NHS
University Hospitals Dorset
NHS Foundation Trust

Application for employment

Application for:	Data Management Assistant	**Job ref:**	153-SP03605
Closing date:	23-Sep-2024	**Application submitted:**	12-Sep-2024 04:05
Application ID:	167858580	**Applicant:**	William Dormechele

Personal details

Answers given in this part of the form are to help the Recruitment Centre to manage your application.
If you have any difficulty completing this form please ask someone to help you.
We would like to take this opportunity to thank you for applying.

Personal details

Title	Mr
Forename	William
Middle name(s)	
Surname	Dormechele
Address	The Outlook Accomodation
	Floor 6
City / town	Poole
County	
Country	United Kingdom
Postcode	BH1 2LZ
Email	williamdormechele@gmail.com
Work telephone	
Mobile telephone	07442803292
Home telephone	
UK National Insurance number	TJ512456A
Preferred employment type	
	Full time

Relationships

If you are related to a director, or have a relationship with a director or employee of an appointing organisation, please state the relationship:

Rehabilitation of Offenders Act 1974 (as amended)

The Rehabilitation of Offenders Act 1974 helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions after the rehabilitation period has elapsed and the convictions become 'spent'. During the rehabilitation period, convictions are referred to as 'unspent' convictions and must be declared to employers.

The organisation aims to promote equality of opportunity and is committed to treating all applicants equally and fairly based on their skills, experience and ability to fulfil the duties of the role being applied for.

Suitable applicants will not be refused positions because of criminal record information of other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

During the rehabilitation period you are required to declare current 'unspent' criminal convictions or cautions (including reprimands and final warnings).

You are not legally required to provide any information about criminal offences that have become spent. Certain criminal offences can be regarded as spent after a specified rehabilitation period as outlined by the Rehabilitation of Offenders Act 1974.

Answering 'yes' to the question below will not necessarily bar you from appointment. This will depend on the information you provide and the position you are applying for.

Do you have any UNSPENT convictions as outlined in the Rehabilitation of Offenders Act 1974?

This includes any unspent convictions that may have been issued in any other country, where it would be an equivalent offence in England and Wales.

It also includes all unspent convictions or Summary Hearings that have been issued under military law while serving in the Armed Forces in the UK or any other country, where it would be an equivalent offence in England and Wales.

You are not required to disclose any information in relation to convictions that have become SPENT. In these circumstances you should select NO to this question.

No

You have two options on how to disclose this information.

You can disclose your record separately together with any statement detailing your unspent conviction or Summary Hearing.

A member of the recruitment team will contact you and advise what steps you need to take to submit your details separately.

Please provide details of the conviction or Summary Hearing including the date and sentence administered in the space below

Do you have any UNSPENT cautions, reprimands or final warnings as outlined in the Rehabilitation of Offenders Act 1974?

This includes any unspent cautions, reprimands or final warnings that may have been issued in any other country, where it would be an equivalent offence in England and Wales.

It also includes all unspent cautions that have been issued under military law while serving in the Armed Forces in the UK or any other country, where it would be an equivalent offence in England and Wales.

You are not required to disclose any information in relation to cautions, reprimands or final warnings that have become SPENT. In these circumstances you should select NO to this question.

No

You have two options on how to disclose this information.

You can disclose your record separately together with any statement detailing your caution, reprimand or final warning.

A member of the recruitment team will contact you and advise what steps you need to take to submit your details separately.

Please provide details of the cautions, reprimands or final warnings including the date and sentence administered in the space below

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Pre-screening: Internal/external

Before being given access to the online application form, the applicant was asked the following.

Are you currently an employee of University Hospitals Dorset NHS Foundation Trust?
No

Pre-screening: Immigration

Before being given access to the online application form, the applicant was asked the following.

Choose your immigration status
I have a 'Student visa' and I am applying for a full time position

If you wish to provide any additional information regarding your right to work/immigration status, please do so here
I have completed my master's studies and will switch to a graduate visa by November 2024.

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Application questions

Details entered in this part of the form will be made available to the shortlisting panel. Please make sure that you have read the job description and person specification before completing the application form, and ensure that your answers clearly and honestly demonstrate how your skills and experience are relevant to the post for which you are applying.

Education & professional qualifications

All the relevant qualifications. Please also indicate subjects currently being studied. All qualifications disclosed will be subject to a satisfactory check. Up to 11 qualifications can be entered here.

Subject/Qualification	Place of study	Grade/Result	Year obtained
MSc Information Technology	Bournemouth, United Kingdom	Distinction	2024
BSc Public Health	University of Health and Allied Sciences, Ghana	3.12	2019

Relevant Training Courses Attended

Please provide details regarding training courses that you have attended or currently undertaking together with the date completed or to be completed by. Up to 7 training course can be entered here.

Course title	Training provider	Duration	Year completed
Information Technology	Bournemouth University	1 year	2024
Good Clinical Practice	National Institute on Drug Abuse (NIDA) Center for Clinical Trials (CCTN) Clinical Trials Network (CTN)	5 days	2024
SQL Developer	Coursera	1 month	2023
Data + Design Developer	Leaders of Africa Institute	4 months	2023
Microsoft Power BI	Coursera	1 month	2023

Membership of Professional Bodies

Please provide details regarding any relevant professional registrations or memberships. This information will be subject to a satisfactory check.

Please indicate your professional registration status
   I have current UK professional registration relevant for this post
Professional body
   The British Computer Society
Please provide details below
   Active member, engaged in maintaining high standards of professional conduct, particularly in data management and information technology. Regularly participate in BCS events, webinars, and professional development activities to stay updated on best practices and advancements in the field.
Membership / Registration number
   995143780
Expiry / renewal date
   20/02/2025

NHS Service

Start date of continuous NHS service (if applicable)	
Months since most recent employment ended (if applicable)	

Employer/activity history

Please record below the details of your full employment history beginning with your current or most recent first. Up to 10 previous employments can be entered here. If required, please provide additional information regarding your employment history within the 'Supporting Information' section.

Employer name	Navrongo Health Research Center
Employer address	Navrongo Health Research Center, P. O. Box 114, Navrongo, Upper East Region War Memorial Hospital
Type of business	Navrongo Health Research Center
Reporting to (job title)	Medical Statistician
Telephone	+233204851561
Your job title	Data Manager and Analyst
Start date	September 2019
End date	August 2023
Grade	
Salary	
Period of notice	3 months

Reason for leaving (if applicable)
For further studies in the UK.

Brief description of your duties & responsibilities
I managed data collection and analysis for clinical research projects, including the WHO-approved RTS S/AS01E malaria vaccine trial. I was responsible for all aspects of clinical trial data management, including maintaining site files, accurately entering data into case report forms (CRFs), and managing data in IT systems. I developed and maintained electronic data capture systems (REDCap, SQL) and utilized web-based platforms and spreadsheets (e.g., Microsoft Excel) to improve data accuracy and efficiency.

I implemented quality assurance protocols that reduced data entry errors and ensured compliance with research governance and GCP standards. My work involved close collaboration with multidisciplinary research teams, patients, and hospital departments to prepare for monitoring visits, resolve data queries, and ensure the integrity of clinical trial data.

In leading data management for epidemiological surveillance studies, I ensured high-quality data collection and analysis, informing critical health policies. I developed and deployed electronic data collection instruments, increasing data collection speed by 20% and improving data accuracy by 99%. I also coordinated data quality control processes, ensuring compliance with clinical trial protocols, data integrity, and reliability for health planning.

Throughout these roles, I demonstrated strong attention to detail, multitasking abilities, and the capacity to work efficiently in a busy, fast-paced research environment.

Gaps in employment

If you have any gaps within your employment history, please state the reasons for the gaps below.
No gaps

Supporting information

Supporting Information Fields marked with an asterisk are mandatory

In this section you need to demonstrate that you have read the published person specification and how you meet the essential and (where relevant) desirable criteria for this particular post, if this has not been fully covered in the previous sections.

Please include your reasons for applying and take the opportunity to highlight your particular talents and strengths, (what you feel you can personally offer - what is unique to you - what sets you apart from your peers).

Please DO NOT include personal details or duplicate information already provided elsewhere in your application.

Supporting information
I am excited to apply for the Data Management Assistant role at University Hospitals Dorset NHS Foundation Trust. With over five years of experience in clinical and epidemiological data management, I bring a wealth of expertise that directly aligns with the essential criteria outlined for this position. My hands-on experience with managing data for high-profile clinical trials, ensuring adherence to Good Clinical Practice (GCP) standards, and collaborating with diverse research teams equips me with the skills necessary to excel in this role.

In my current position, I manage data collection and analysis for clinical research projects, including the WHO-approved RTS S/AS01E malaria vaccine trial. I have developed and maintained electronic data capture systems using tools such as REDCap and SQL, which have significantly improved data accuracy and efficiency. Through the implementation of rigorous quality assurance protocols, I have consistently reduced data entry errors, ensuring compliance with both research governance and GCP standards. Additionally, I have successfully worked with multidisciplinary teams, including clinical staff, statisticians, and external research partners, to prepare for monitoring visits, resolve data queries, and ensure data integrity.

One of my key strengths is my ability to handle the end-to-end management of clinical trials data, from collection to analysis and reporting. In previous roles, I have led data management efforts for epidemiological surveillance studies, ensuring high-quality data collection that has informed important health policy decisions. I developed and deployed electronic data collection instruments that improved both the speed and accuracy of data capture. These contributions demonstrate my ability to effectively manage complex data systems and improve operational efficiency in a clinical research environment.

In terms of technical skills, I am proficient in using Microsoft Excel for data management and reporting, alongside other platforms such as REDCap and SQL databases. I am highly adept at managing IT-based systems and have implemented web-based platforms to streamline clinical data entry and improve accuracy. My technical expertise, combined with my strong attention to detail and ability to work under pressure, ensures that I can meet the demands of this fast-paced role.

What truly motivates me about this opportunity is the chance to contribute to research that directly impacts patient care and clinical outcomes. The work carried out by the Research & Development Directorate at University Hospitals Dorset plays a pivotal role in advancing healthcare, and I am eager to be part of such a forward-thinking team. I am particularly drawn to the opportunity to contribute to clinical trials across a variety of specialities, as my diverse background in both clinical and public health research enables me to adapt quickly and contribute meaningfully.

What sets me apart from other candidates is my unique blend of technical and analytical skills, combined with a deep understanding of clinical trials and epidemiological research. I have a proven track record of developing custom data collection systems, leading quality assurance initiatives, and collaborating with stakeholders to ensure the highest standards of data integrity. My commitment to continuous learning is evident through my professional development, including certifications in GCP, SQL, and Power BI, and my active membership in The British Computer Society (BCS), where I stay current with best practices in data management and technology.

In conclusion, my experience, technical proficiency, and dedication to advancing clinical research make me an ideal candidate for this role. I am confident that my background and skill set will allow me to contribute effectively to the research portfolio at University Hospitals Dorset NHS Foundation Trust. I look forward to the opportunity to discuss how I can bring value to your team and help support the delivery of high-quality clinical trials.

Armed forces

Are you a member of the UK Armed Forces community?
No

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References

References

*If you are successful, prior to appointment, **we will take up as many references as needed to cover all activities, including periods of employment and full time education, that you have undertaken over the past three years**. Any offer will be subject to these being satisfactory. Please ensure that you provide full contact details for your Employer/Line Managers or Course Tutors for each activity. Please include their **work email address** where possible to avoid any unnecessary delays.*

*If during the last three years you have any periods in which you have not been in either employment or full-time education please provide details of someone who can provide a character reference for you to cover this period. Character references should be provided by a person of standing in the community such as a Teacher, Health Care Professional (i.e. Doctor, Physiotherapist, Registered Nurse), Minister of Religion, Police Officer or Solicitor. **Character references should only be used in EXCEPTIONAL circumstances to cover periods of time when you have not been in either employment or education.***

Please use the "Add another" button below to add as many referees as required to meet the above requirements. Periods that referees cover may overlap but there should not be any gaps over the past three years.

Referee's title	Mr
Referee's first name(s)	Emmanuel
Referee's surname	Yidana Ayamba
Referee's organisation name	Navrongo Health Research Centre
Job title	Medical Statisticain
How do they know you?	Employer / Line Manager
Address 1	P. O. Box 114
Address 2	
Address 3	
City / Town	Navrongo
County / State	Ghana
Postcode	
Country	Ghana
Telephone no.	
Mobile no.	+233204851561
Email address	emmanuel.ayamba@navrongo-hrc.org
Can the referee be approached prior to the interview?	Yes
Period this reference covers from:	September 2019
Period this reference covers to:	August 2023
What name will the referee know you by if different from your current name?	
Why has your name changed?	

Referee's title	Dr
Referee's first name(s)	Mavis Pearl
Referee's surname	Kwabla
Referee's organisation name	University of Health and Allied Sciences
Job title	Senior Lecturer
How do they know you?	Course Tutor / School or College Principal

Address 1	School of Public Health
Address 2	Pmb 31
Address 3	
City / Town	Hohoe
County / State	Volta Region
Postcode	
Country	Ghana
Telephone no.	
Mobile no.	+233242701374
Email address	mkwabla@uhas.edu.gh
Can the referee be approached prior to the interview?	Yes
Period this reference covers from:	September 2015
Period this reference covers to:	September 2024
What name will the referee know you by if different from your current name?	
Why has your name changed?	

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Equal opportunities

Equal opportunities

NHS organisations recognise the benefits of having a diverse workforce and therefore welcome applications from all sections of the community. In addition to this, under the provisions of the Equality Act 2010, all NHS organisations are required to demonstrate that their recruitment processes are fair and that they are not discriminating against or disadvantaging anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex or sexual orientation. Therefore a series of questions need to be raised in order to ascertain who is applying for each position and to ensure that no one is being unfairly discriminated against or disadvantaged.

This section of the application form will be detached from your application form and will not be used as part of the selection process nor will it be seen by anybody who is interviewing you. The information collected is only used for monitoring purposes in an anonymised format to assist the organisation in analysing the profile and make up of individuals who apply, are shortlisted for and appointed to each vacancy. In this way, they can check that they are complying with the Equality Act 2010.

The Equality Act 2010 protects people against discrimination on the grounds of:

- their age and sex.
- their race which includes colour, nationality, ethnic or national origin.
- their religion or belief, including a lack of any belief.
- their sexual orientation, be it bisexual, gay, heterosexual and lesbian.

The Equality Act 2010 also protects people who are married or in a civil partnership.

Equality and Diversity Monitoring

Please state your date of birth
22/05/1994

Please indicate your gender
Male

Please indicate the option which best describes your marital status:
Single

Please indicate your ethnic origin
BLACK or BLACK BRITISH - African

Which of the following options best describes how you think of yourself?
Heterosexual or Straight

Please indicate your religion or belief
Christianity

Disability

The Equality Act 2010 protects disabled people - including those with long term health conditions, learning disabilities and so called "hidden" disabilities such as dyslexia. If you tell us that you have a disability we can make reasonable adjustments to ensure that any selection processes - including the interview - are fair and equitable.

According to the definition of disability do you consider yourself to have a disability?
No

Please identify the category which applies to you or other type of disability. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply, please mark 'Other'.

If you have a disability, do you wish to be considered under the Guaranteed Interview Scheme if you meet the minimum criteria as specified in the Personal Specification?
No

Reasonable adjustments will be made available should you be invited to interview.

How did you learn of this vacancy?

Please state where you first saw this post advertised
NHS Jobs - nhsjobs.com or nhsjobs.net

Declaration

The information in this application form is true Dand complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. Where applicable, I consent that the organisation can seek clarification regarding professional registration details.

I agree to the above declaration   **Yes**

Next Steps

Once you submit the form your application will be available to the Employer. However, you will be able to update your "Personal Information" should any of your contact details change.

All your application forms (submitted or not) can be viewed under "Applications" when you are signed in.

Privacy notice

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Privacy notice

Your data is being collected by University Hospitals Dorset NHS Foundation Trust, whose privacy notice can be found here.

The data controller for this information is University Hospitals Dorset NHS Foundation Trust. This application tracking system is provided by Civica UK Ltd (https://www.civica.com/en-gb/product-pages/trac/) as a data processor.

To make an enquiry, a request for your personal information held as part of this process, or to arrange for any mistakes to be corrected, you may contact either the team who are handling your application or the Data Protection Officer (tracy.gill-parker@uhd.nhs.uk).

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https://www.uhd.nhs.uk/home/privacy-policy