

Eden Valley Hospice



Cumbria's Children's Hospice



Hospice at Home
Carlisle and North Lakeland

EMIS Co-Ordinator

Hours: 22.5 hours over 3 days per week, fixed term for 2 years

Salary: £19,576

Location: 1 day per week at each hospice (Carlisle, Dalston and Workington)

Eden Valley Hospice and Jigsaw, Cumbria's Children's Hospice; Hospice at Home Carlisle and North Lakeland and Hospice at Home West Cumbria are registered charities providing specialist palliative care for adults, young people and children across Cumbria. We are seeking to jointly recruit an experienced individual who will help us develop the use and understanding of EMIS, the shared patient record system.

This is an exciting opportunity for a candidate with strong EMIS knowledge and experience to work with the clinical and administration teams to ensure that EMIS is utilised to its full capacity in a consistent and collaborative manner between the hospices. The role will provide a high standard of EMIS support to users to enable the effective day-to-day operation of the system. The candidate will be required to analyse the way in which the system is currently being used, provide solutions to issues and suggest ways in which the system can be developed to better suit our needs, including coding and reporting. The role will involve the ongoing training and support of users. The candidate will be required to keep up-to-date with developments and attend relevant meetings about the system, both between the three hospices, with our NHS partners, EMIS regional meetings and the local EMIS Steering Group. The candidate will ensure compliance with the NHS Information Governance Framework and Data Protection Act.

The ideal candidate will have a thorough working knowledge of the EMIS system along with excellent IT skills. Good interpersonal and communication skills are vital with the ability to manage their own workload and work across numerous teams and between organisations. Strong organisational skills are essential with the ability to prioritise conflicting demands, with the ability to problem solve and work on your own initiative. The candidate will have a strong understanding that confidentiality is of prime importance with the ability to work with sensitive information and work in areas where emotional situations arise. The post offers some flexibility in terms of home working.

For further details & benefits or to apply, please visit: www.hospiceathome.co.uk

Closing date: 21st June 2019

Interviews will be held on Wednesday 3rd July 2019

Eden Valley Hospice and Jigsaw; Hospice at Home Carlisle and Hospice at Home West Cumbria are equal opportunity employers.

All posts are subject to recruitment checks

Registered Charity Numbers: 1008796, 1095708 and 1086837