

## ADP Database Support Co-ordinator

Reference No.	I633	Type	Individual
Service	Health & Social Care Partnership		
Job Family	Alcohol and Drug Partnership	Grade	FC5

### Purpose

To contribute to the improvement of the quality of drug and other related services by providing access to statistical and qualitative information and providing analysis of this for clinical review with the aim of preventing and reducing the drug related deaths in Fife.

To provide administrative and training support and analysis of data extracted from the Drug and Alcohol Information System (DAISy) database.

To provide some administrative support for ADP meetings relevant to Drug Related Deaths & DAISy.

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
To maintain an accurate up-to-date computerised record of all Drug Related Deaths at ADP level and comply with the standards required of the Information Service Division's national Drug Related Death Database.	Educated to SCQF 7 which includes HNC or SVQ 3 or equivalent in a relevant discipline,	✓	
Extracting and maintaining relevant data by interrogating a variety of paper and electronic records (police reports, NHS patient notes, local authorities social work records, third sector records)	OR equivalent level of knowledge.	✓	
Interpreting and analysing this data for multiple purposes including a. constructing case chronologies for consideration at multi agency case review meetings; Analysing case notes for Fife	Excellent formal, informal and interpersonal communication and negotiation skills.	✓	

# Role Profile

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ADP and GPs agencies for case review, quality improvement and significant event analysis; b. completing the dataset for the national drug related death database for each death; c. producing reports on trends and themes in the annual total of deaths.		Ability to gather, interrogate and analyse data for trends and to produce forecasts and predictions	✓	
Inputting and compliance checking responsibility for the Drug and Alcohol Information System (DAISy) database due to be launched in October 2018. To monitor input, compliance and extractions for other national databases where submissions are required from Fife ADP and its providers. This will include Drug and Alcohol Waiting Times Database, Scottish Drug Misuse Database and Drug and Alcohol Information System (DAISy).		Excellent organisational and time management skills required to balance daily workflow.  Ability to concentrate for long periods, methodical approach, with good attention to detail and developed planning and contingency planning skills.  Ability to work under pressure and to deadlines.  An ability to gather, analyse and disseminate large quantities of information to relevant groups.	✓  ✓  ✓  ✓	
Critically review the literature relating to drug related deaths and their prevention and share this with Fife ADP's Overdose Prevention and Drug Death Monitoring Group (OP&DDMG)		The post-holder will be required to use their own initiative to plan and organise their time to ensure a high standard of work is produced	✓	
Provide support on the Fife ADP Drug Related Death Action Plan by assisting in its production and liaising with others on their contributions; and monitoring, evaluating reporting and reviewing the progress of plan at the Fife ADP's OP&DDMG.		A good standard of English and numeracy to enable the duties to be carried out efficiently and correctly.  Advanced IT skills including knowledge of Microsoft Office and an ability to develop understanding of the requirement of the national databases	✓  ✓	
Designing and disseminating information in partnership with Fife ADP Support Team on drug-related death and sharing the learning derived from case reviews and promoting awareness amongst staff and patients through; the annual report, editing the DRD website, presentations given at various meetings and events, posters on clinical improvements		An ability to communicate with clinicians and various staff who have demanding pressures, wider workloads and responsibilities than this issue alone.		✓

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Supporting the implementation of evidence-based DRD reduction initiatives from the annual DRD reduction action plan (such as developing service responses to non-fatal overdose) in collaboration with partners.		Requirement to travel to meetings throughout Fife	✓	
Providing administrative support for Fife's OP&DDMG and other relevant groups on a quarterly basis.		Working knowledge of alcohol and drug issues and associated harms  Familiarity with the national Drug Related Death database and the Drug and Alcohol Information System (DAISy) database		✓  ✓
Any other duties commensurate with post and grade.				
Undertaking all other duties as required for the role. Duties will be in line with the grade.				

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:				
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<b>JOB TITLE (of Specialist tasks)</b>				
This section is N/A				

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input checked="" type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> <li>• Take Ownership</li> <li>• Focus on Customers</li> <li>• Work Together</li> <li>• Embrace Technology &amp; Information</li> <li>• Deliver Results</li> </ul>

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