

**CORPORATE EDUCATION
DIRECTORATE**

JOB DESCRIPTION

JOB TITLE: Outreach Services Librarian

BAND: 6

BASE: St Charles Hospital.

In order to meet the needs of the Trust's Knowledge and Library services you will be required to work outside your normal place of work. The Trust reserves the right to change your normal place of work to any other location within the Trust.

HOURS: 37.5 hours per week (can be part time if required)

TENURE: Permanent

RESPONSIBLE TO: Library Information Resources Manager

ACCOUNTABLE TO: Library Information Resources Manager

RESPONSIBLE FOR: None

Job Purpose

- To develop, promote and deliver Library and Knowledge Services to current and potential users within the Trust
- Assist in designing and delivering programmes of appropriate library information skills training and digital learning, particularly focusing on community teams and areas of the Trust where there is currently limited access to Library and Knowledge resources.
- To facilitate health professionals within the Trust to acquire the necessary library information handling skills to access and use appropriate knowledge bases of healthcare with competence.
- To deliver training alone or with library staff, either in hospital-based training suites, online via Zoom or Teams or in the community offices to groups or individuals.
- To provide support to Library and Knowledge hubs to increase access for staff to resources.

- Lead on the training programme by developing and delivering structured training sessions on electronic databases, critical skills, evidence-based practice skills with core partner stakeholders

Duties and Responsibilities

- To design and deliver information skills training programmes for CNWL multi-professional healthcare staff and regional group training for partner stakeholders
- To support evidence-based practice and continuing education.
- To select and review training and promotional materials, designing customised in-house materials in a variety of formats, including written and electronic versions (for blended and e-learning delivery).
- To instruct readers in the principles of literature searching and critical appraisal; the use of evidence-based health-related databases and other Internet resources such as electronic journals.
- To promote and raise awareness of the outreach service, working closely with all departments and managers to raise awareness of the benefits of the service and motivating them to use it.
- To monitor and evaluate the service, by collecting qualitative and impact` feedback, keeping statistics and producing an annual report.
- To publicise and promote library services to Trust staff, particularly focusing on those who are based at a distance from the health libraries.
- To maintain and develop library webpages and social media presence.
- To participate in provision of bespoke Current Awareness services for Trust staff (i.e. literature updates, alerts, bulletins).
- To participate in management of electronic information services as required – this may include NHS Athens administration or equivalent, eBooks, eJournals and eResources, reference tools – liaising with colleagues, suppliers and technicians where appropriate.
- To participate as a member of the library team providing site-based services:
 - To provide cover at all Trust hubs on a rota basis and assist with library hub space management.
 - To assist readers with their subject searches and reference enquiries, particularly acting as a focus for community-based staff.
 - To assist with introductions to library services: introducing new readers to library resources singly or in groups, and at regular Corporate and local Trust inductions.
- To liaise with other NHS outreach and training librarians to ensure a consistent approach and quality service across the region and to participate in the provision of regional Current Awareness services.
- To assist with the wider Corporate Education team projects and relevant project work in line with the HEE's Knowledge for Healthcare framework as necessary.

- To assist with Knowledge Mobilisation (KM) work when called upon including setting up KM solutions that support the trust.

Rider Clause

This is an outline of the post holder's duties and responsibilities. It is not intended as an exhaustive list and, as this is a new post, the post holder will work with the Library Information Resources Manager to refine this role profile in the light of experience and the needs of the Trust.

Supplementary Information

Job Flexibility

The postholder will be required to work flexibly, providing assistance as and when necessary, which may involve them in a developing role.

Working Relationships

The working relationship between all members of staff should be mutually supportive, with staff deputising and covering for each other when appropriate.

Health and Safety

Central and North West London Mental Health NHS Trust has a Health and Safety Policy applicable to all employees. Employees must be aware of the responsibility placed on them under the Employment Rights Act 1996, to ensure that agreed safety procedures are carried out, and to maintain a safe environment for employees, patients and visitors.

Infection Control

The prevention and control of infection is the responsibility of everyone who is employed by Central and North West London Mental Health NHS Trust. Employees must be aware of infection control policies, procedures and the importance of protecting themselves and their clients in maintaining a clean and healthy environment.

Improving Working Lives

Central and North West London Mental Health NHS Trust is committed to the principles of Improving Working Lives and all managers are encouraged to follow Improving Working Lives practices. Consideration will be given to all requests for flexible working in line with Trust policy.

Staff Involvement

Central and North West London Mental Health NHS Trust is committed to involve staff at all levels in the development of the organisation.

Managers should ensure that staff are encouraged and involved in organisational and service developments including business planning and they are able to influence discussions, which affect them and their working conditions.

All managers should engender a culture of openness and inclusion so that staff feel free to contribute and voice concerns. They should develop and implement communication systems that ensure staff are well informed and have an opportunity to feedback their views.

Smoking

Central and North West London Mental Health NHS Trust acknowledges its responsibility to provide a safe, smoke free environment to its employees, patients and visitors. In expressing its commitment to the prevention of smoking related diseases, the Trust has a 'Non Smoking Policy' and all Trust buildings and vehicles are designated as smoke free areas.

Alcohol

Employees are expected to be aware of and understand that Central and North West London Mental Health NHS Trust has a policy on alcohol and the consumption of Alcohol. Alcohol is not permitted whilst on duty.

Confidentiality

Employees should be aware that the Trust produces confidential information relating to patients, staff and commercial information. All employees have a responsibility for ensuring the security of information and to comply with the Data Protection Acts, Access to Health Records and Computer Misuse Act. Disclosure of personal, medical, commercial information, systems passwords or other confidential information to any unauthorised person or persons will be considered as gross misconduct and may lead to disciplinary action which may include dismissal.

Equal Opportunities

All employees of Central and North West London Mental Health NHS Trust are expected to be aware of, and adhere to, the provision of the Trust's Equal Opportunities Policy, and to carry out their associated duties and responsibilities under this policy. As users of the disability symbol, the Trust guarantees to interview all disabled applicants who meet the minimum essential criteria for a vacant post.

Grievances, Disputes, Disciplinary and Other Industrial Relations Procedures

Central and North West London Mental Health NHS Trust has grievance, disputes, disciplinary and other industrial relations procedures. Employees are required to make themselves aware of these procedures, copies of which are available on the Trustnet, from your manager and the Human Resource Directorate.

Personal Development

The postholder is expected to co-operate in activities which line management believes will contribute to personal and/or to team growth. This includes attending

supervisory sessions and training modules, both at their work base and other selected venues of instruction.

Conflict of Interest

Employees are expected to declare any private 'interest or practice', which might conflict with their NHS employment, and be perceived to result in actual or potential financial or personal gain.

Working Time Regulations

The Working Time Regulations 1998 require that you should not work more than an average of 48 hours each week i.e. no more than 816 hours in a 17-week period. To work more than 48 hours you must have management authorisation and you will be required to sign an opt out agreement.

The Trust policy has a limit of 60 hours per week and all staff must ensure a 24 hour rest period is taken in every 7 days.

Conditions of Employment

The Trust will screen all staff who will be working with children and police checks will be carried out on all staff appointed to posts which have access to children.

This will also apply if role develops to include access to children.

Terms and Conditions

The terms and conditions of service associated with this position are those agreed by the Trust.

July 2022