

NATIONAL CONFIDENTIAL ENQUIRY INTO PATIENT OUTCOME AND DEATH (NCEPOD)

JOB DESCRIPTION (R2)

RESEARCHER

ACCOUNTABLE TO: SENIOR CLINICAL RESEARCHER

GENERAL DUTIES

- 1 To review clinical evidence on particular study topics and work with Senior Clinical Researchers and Clinical Co-ordinators in designing studies, their supporting questionnaires, and the consideration of the use of new methods/new technologies.
- 2 To use nationally available data sets such as HES and ONS.
- 3 To assist with data input, including anonymising questionnaires and extracting data from case notes.
- 4 To assist with ensuring the quality of the data that is received and processed.
- 5 To design the layout of patient questionnaires and information sheets and oversee the dissemination of them, delegating to other NCEPOD staff as appropriate.
- 6 To provide some basic analysis of data for use within NCEPOD reports.
- 7 To assist with the production of NCEPOD reports such as proof reading where necessary.
- 8 To undertake presentations about NCEPOD's work to selected groups.
- 9 To help develop Quality Improvement tools to aid dissemination of the report findings.
- 10 To deal with general and study-specific enquiries and problems, passing to other NCEPOD staff as appropriate.
- 11 Carry out any other duties from time to time as requested.

NATIONAL CONFIDENTIAL ENQUIRY INTO PATIENT OUTCOME AND DEATH (NCEPOD)

RESEARCHER

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Degree or equivalent ideally in a life science subject	Essential
Or	
Demonstrates equivalent skills/understanding of NCEPOD's method to fulfill the role	Essential

KEY SKILLS

▪ IT literate and good keyboard skills	Essential
▪ Intermediate experience of Microsoft Office (Word, Excel PowerPoint and Access)	Essential
▪ Understanding of research/clinical audit and/or quality improvement methods	Essential
▪ Previous qualitative research experience in healthcare /public health environment or at least two years' experience in NCEPOD as a Research Assistant	Essential
▪ Knowledge of medical terminology	Essential
▪ Strict understanding of information governance	Essential
▪ Basic knowledge of statistical methods	Desirable
▪ Experience of involving patients in healthcare studies	Desirable

PERSONAL ATTRIBUTES

▪ Precision, accuracy and attention to detail	Essential
▪ Highly organised, able to work independently and flexibly	Essential
▪ Able to work as part of a small team	Essential
▪ Excellent written and oral communication skills	Essential
▪ Enthusiasm for the role	Essential

Key competencies will be tested at the interview.