Data Quality Officer – Child Health Information Service (CHIS) - London

Location: London

Salary: £24,940.45 + HCAS

Hours: 37.5 hours a week

Reports to: Data Quality Manager

Working with:

Internal – Operational/Deputy Head of Service, Data Quality Managers and Data Quality Officers, Failsafe Team, Administration Team Leaders and Administrators, Immunisation Improvement Team

External – General Practice Staff, Health Visitors, School Vaccination Providers, Other CHIS providers, CHIS staff, Maternity Services, Local Authorities.

Introduction:

InHealth Intelligence is part of the InHealth Group, the UK's largest specialist provider of diagnostic and healthcare solutions which sees more than three million patients each year. InHealth Intelligence provides the Child Health Information Service (CHIS) for North West and South East London.

The CHIS provides a high standard of administrative support for the delivery of the Healthy Child Programme, working collaboratively with General Practices, Health Visiting Services, Maternity Units, Screening Providers and other stakeholders. The CHIS holds screening and immunisation information for all children aged 0-19 years, living, registered with a GP or attending school in the area.

What you will do:

The post holder will work within the Child Health Information Service (CHIS) as part of the Data Quality Team to ensure that all data relating to the Healthy Child, Screening and Immunisation Programmes is of the highest possible quality.

What you are responsible for:

Having a thorough understanding of the CHIS Data Quality Standard Operating Procedure and its implementation including:

The receipt and checking of data received from:

- GP Practices
- Maternity Units
- Bloodspot Laboratories

- Hearing Screening Providers
- Local Authorities
- School Age Vaccination Services
- Health Visiting Services

Ensure high levels of data accuracy and completeness of child health records, auditing missing data from child records and sourcing information from alternative systems, including PDS

The post holder will maintain a high level of security and confidentiality of data.

Produce weekly reports to identify children that have missing or inaccurate data, e.g., no NHS numbers, duplicates, incomplete demographic details etc.

Run reports for performance monitoring, forecasting and audit purposes.

Produce datasets to provide information reporting on departmental Key Performance Indicators (KPI) and standards.

Operate on own initiative and be responsible for the management of workload.

Provide cover for all colleagues as necessary to ensure departments deadlines and targets are met.

What people see in you:

- A team player who is supportive, reliable and trustworthy
- Someone who is approachable, dedicated and hardworking
- Someone that has a positive 'can-do' approach and willingness to learn in all areas of the job
- Ability to work in a confidential and sensitive manner
- A highly motivated and enthusiastic colleague with good organisational skills
- A high level of attention to detail and an inquisitive mind
- A keen learner with excellent written communication skills

You will:

- Be thorough in your work with excellent attention to detail
- Be confident, independent and a problem solver
- Have excellent communication skills
- Enjoy working collaboratively
- Be able to manage your own workload to meet deadlines

What you will need to succeed in this role:

- Intermediate to Advanced proficiency in Excel
- Enjoy working flexibly within a busy team
- Be able to test and verify processes and systems to identify data issues
- Be able to analyse and interpret data

- Be able to produce clear and compelling reports for internal and external stakeholders
- Be able to identify and resolve data quality problems
- Strong critical thinking approach to improving data and finding solutions
- Be capable of understanding and following agreed standard processes and guidelines
- Be able to embrace change and put it into practice
- Be able to create or amend work instructions

You have experience of:

- At least two years' experience in data quality processing, data analytical or similar role
- Health care information services and using clinical database systems
- Compiling and analysing data to present to a range of audiences