



Title	Data Manager (on-call register)	Department	Health Information Systems
Reports to	Medical Team Lead	EMT Type	Sudden onset disasters and emergency health responses.

1. Background

UK-Med provides a range of clinicians to the UK Emergency Medical Teams initiative (UK EMT). The UK EMT is part of a global initiative to strengthen health responses in emergencies and it consists of a team of technical and operational staff, capable of rapid deployments to sudden onset disasters and health crises.

2. Role Summary

This role will be responsible for data collection, analysis and reporting for the UK EMT Health Information System (HIS) when on deployment. The person will be part of a team of Data Managers who will share the 'on call' rota for this role in the UK EMT on an annual basis. The UK EMT will provide training and technical support to enable the post holder to technically work in this role. S/he will manage the EMT data collection and manage the Health Information System (HIS). This system is a combination of electronic and paper based system of reporting and data management.

This role will require a minimum commitment of 2 months annually on the UK EMT on-call register.

All staff being deployed as a UK EMT Data Manager will receive training on health management information systems in the field, as well as being required to complete the UK EMT training pathway: https://www.uk-med.org/?page_id=1219

3. Key Duties & Responsibilities.

- a. Work closely with EMT Medical Team Lead and management team to ensure the data management functions for the EMT, including the timely delivery and analysis of good quality health data as required by the Medical Team Lead and external organisations.
- b. Conducts Audits of health data as required by the Medical Team Lead.
- c. Provides technical support and develops documentation for EMT staff to ensure routine data collection and entry, data quality assurance, and report generation and analysis.
- d. Works closely with the UK EMT epidemiologist (if deployed) and ensures that data from the community and from the EMT facility is appropriately correlated and reports on any variance. This process will have a particular focus on demographics, disease trends and other cultural factors which might influence attendance at the EMT or which may require us to adapt the services of the EMT to meet these needs.
- e. Ensures that patient confidentiality is respected in all aspects of data management.
- f. Supports on-going training and support for clinical staff around the system and supports them to use the data to inform clinical planning and decision-making.
- g. Troubleshoot any technical issues with online data management and storage.



4. Person Specification

Personal Skills:

- a. Analytical skills and detail oriented
- b. Ability to work independently but also to respond to various requirements of different departments in the EMT
- c. Organized, self-motivated
- d. Excellent communication and interpersonal skills
- e. Demonstrated ability to work in a team setting with good ability to cooperate
- f. Good written, time management and presentation skills
- g. A desire to learn new skill sets

5. Qualifications and Experience

Essential

- a. Master's degree in information systems, public health, medical statistics, or other relevant field or considerable **or** demonstrative experience of data collection and management, audit, or quantitative research in a health setting
- b. Proven ability to work with clinical or health professionals as part of a multi-disciplinary team

Desirable

- a. Health qualification (Nursing, Medical, Paramedical)
- b. Familiarity with Global Information Systems

A full version of this Role Description and Person Specification can be requested from enquiries@uk-med.org . Data Managers wishing to join the UK EMT register should in the first instance complete a Community of Practice Profile on our website and then [submit an expression of interest here.](#)