**Role Profile Descriptor**

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| **Job Title**: UTC Clinical Lead | **Band:** Medical and Dental  |
| **PA allocation**: 1 x PA | **Term of Office**: 3 Years |
| **Accountable to:**Clinical Director |
| **Responsibilities:*** To operate within the shared vision and values of the Division, and work collaboratively across and outside of the Trust as appropriate
* To support the development of, and operate within, frameworks and policies as agreed by the Trust
* To work as part of the Clinical Delivery Group (CDG), in close liaison with Clinical Directors, Service Managers and Matrons , providing leadership and advice across the Clinical Delivery Group to contribute to the achievement of national and local objectives
* Ensure the speciality team agree, collect and review appropriate information to measure their clinical performance and enable meaningful benchmarks to be established and evaluated within your area of responsibility.
* Ensure there is a robust process for reviewing the quality of services provided, explaining the causes of success and failure, and ensuring that the highest standards are maintained.
* Assist the Clinical Director and Divisional Director to ensure that the service and the workforce are constantly being reviewed to meet new models of care.
* Ensure that within your area leave is planned to meet the needs of both the service and the individual in a fair, open and transparent way, which does not impact adversely on patient care.
* Work in partnership with other local providers of health care across East Suffolk and North Essex to ensure the best service for patients.
* Ensure appropriate lines of communication are established to achieve effective, two-way communication with all medical and other staff within your area.
* Lead on the process of developing a team job plan for the speciality and ensure this is reviewed in line with both service needs objectives and personal development plans. The clinical lead will normally be responsible for the sign off in the first stage of the job planning, as agreed with the relevant Clinical Director and Divisional Director
* Contribute to the Trust, Divisional and local workforce plan and ensure there is a robust mechanism for optimising clinical manpower across all professions.
* Contribute to and seek wide clinical involvement and commitment, to inform the Trust’s business planning process.
* Ensure appropriate governance arrangements and management of clinical risk within the specialty area and the wider organisation. This will include completion of mandatory training requirements
* In collaboration with the Clinical Director, clinical colleagues and service leads to ensure the highest levels of quality (patient safety, patient experience and clinical effectiveness) which delivers the highest levels of patient care and seek to continually learn and improve
* To ensure that appropriate governance arrangements are in place within the speciality to ensure effective management of complaints, incidents and risk management, audits and learning to improve patient case. This will include appropriate systems to comply with current guidance in relation to the Healthcare Commission, NHS protect, NICE etc,
* To review and implement recommendations from external and statutory and professional inspections e.g. CQC, Royal Colleges, GMC and Health and Safety Executive
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| **Accountabilities:*** Clinical area accountability for the delivery of unit performance supported in this delivery by the relevant nursing, AHP/HCS and operational teams.
* Provide strong leadership to both medical and operational staff within the speciality
* Operate as the medical lead for the Trust’s transformation agenda in respect of the speciality
* Work in partnership with colleagues across the CDG to drive the achievement of the CDG’s goals and business plan
* Act as an ambassador for the Trust, ensuring the positive development of the Trust brand, championing the Trust’s values and ensuring recognition of the Trust in providing exceptional healthcare for patients
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| **Objectives:** * To achieve all of the speciality performance standards incorporating quality, safety, contractual, workforce and financial, including CIP delivery
* To contribute at speciality level to the creation and implementation of an effective CDG people plan which ensures the right people, right structures, capabilities and engagement outcomes are in place for effective speciality quality standards, performance and delivery of commissioned activity
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| **KEY RESPONSIBILITIES:**Clinical Leadership and General Responsibilities* Work collaboratively with the speciality management team in the development of the strategic direction of the speciality, CDG and the Trust through shared objectives
* Accountable for the management of all medical personnel issues in a timely manner in accordance with Trust policies, working closely with HR
* Accountable for ensuring that clinical managers adhere to their own line management responsibilities in accordance with Trust policies and procedures
* To ensure that all relevant medical staff have an approved job plan which complies to the trust’s job planning framework
* Employ a wide range of specialist knowledge and expertise to develop skills of all clinical staff in response to the Trust’s strategic objectives, having maximum impact to enhance patient care
* Ensure Trust values are understood and evidenced within sphere of influence and line management
* Develop clinical staff and teams, ensuring culture change is delivered through high quality services, where patients and carers come first
* Set direction and vision for services that fit with organisational objectives and performance standards
* Work in collaboration with senior colleagues to challenge behaviours that undermine equality and diversity adhering to the Human Rights Act, Trust policies and other relevant local national policies

**Professional Standards and Management*** Ensure Trust clinical and non-clinical policies, procedures and guidelines are strictly adhered to at all times
* Ensure education and training is in place to support skills and knowledge base
* Implement actions to ensure highest standards of clinical and healthcare governance in line with Care Quality Commission requirements
* Act as investigating officer when required
* Act as a clinical and professional role model for staff
* Identification of professional talent amongst team and enable access to professional development opportunities including coaching, training, and shadowing

**Clinical Quality Indicators*** Ensure all clinical quality indicators are robustly collected and implement actions in line with findings to improve patient care
* Actively use the learning from complaints/incidents and patient feedback to improve patient care
* in conjunction with the CDG lead ensure the medical staffing establishment and skill mix and rosters deliver productivity and good care standards

**Delivery of Clinical Productivity*** Responsible for ensuring that systems are in place for staff to be able to implement service planning improvements and developments with reference to the patient and carer experience
* Accountable for ensuring that robust discharge planning is delivered (where appropriate) by all medical staff within the specialty with a clear focus on reducing length of stay, readmission rates and timely safe discharge
* Constantly strive to improve levels of clinical productivity and support local and organisational performance targets
* Lead on improved partnership working between external and internal agencies to deliver a common patient/client pathway

**Financial and Performance Management*** Accountable for ensuring the optimum use of resources and establishing and maintaining effective management process to ensure financial control / balance with in the speciality budget
* Work with the CDG lead, matron, operational manager and finance advisor to ensure budget setting and finance issues are maximised to effect positive performance targets
* Ensure the effective use of resources through benchmarking against the model hospital

**Clinical Governance/Quality and Patient Experience*** Responsible for ensuring that the speciality complies to the Trust’s reporting mechanism for monitoring and reporting on clinical outcomes
* Work in close collaboration with the CDG lead, operational manager and matron for the implementation and recommendation of identified actions
* Ensure clinical delivery of the risk strategy incorporating Datix Dashboards at the Risk Management Committee, in conjunction with CDG lead, operational manager and matron
* Responsible for ensuring speciality medical staff understand, accept and effectively respond to identified trends from complaints, maintaining close links with patient/carers, PALS and Complaints Service and Trust user groups
* Work collaboratively with others to investigate complaints and ensure systems are in place to support the delivery on action plans, through critical and trend analysis, and develop any further actions required
* In collaboration with the matron, ensure there is a reporting mechanism to provide structured audit reports in line with Clinical Audit & Effectiveness Annual Programme within the overall Clinical Governance framework
* Formally report on to appropriate Trust committees

**General*** As an NHS manager, you are expected to follow the code of conduct for NHS managers (October 2002).
* If you have responsibility for a budget, you are expected to operate within this and under the Trust’s standing financial instructions (available on the Intranet site) at all times.
* To be responsible and accountable for ensuring that all staff under your direction comply with Trust Infection Control policies and clinical guidelines.
* To conduct annual Performance Development Reviews, incorporating talent management reviews (if applicable) and progress reviews for staff in your charge and, through this process, identify and facilitate development opportunities to improve the performance of the individual and the Trust.
* Ensure training and development needs identified in the individual’s personal development plan are followed up and assist staff to identify their development needs and to promote a learning culture.
* Ensure that Departmental Induction training and all necessary training to meet health and safety and statutory requirements is in place and is appropriately reviewed.
* To be responsible for the quality of data recorded. The data should be accurate, legible (if hand written), recorded in a timely manner, kept up to date and appropriately filed.
* All employees must comply with the Ipswich Hospital NHS Trust Equality and Diversity Policy and must not discriminate on the grounds of sex, colour, race, ethnic or national origins, marital status, age, gender reassignment, disability, sexual orientation or religious belief.
* Employees have a responsibility to themselves and others in relation to managing risk and health and safety, and will be required to work within the policies and procedures laid down by the Ipswich Hospital NHS Trust. The Trust seeks to establish a safe and healthy working environment for its employees and operates a non-smoking policy.
* All employees have the right to work in an environment which is safe and to be protected from all forms of abuse, violence, harassment and undue stress. All employees are responsible for helping to ensure that individuals do not suffer harassment or bullying in any form. All employees will be personally accountable for their actions and behaviour in cases of complaint of harassment or bullying.
* All staff have a responsibility to contribute to a reduction in the Trust's carbon footprint and should pro-actively reduce and encourage others through own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste etc.
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**Clinical Lead**

**PERSON SPECIFICATION**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | * Clinical Qualification to a post-graduate level
1. Evidence of continuous professional and personal development
 | * Leadership qualification
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| **Knowledge/ Understanding** | 1. Good clinical understanding of quality and improvement levers
2. Good understanding of Health economy developments, measures, changing agenda
3. Demonstrate understanding of leadership and people engagement.
 | 1. Understanding of NHS commissioning process.
2. Understanding of specific acute trust divisional specialities
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| **Experience** | 1. Experience of clinical leadership which has engaged multi-disciplinary teams to improve quality, standards and staff and patient experience
 | 1. Experience of the Acute Sector
2. Evidence of (and successful) quality, people and financial experience.
3. Evidence of successful management of change in a large complex organisation.
4. Experience of developing and delivering business plans to support corporate objectives.
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| **Personal Qualities and Skills** | 1. Well-developed leadership skills
2. Ability to communicate, influence, persuade and negotiate at all levels
3. Credible with an ability to inspire confidence in staff and others
4. Motivational skills to encourage collaborative working and promote change
5. Ability to deliver change in a complex environment
6. Highly analytical and numerate and able to apply these to judgements and logical argument
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