

1. JOB DETAILS

Job Title: Clinical Librarian

Band: 6

Directorate: Corporate

Location: Cornwall Health Library, Knowledge Spa

Accountable to: Library Manager

2. JOB PURPOSE

Take specific responsibility for providing library services to NHS users and stakeholders.

Contributing to library strategic planning for the service as a whole as part of the Library Management Team

Responsible for design, delivery and promotion of library teaching & training programme

Responsible for implementation and administration of systems allowing access to full text electronic resources

Research support including undertaking literature searches, assisted searches and systematic reviews

Providing synthesised evidence services

Line management of the Senior Library Assistant/s

In addition the postholder will participate in professional library activities such as collection development, cataloguing and classification.

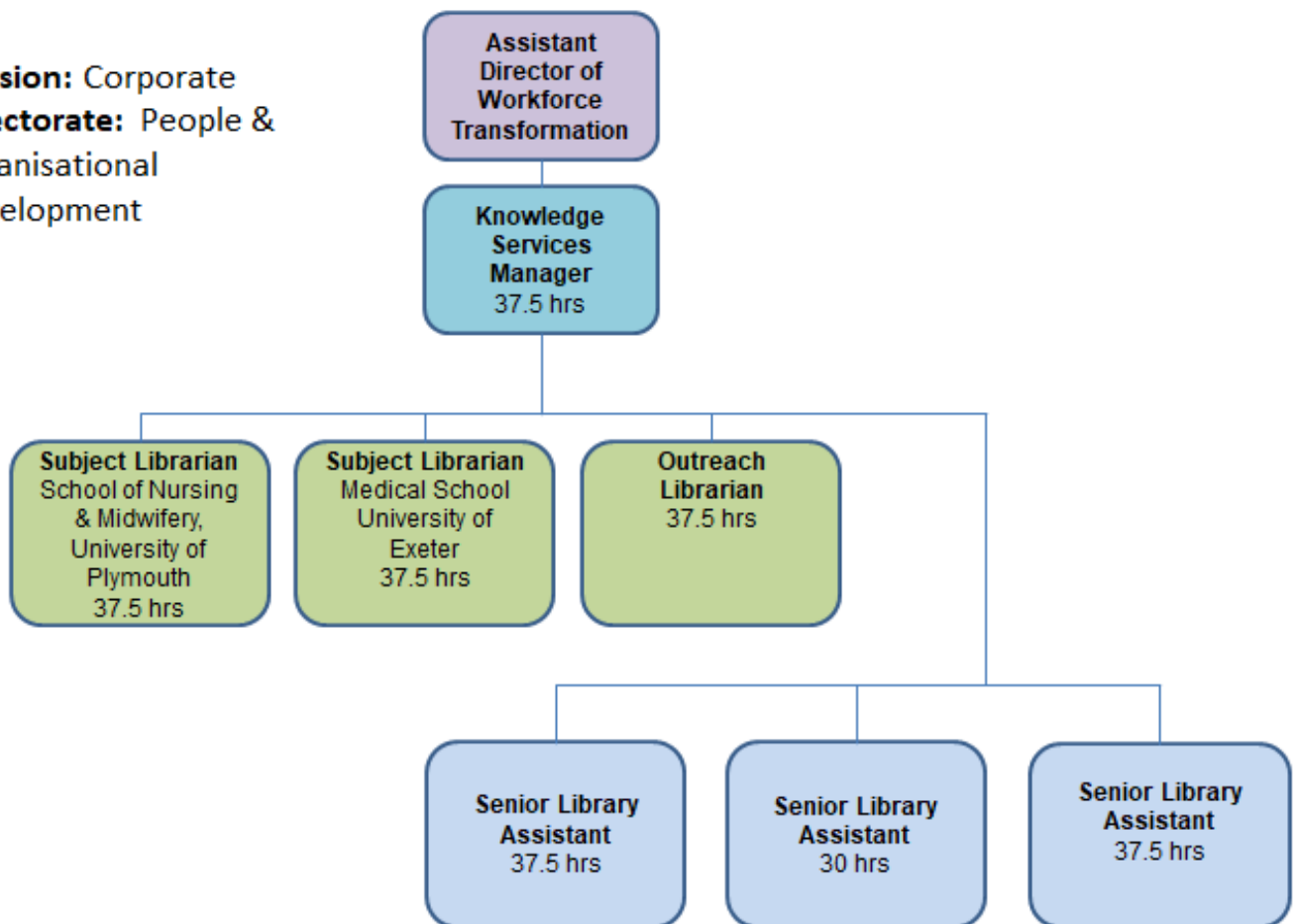
3. DIMENSIONS

Cornwall Health Library Service is hosted by RCHT and provides services to all NHS Trusts in Cornwall, and to Plymouth and Exeter Universities.

Reports to the Knowledge Services Manager.
Opportunity for line management of Senior Library Assistants.
Delegated budget Level E.

4. ORGANISATION CHART

Division: Corporate
Directorate: People & Organisational Development



5. MAIN DUTIES AND RESPONSIBILITIES

Duties and responsibilities specific to this post:

- The purpose of this post is to ensure that specialist library services and resources are available to inform NHS clinical practice and service/quality improvement programmes. This role requires the postholder to work as part of the Library Management Team, taking specific responsibility for the delivery of library services to NHS library users and stakeholders. The postholder will build and maintain effective working relationships with stakeholders and library users across all NHS Trusts in Cornwall.
- Contribute to national workstreams under Health Education England's 5-year information and library strategy (Knowledge for Healthcare) as required by HEE South.
- Participate in strategic planning, service improvement and innovation for the library as a whole as part of the Library Management Team. Requires interpretation of national policy and local stakeholders' requirements and initiating local actions. The postholder will evaluate competing demands for resources, prioritise activity to meet strategic requirements and evaluate, adjusting where needed. Example: identifying a local service improvement that will help deliver the Knowledge for Healthcare Strategy, undertaking professional training, initiating the service and managing change for the whole library team, evaluation of impact.
- Provide research evidence in support of professional practice in clinical care, service improvement, leadership and innovation. Communicate with clinical specialists to understand their requirements. Carry out literature searches, including large systematic reviews as part of NHS research projects. Interpret results, providing synthesised summaries where required.
- Responsible for the design, delivery and promotion of the library education and training programme. Courses must be accessible and appropriate to the full range of library users. Act as advocate with senior higher education and NHS programme leads for the inclusion of information and research skills into formal curricula and informal CPD activities. Evaluation and adjustment where required.
- Responsible for maintenance and administration of access to licenced full text e-resources using link resolver systems. This activity is highly complex, requiring resolution of technical issues in an emerging technology across a range of different agencies, information systems and authentication methods. Exploit technological developments to implement new services eg resource discovery systems.
- As a member of the Library Management Team the postholder will be at times required to take full responsibility for operational management of the library eg organising staffing, facilities and training activity across all library sites.

- Opportunity for line management of the Senior Library Assistant/s posts responsible for acquisitions. Provide operational and professional management and supervision:

Supervise the work of the Senior Library Assistant in carrying out procurement and financial record keeping processes.

Prioritise workloads in accordance with library strategic aims

Ensure that staff are aware of policies and procedures and work to agreed standards.

Line management opportunity: Manage annual leave and sickness absence

Line management opportunity: Ensure that appropriate documentation is maintained within Personnel files.

Line management opportunity: Conduct Professional Development Reviews and facilitate continuing professional development and training.

Organise and carry out staff inductions.

Participate in recruitment and selection.

- Hold delegated budget (Level E) for stock acquisition.

General library duties:

Service Delivery

Participate in the work of the library as necessary eg shelving, photocopying, processing books and journals, receipting and claiming journals.

Maintain awareness of procedures, sources of information, and appropriate professional issues and to undertake relevant staff development and training

Actively contribute to decision making via the Library Management Team

Participate in marketing, promotion and evaluation of electronic and other library services by involvement in planning and carrying out activities such as open days, formal surveys and preparation of publicity materials. Ensure effective use is made of the library's electronic material by active promotion of resources.

Participate in circulation and enquiry desk rotas. This involves knowledge of printed and electronic resources including:

- Database selection and searching
- Specialist evidence based resources eg Cochrane Library
- Electronic journals and books
- Internet, NHS net and intranet sites

- Reference material
- Periodical articles
- Abstracts, indexes and bibliographies

Undertake literature searching for library users using a range of printed and electronic sources as above. This involves:

An understanding of the terminology and concepts within medical and health care
 Knowledge of the range and limitations of the sources and systems available.
 The skills to formulate and carry out a search strategy, and ability to diagnose problems with search strategies and suggest alternative approaches to give high quality results
 Understanding of the principles of critical appraisal of research material
 An understanding of the legal requirements regulating access to resources, particularly copyright law and licensing agreements

This activity may be in direct support of patient care, and requires the postholder to locate high quality evidence to support practice. Results must be returned within 3-5 working days of receiving requests, to meet regional quality standards.

Communicate daily with library users, taking into account their needs at all times
 Manage the library on a Saturday and on evening duty as required

Training & User Education

Induction

Deliver library inductions to groups or individuals when requested, explaining use of the library, and provide handouts, forms and tours

Group training

Deliver formal group training sessions to NHS staff and students. This teaching covers both introductory and advanced information resources and searching skills, with the aim to teach and educate users in how to access, use, and assess the virtual and physical resources. Contents include online bibliographic databases, full-text journal collections, Department of Health electronic resources and high quality health related web sites

Gather and assess group training feedback

Individual training

Provide tailored individual training sessions in information resources and searching skills for both introductory and advanced levels

Mediated searches

Perform assisted literature searches with the user in attendance, for training purposes and to support clinical care and research

Ad hoc searching

Instruct library users on an ad hoc basis in locating relevant literature using resources detailed above. This is carried out daily on request to provide a responsive service to support patient care, education and research.

Ad hoc software support

Instruct library users on an ad hoc basis in use of software such as Word, Powerpoint or Excel

In addition the postholder will participate in professional library activities such as cataloguing, classification and user education, and contribute to the full range of library activities as a member of the library staff and the Library Management Team.

Library environment

Solely responsible for the management of the library service when performing evening and Saturday cover, including Health and Safety and security of the library

Participate in shelving and shelf tidying of the library collection, conforming to relevant standards and health and safety requirements. These duties include frequent light effort involved in lifting and moving books, journals and boxes, pushing trolleys, and bending and stretching to reach shelves

Maintain awareness of procedures, sources of information, and appropriate professional issues and to undertake relevant staff development and training

To be conversant with and comply with all health and safety, security and confidentiality regulations that are in force

To be an effective team member, respecting the work of others and representing the library service suitably at all times.

In addition to these duties employees are required to carry out such other duties as may be reasonably be required within the general scope and level of the post.

KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED

The post requires a first degree in library and information studies or a postgraduate qualification or equivalent experience at an appropriate level. Chartership of CILIP or equivalent is also required. Appropriate level experience for this post would include several years in the NHS in an information specialist role, and teaching experience.

An ability to think strategically and innovate is essential, interpreting broad strategic aims of Health Education England and stakeholders into local actions, undertaking service improvement for the library as a whole.

A key requirement for this post is the ability to communicate effectively with all levels of NHS and academic staff, including senior management. Effective influencing and relationship building skills are required, for example where negotiating inclusion of information skills into educational curricula or interpreting the information requirements of clinical specialists.

Must also be able to communicate confidently across a range of agencies and system suppliers in carrying out the electronic resources role. Both technical knowledge and good negotiating skills are needed to overcome the complex issues involved in providing full text access across a wide variety of electronic resources. In addition, communication with colleagues in other library services to support them in exploiting new technologies is desirable.

An understanding of the theory and practice of teaching is needed in order to design and deliver programmes in information literacy and research skills. This requires clear presentation of complex topics eg interpreting research, statistical analysis and information

retrieval techniques. Trainees come from a wide variety of backgrounds, and require teaching skills that will engage learners and are relevant to individual learning needs. An ability to empathise with trainees and to identify and break down barriers to learning is essential.

The postholder must be prepared to undertake ongoing formal and informal CPD to continually update knowledge in the rapidly developing field of information science and electronic publishing

A thorough understanding of research methodology including systematic review methodology, identifying research bias, and interpreting statistical tests is required. This is necessary both for teaching and also for quality filtering the results of literature searches.

Background clinical knowledge is required to interpret research and clinical questions posed by specialists within the NHS and to work with them to provide the evidence to meet their requirements.

Teamworking skills are essential at all levels, from working nationally as part of the Knowledge for Healthcare strategy to locally in managing change within the library team. National and regional workstreams require familiarity with electronic communications technology eg WebEx.

The post requires good time management skills and ability to prioritise competing demands.

Budget management skills are needed for administering the delegated budget.

5. KEY RESULT AREAS

- Strategic planning as part of Library Management Team
- Service improvement and innovation in support of NHS stakeholders and library users
- High quality evidence services eg synthesised research results / systematic reviews
- Responsive user education programme including critical appraisal methodology
- Administration and maintenance of full text electronic access

6. COMMUNICATIONS & WORKING RELATIONSHIPS

Key relationships

Library Team

HEE South Synthesis and Training Group group (STandS)

South West Regional Library and Information Network

The postholder is required to build and maintain effective relationships with a wide range of staff across the NHS in Cornwall and promote/ advocate for the library service.

8. MOST CHALLENGING PART OF THE JOB

Being an effective advocate for adoption and use of evidence in clinical practice and service development in a challenging NHS environment

Managing the technically complex process of implementing access to full text NHS resources.

Effective analysis and interpretation of research results while carrying out literature searches and systematic reviews .

Designing and delivering teaching in complex subjects in an easily understandable form.

9. OTHER

GENERAL COMPLIANCE

- The post holder must at all times carry out his/her duties with due regard to the Trust's Equal Opportunities Policy
- It is the responsibility of all employees to maintain a safe and healthy environment for patients, visitors and staff
- It is the responsibility of the post holder to ensure that all duties are carried out to the highest possible standard, and in accordance with current quality initiatives within the area of work
- All staff who have access to or transfer data are responsible for that data and must respect confidentiality and comply with the requirement of the Data Protection Act 1998, in line with the Trust's policies
- The post holder is responsible for data quality and complying with the policies, procedures and accountability arrangements throughout the Trust for maintaining accuracy and probity in the recording of the Trust's activities
- Staff are required to comply with the requirements of the Freedom of Information of Act 2000 in line with Trust Policy
- The Post holder must comply with all RCHT Policies and Procedures.
- The Post holder must comply with the current regulatory framework that applies to NHS provider trusts.
- The Post holder must comply with the RCHT Mandatory Training policy.

- The Post holder must comply with all RCHT Risk Management & Health & Safety policies & procedures, including undertaking associated training as per the RCHT Mandatory Training policy. ***NB: A post-holder who has managerial accountability will have the added responsibility for the management and maintenance of the department/division/directorate risk register[s], ensuring that all appropriate risks are suitably identified, recorded via the appropriate routes, and acted upon. Specific duties are outlined in the Risk Management Policy to which you must comply with.***
- The Post holder must comply with all aspects of confidentiality, professional codes of conduct [where relevant], and the NHS Managers/Code of Conduct.
- Any breaches of a code of professional conduct and/or the Managers Code of Professional Conduct, will be investigated in line with the Trust's disciplinary policy as a matter of personal misconduct. Where there appears to be a case to answer a disciplinary hearing will take place. At any stage of the process the Trust may refer the matter to your professional registering body for their consideration under their own registration review procedures.
- The Post holder must work within infection control guidelines to ensure that work methods do not constitute a risk of infection either to the health care professional, to the client or to any persons working/visiting in RCHT premises.
- This job description will be subject to regular review and amended to meet the changing needs of the Trust.
- This job description is subject to the Terms and Conditions of service of Royal Cornwall Hospitals NHS Trust, and the post holder will undertake any other duties which may be required from time to time.

THIS JOB DESCRIPTION IS SUBJECT TO REVIEW IN CONSULTATION WITH THE POST HOLDER

10. JOB DESCRIPTION AGREEMENT

Job holder's Signature:

Date:

Head of Department Signature:

Date:

Title:

The Royal Cornwall Hospitals Trust is a non-smoking organisation. Smoking will not be permitted on any of the sites by staff in trust uniform and/or wearing a trust identification badge in any location, in vehicles owned or leased by the Trust or in the homes (including gardens) of any patients visited at home.