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**Policy Document No: Per 1.1.1**

**Quality Information Facilitator Job Description**

<b>Job Title:</b>	QUALITY INFORMATION FACILITATOR
<b>Responsible to:</b>	Quality Information Manager
<b>Responsible for:</b>	The supervision of the day to day work (but not line manager responsibility) of the Quality Information Officer
<b>Brief Description:</b>	Support the quality management processes at Hesley Group by researching/collecting and collating evidence and information to reflect/demonstrate outcomes for people using our service.

**Core Expectations:**

- 1 To attend for work reliably and punctually.
- 2 To attend all training as required and take part in a positive manner.
- 3 To know where Hesley Group policies are kept and to be aware of and follow their contents.
- 4 To remain vigilant and do everything possible to protect students/residents and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report any incident of this nature you witness, hear about or suspect.
- 5 All staff are expected to make sure that all students, residents and colleagues have equal opportunities, to acknowledge their individual differences and uphold their rights and responsibilities as set out in law and by Hesley Group policies.

**KEY AREAS**

**Research, data collection and presentation for analysis and planning**

- 1 To support quality outcomes by collecting data and summarising information.
- 2 Ability to translate clinical inputs into formatted information for monitoring and planning purposes.
- 3 To work under the direction of the Quality and Compliance manager to present the results in a format for discussion and planning purposes at individual, team and senior management levels.
- 4 To monitor and evaluate programmes as required and agreed with clinical services professionals and the Quality and Compliance Manager.
- 5 To liaise closely with the Quality and Compliance Manager and clinical services colleagues to keep them apprised of any significant information that comes to light in relation to a particular individual.
- 6 To liaise with other professionals in HG in order to improve and develop our information systems.
- 7 To attend meetings as directed.
- 8 To share information regarding quality outcomes with other professionals and to liaise with others in order to complete projects.
- 9 To support internally agreed research projects as directed and supported by the Quality and Compliance manager and clinical services colleagues.

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**Policy Document No: Per 1.1.1****Administration**

- 1 To provide information to individual practitioners, teams and senior management as agreed with your line manager (Quality and Compliance Manager).
- 2 To maintain an accurate record of information.
- 3 To follow procedures to keep personal and company data confidential in line with HG policy and Data Protection legislation.

**General**

- 1 To develop your skills and knowledge through supervision and appraisal processes, ensuring your training needs are identified and addressed.
- 2 To use communication channels effectively and appropriately in line with HG policies.
- 3 To carry out as and when required any additional tasks and responsibilities that would be reasonably compatible with the job description.

**Health & Safety**

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, to evaluate and take action to reduce the risks. It is expected that you comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk.

To remain vigilant and do everything possible to protect students/residents, and others, from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report any incident of this nature you witness, hear about or suspect.

**The contribution of this role:**

**This organisation is committed to Safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.**

Prepared by Human Resources Department: ..... Date: 01/04/10

Jobholder: ..... Signed: ..... Date: .....

Manager: ..... Signed: ..... Date: .....