

Job Description

Job Title:	COVID-19 Data Clerk
Salary:	Minimum Wage
Hours of work:	To be agreed
Job Type:	Clerical
Base:	Hospital office/Home (<i>Will vary with different Trusts</i>)
Accountable to:	Data Service Manager (<i>Will vary in Trusts</i>)

Job Purpose: To provide clerical support to ensure data requirements for COVID-19 tests and patient care are entered into hospital data systems in a timely manner.

Duties and responsibilities: To use the hospital computer systems to input information on laboratory tests and patients with a diagnosis of COVID-19 being managed in the hospital.

General requirements: The individual should:

1. Understand the nature of safe medical and laboratory practice
2. Be used to working in a clinical environment
3. Understand confidentiality issues associated with patient care
4. Have a good understanding of medical terminology
5. Be competent in transcribing information from patients notes into a database
6. Be able to have access to NHS records (either remotely on on-site)

Specific Data Systems to be worked on

- A. **Directory of Services (DOS) reporting** - Twice daily reporting to the directory of services on Adult Critical Care bed status
- B. **COVID-19 Hospitalisations in England Surveillance System (CHESS) data returns** – A once a day reporting to the PHE COVID-19 Hospitalisations in England Surveillance System (CHESS) which collects epidemiological data on COVID-19 inpatients and ICU/HDU utilisation for these patients.
- C. **COVID-19 Laboratory tests returns** – A once a day reporting to the PHE Central Laboratory (Colindale) information on all Coronavirus SARS 2 tests requested, as well as positive and negative test results.
- D. **ICNARC** – A once a day reporting of admissions to ICUs to the Intensive Care Society.

Training and support to deliver in the role

1. PHE will undertake initial training of the student on the information systems that are to be supported. A supervisor / mentor from a local NHS Specialised Commissioning team or a local PHE health protection team would be made available.
2. Students will be placed in structured clinical roles, will be paid and receive written Terms and Conditions.
3. PHE and the NHS employer will ensure that the appropriate support is given to student and will train and supervise them to undertake only tasks within their competence.
4. PHE and the NHS employers will ensure that the volunteers have appropriate induction, training and supervision in their role, including training in the use of Personal Protective Equipment (PPE) where necessary.

It is anticipated that some medical students undertaking these roles will not be available to be utilised within clinical settings. (e.g those isolated, self-isolating or unable to work in a clinical facing role).

Expressions of interest in this project can be submitted [here](#).

Further information including FAQs on this role can be found in the letter entitled 'Job Overview' enclosed in the email from the Medical Schools Council.

Please direct any questions to medical.students@phe.gov.uk