Person Specification

Department: Haematology	Job Title: Cancer Waits Coordinator (Cancer Tracker) / Data Quality Coordinator (hybrid role)	Permanent ✓	Weekly Hours: 37.5
Location: RHH	**Grade: AFC 3**		
Drawn up by: Oliver Bostock			

Shortlist Criteria relevant to the job	Essential Requirements necessary for safe and effective performance in the job	Additional/Useful Where available, elements that contribute to improved/ immediate performance in the job
Qualifications (General education/further and professional)	• GCSE English and Mathematics Grade A-C (4-9) or equivalent qualification/experience. • IT qualification NVQ 3 (or equivalent demonstrable experience in learning, using different systems/applications to obtain and input data)	
Experience (Previous/current work or any other relevant experience)	• Experience as a cancer waits co-ordinator within the NHS. • Experience of handling and interpreting reports • Experience of dealing with and validating patient pathways and a knowledge of Cancer Wait Times and Targets. • Demonstrable experience of using, interpreting, and acting up on the Trust's data error reports and using these to improve data quality. • Experience of using the trusts computer systems, in particular Lorenzo.	• Experience as a cancer waits co-ordinator within Sheffield Teaching Hospitals • Competent in using database packages. • Experience of Infoflex (cancer tracking software) or similar data capture system • Experience of working in a medical specialty or with cancer data collection • Experience of the following IT systems: G2, ChemoCare, Infoflex, DGH PAS systems, Chemotherapy scheduling tools, Aria, ICE Open Exeter, Ormis, Summary Care Record, Medical

	• Relevant NHS experience or of working in a health care environment. • Experience of training staff	Imaging, and Pinpoint
Special Skills/Aptitudes (Verbal, numerical, mechanical)	• Ability to accurately transfer data from one medium to another. • Methodical and accurate with attention to detail • Ability to maintain an electronic database. • Ability to work to agreed quality standards. • Ability to meet deadlines and work within time constraints. • Ability to manage own workload. • Excellent organisational skills with ability to work using initiative and without supervision. • Excellent inter-personal and communication skills • Adaptable approach to work. • Ability to work as part of a team and independently. • Commitment to personal training and development • Ability to work with clinicians in a multi-disciplinary environment. • Interest in developing role and looking for opportunities to improve working practices. • Knowledge of Cancer Targets	• Knowledge of Trust policies • Knowledge of Haematological conditions and terminology
Other Factors (e.g. car driver/owner)		

Signed: Oliver Bostock Date: 7th March 2024