance of an accurate screening database
- Provision of accurate statistical information
- Provide administrative support to the ANNB Screening Co-ordinator including data input, photocopying, filing, scanning and other routine office tasks
- Liaise closely with the ANNB Screening Co-ordinator, ward, clinic and community midwives, paediatricians and Newborn Hearing Screening teams to ensure the smooth running of the service
- Answer telephone enquiries, refer issues to other members of the business group as appropriate and act as the main point of contact in relation to issues / updates for the failsafe system
- Provide data to the Screening Co-ordinator for the quarterly KPI's and annual report

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- Provide a daily analysis of breaches of Failsafe Systems and to action them appropriately and alert line manager and Screening Co-ordinator when users of the service are adversely affected
- Maintain a flexible approach to the post in order to rapidly assimilate changes in workload, patterns and requirements

Communications

- Deal with enquiries on behalf of the clinical teams either by telephone, personal contact or correspondence, within agreed limits and take appropriate action i.e. ensure appropriate documentation is available
- Ensure that all enquiries made both by telephone and in person, are dealt with in a friendly, helpful and efficient manner and, where necessary, an appropriate referral is made
- To be confident and competent when dealing with patients during telephone conversations, and act accordingly and liaise with the screening midwives or members of the multi disciplinary team e.g. ward / community matrons
- Transmit information relating to the delivery of care services either electronically or on paper - Alert the clinical teams of any urgent or abnormal test results as required
- Alert the Screening Co-ordinator of any impending breaches within the screening pathways with identified remedial action required
- To be responsible for maintaining accurate and comprehensive records in line with the Trust's records management policy
- Provide administration cover to colleagues across the Managed Clinical Service in times of leave and sickness

Education and Training

- Participate in teaching on mandatory study days
- Participate in team/departmental meetings
- Participate in teaching on Paediatric Induction days
- Attend and complete mandatory training

Administrative Services

- Develop, review and promote best working practice, implementing change and contributing to policy where necessary, ensuring standards and protocols are in place.
- Participate actively in Trust, Divisional and Directorate groups/meetings taking forward actions as necessary.

This job description is not exhaustive and will be reviewed and amended, with the post holder, when necessary.

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TERMS AND CONDITIONS

This post will be subject to the terms and conditions of the University Hospitals of Morecambe Bay NHS Foundation Trust.

CONFIDENTIALITY

Information relating to patients, employees and business of the Trust must be treated in strictest confidence. Under no circumstances should such information be discussed with any unauthorised person(s) or organisations. All staff must operate within the requirements of the Freedom of Speech policy.

SAFEGUARDING & PROTECTING CHILDREN

Everyone shares responsibility for safeguarding and promoting the welfare of children and young people, irrespective of individual roles. As an employee of the trust you will need to be aware of your responsibility in relation to safeguarding and protecting children. You will need to be aware of trust/local LSCB procedures and know how to contact named professionals, within the safeguarding team for advice and support.

ENVIRONMENTAL SUSTAINABILITY – NET ZERO CARBON

University Hospitals of Morecambe Bay NHS Foundation Trust are committed to sustainable development, social value and achieving the NHS Net Zero Carbon reduction targets. All employees must play their part and adhere to the principals in the Green Plan, this will ensure our services are efficient, sustainable and carbon emissions are reduced. As an employee you will be expected to conserve energy / water, minimise wastage in all formats, actively promote biodiversity and use sustainable transport whenever possible.

- **Energy:** Switch off non-essential electrical equipment and lighting when not in use. Report heating issues such as when buildings are too hot or too cold to the Estates Team.
- **Water:** Do not leave taps running and report all drips, leaks, and condensation issues to the Estates Team.
- **Waste:** Follow the Trust waste policy – Reduce – Reuse – Recycle. Do not over order equipment or medicines. Healthcare waste must be disposed of in line with the Trust's Waste Management policy.
- **Biodiversity:** Enhancing biodiversity has a wealth of positive outcomes for our colleagues, services users and the environment. Think of your site, can an area be improved to have a quality green space, specific planting for habitat improvement or the installation of a couple of bird boxes? Contact the Estates Team for further details.
- **Transport & Travel:** Where possible lift share, cycle, walk or use public transport.

HEALTH AND SAFETY

The Health and Safety at Work Act stipulates that it is the responsibility of each employee to observe all rules governing safety and conduct and as such safety equipment and Personal Protective Equipment provided must be used.

INFECTION CONTROL

The Trust is committed to protecting the health of all staff, patients and visitors to the Trust. As such all staff is personally responsible for compliance with all Trust and department infection prevention and control policies. Failure to comply with such policies and associated procedures is likely to lead to disciplinary action and may result in dismissal.

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MANUAL HANDLING

The post holder will be provided with adequate training in correct lifting techniques by a recognised lifting instructor.

NO SMOKING POLICY

A No Smoking Policy operates across all Trust sites.

QUALITY OF SERVICE

The trust is committed in its use of available resources to obtaining the best possible service for patients and staff. The Post holder must share this objective and seek to maintain and improve the quality of service provided.

EQUAL OPPORTUNITIES

The Trust is pledged to equal opportunities for all and is committed to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, marital status, age, race, colour, sexual orientation, creed, nationality, ethnic or national origin or disability. We promote flexible working opportunities wherever possible to enable staff to balance their work with their private lives.

TRAINING AND DEVELOPMENT

Maintain your professional standards in respect of education and training and ensure that you are aware of your specific area specialty training and needs analysis.