

## JOB DESCRIPTION

### 1. JOB DETAILS

<b>Job Title:</b>	Clinical Director
<b>Operationally Reports To:</b>	Collaborative Chair
<b>Professionally Accountable To:</b>	Collaborative Chair (to be discussed further if the Collaborative Chair is a non-medical professional)
<b>Location for Base:</b>	To be discussed

### 2. JOB SUMMARY

All staff are expected to work to the Trust Values:



**Kindness** – Kindness and compassion cost nothing, yet accomplish a great deal.



**Respect** - We are respectful to everyone and are open, honest and fair – respect behaviours.



**Ambition** – We set goals to achieve the best for our patients, teams, organisations and our partners.



**Collaboration** – We are stronger and better working together with and for our patients.

The Clinical Director (CD) will display the Trust values at all times, work as part of a Leadership Team and represent North Cumbria Integrated Care NHS Foundation Trust locally, regionally and nationally. The CD will ensure high quality, safe and effective patient care is delivered, where this care is experienced positively and is centred on their needs and circumstances.

The CD will provide leadership ensuring their medical workforce develop high quality evidence based care and interventions throughout the service. As an innovative and dynamic practitioner the CD is committed to improving the patient experience, improving standards of care and services, commanding the confidence of colleagues within the service and other specialty teams across the Collaborative and the aligned Trusts. As a medical leader, the CD will provide effective performance management and development for departmental medical staff through job planning, continuing professional development, revalidation and high quality experience for doctors in training. Similarly supporting the trust appraisal policy and process such as being a role model for appraisal within the department, providing departmental input into the appraisal process e.g. through a clinical director report and/ ensuring medical staff are supported with compliance with annual appraisal processes

The post holder has a role in contributing to and ensuring the delivery of high quality services for our patients. Working as part of the Collaborative leadership team the role will pro-actively foster an enabling culture and professional behaviours with integration across the Integrated Health and Care System to support effective patient pathways and high quality care across the local health and social care economy.

### 3. ROLE OF DEPARTMENT

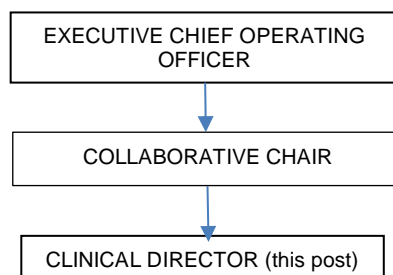
The role of the department is to provide access to services of the highest possible standards, within relevant waiting times.

In partnership with system colleagues, the service will strive to provide first-class services that are built around the needs of the patient.

The department is accountable for:

- The strategic planning of its clinical services
- The delivery of the Trust and Collaborative objectives in its services
- The operational management of its services
- Clinical standards and business performance, at a service and individual level
- Delivery of financial balance based on the national tariff
- The engagement of staff and patients

### 4. ORGANISATIONAL CHART



### 5. KEY WORKING RELATIONSHIPS

The post holder will be required to develop, maintain and manage effective relationships with a range of stakeholders internally and externally, across all disciplines and including patients, carers and the media. The post holder will need to be highly visible to front line staff as well as to the Executive and Collaborative Teams.

#### Key relationships / stakeholders

- Executive Team
- Medical Director Office
- Collaborative leadership teams
- Clinical service teams
- All managerial and professional staff within the organisation
- Regulators
- External agencies
- Service Users, Patients and Carers

### 6. DUTIES AND RESPONSIBILITIES OF THE POST

#### Delivery of Quality: Clinical Standards, Safety, Effectiveness and Patient Experience

- Ensure that the quality of patient care provided by the department is appropriate and of a high standard and pursuant of excellence.

- Ensure that the basic medical standards set out by the Medical Director within the Trust are met at all times for all patients which includes daily consultant review of patients, appropriate access to supervision for doctors in training and systems for quality clinical handover.
- Ensure there is a robust clinical governance framework in place
- Ensure that the full procedural discipline of excellent Clinical Governance is well understood, promoted and developed within the department and in this area the CD undertakes the following aspects:
  - responsibility for robust risk management
  - responsibility for patient safety
  - ensure systems to assure for compliance in key areas of performance including audit
  - ensure systems to provide for continuous improvement and clinical learning (learning organisation)
  - strategic lead for infection prevention and control within the service
- Participate in scheduled reviews in support of the Trust's Clinical Governance Policy and to ensure that the department produces regular, exceptional and annual Clinical Governance reports.
- Develop an annual programme of audit within the Service, and ensure this is completed.
- Influence and contribute to the overall clinical strategy of the Trust.
- Work in partnership with clinical leaders and key stakeholders across systems and networks in ways which improve outcomes within the Trust and improve services more widely across the region.
- Ensure the downward flow of communication, facilitation and implementation of the decisions of the Clinical Policy Group to the Clinical Directors Meeting. This will require effective engagement with, and attendance at, regular CPG meetings.
- Promote patient involvement in service design and improvement.

### **Performance Standards and Targets**

- Advise on business management matters and contribute to the implementation of the Trust's Business Plan.
- Enable and deliver departmental, Collaborative and Trust operational performance targets, supporting all clinical and managerial colleagues, and participate in performance review processes.

### **Leadership, Enabling Culture & Professional Behaviours**

- Role model leadership to promote a fair and just culture responsive to the needs of the diversity of our patients, visitors and workforce fully in line with expectations of the GMC and the Trusts behaviours and values.
- Be intolerant of unprofessional behaviour and actively promote the NCIC way.
- Provide an enabling culture, fostering quality, innovation and transformation and linking them with procedural discipline to robust systems and processes to facilitate learning and continuous improvement and data driven decisions.
- Foster a culture respects diversity and individuals and their contributions that encourages innovation and creating thinking and that develops individuals to achieve their full potential.
- Ensure that systems are in place to oversee, monitor, approve, and record all absence within the department in line with systems in place within the Trust and minimise its impact on service delivery and supervision of junior staff.
- Manage the departmental budget with the support of the service and nursing colleagues within available resources.

- Work with all colleagues to promote and maintain a healthy, safe and satisfying working environment for all staff.
- Ensure all Health and Safety and other statutory requirements for patients, visitors, employees and contractors and the wider public are met in partnership with departmental managers and nursing colleagues

## **Medical Management**

- **Line Management**  
The CD is the line manager for all consultants and SAS doctors or equivalent in their department, or ensures this is appropriately delegated. This relates to all routine line management matters as well as any matters such as Doctors in Difficulty and where there are concerns about medical staff. This includes;
  - Providing regular, scheduled, formal and documented line management supervision for all medical staff in the department; this is only delegated where appropriate.
  - Recruitment, selection, absence management, employee relations, and performance management.
  - Enabling medical staff to continue their education and personal development in alignment with the needs of the service and the GMC
  - Ensuring all statutory and mandatory training requirements are achieved for the medical staff within their service.
  - Ensure that all medical staff within the department are supported to undertake annual appraisal and are provided with departmental input into the appraisal process e.g. through a clinical director report or equivalent and other relevant supporting information (including outcome data). The CD should be a role model for compliance within the department and work with medical staff and the appraisal team to assist in resolving any barriers or issues with compliance with annual appraisal processes and/ or revalidation requirements.
  - As appropriate, the CD will assess applications from departmental medical staff for Local Clinical Excellence Awards and to provide appropriate citations.
- **Job Planning**
  - Using appropriate systems and support from the Medical Directors Office, ensure that annual and exceptional job plan reviews are undertaken for medical staff, delivered on a timely basis, updated and signed off electronically as appropriate. Job plans should be appropriate to meeting service need and enabling the development of the individual, where strategic leadership development and succession planning are considered.
- **Medical Rotas**
  - Ensure that systems are in place and consistently maintained to record and monitor medical staffing rotas, and assure compliance with relevant rota guidance and standards which includes those for doctors in training within the department.

## **Medical Education**

- Ensure an enabling environment, conducive to high quality teaching and education and the Trusts commitments to the General Medical Council, Health Education England, Partner Universities and the Learning and Development Agreement.
- Ensure the department has appropriately trained and recruited medics in key roles such as college tutor, departmental faculty leads, clinical and educational supervisors, that are valued and job planned
- Ensure the departmental governance arrangements integrate educational governance to ensure a positive experience for doctors in training.

- Actively engage with and support departmental quality improvement plans in relation to medical education.

## **Research and Development**

- Encourage and engage with quality clinical research and development in partnership with the Trusts Research and Development Department and that all primary research in the department is registered and approved.
- Contribute to capacity building for research and development for clinical staff and promote the development of the clinical academic workforce.

## **Resource Management**

- In collaboration with the Triumvirate, support the Collaborative to take responsibility for their pay budgets; regular review of establishments and skill mix ensuring appropriate safe staffing levels are maintained and secured in line with service developments for patients
- Lead effective and efficient ways of working to maximise the use of resources.
- Ensure that services are delivered within allocated budgets, identifying evidence to support safe and effective service delivery and contribute to the delivery of Trust(s) sustainable, financial plans.
- Prepare and contribute to regional and national bids to secure funding where appropriate to the development of services.

## **7. WORK SETTING AND REVIEW**

(Who is responsible for setting and reviewing the work, the extent to which the post holder works unsupervised, and the extent to which they are free to act without direct reference to a more senior person)

Work independently to tasks / duties / objectives / targets as set by the Executive Medical Director, who will review performance and undertake appraisal.

## **8. INDIVIDUAL RESPONSIBILITIES**

The post holder is expected to:

- adhere to Trust policies and procedures and relevant legislation including the requirements of the any professional bodies
- attend mandatory training as identified by the Trust
- adhere to Trust infection prevention policies, procedures, audits in line with the Health Act 2006, to actively reduce Health Care Associated Infections

## **9. CONFIDENTIALITY**

The post holder must maintain the confidentiality of information about patients' staff and Trust business in accordance with the General Data Protection Regulations (GDPR), Data Protection Act 2018 and Caldicott principles.

## **10. HEALTH AND SAFETY**

Employees must be aware of the responsibilities placed upon them under the Health & Safety at work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

## **11. RISK MANAGEMENT**

All staff have a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly and when requested to co-operate with any investigations undertaken.

## **12. EQUALITY AND DIVERSITY**

All employees of the Trust have responsibility to:

- Act in ways that support equality and value diversity.
- Treat everyone with whom they come into contact with dignity and respect.
- Act in ways that are in accordance with Trust's Single Equality Scheme, Equality and Diversity policy, and Dignity in the Workplace policy.

## **13. SAFEGUARDING**

All employees have a duty for safeguarding and promoting the welfare of children and adults at risk. Staff must be familiar with the trusts Safeguarding Policy and the process for raising concerns about the welfare of anyone with whom they have contact. Staff must also ensure they receive the appropriate level of safeguarding children and adult training depending on their role in the Trust.

Staff are expected to access supervision and support from their line managers and/or the locality based safeguarding team when managing complex cases where applicable to their role.

## **14. INFORMATION GOVERNANCE**

The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively.

It is important that the post holder processes personal identifiable information only in accordance with the Trust Data Protection Act notification to the Information Commissioner. The post holder must check with the Data Protection Officer before creating new systems to process person identifiable information to ensure that this is carried out within the scope of the Data Protection Act 2018 notification.

The post holder must manage the records they create or hold during the course of their employment with the Trust in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. Data Protection Act 2018, Freedom of Information Act 2000, General Data Protection Regulations, Caldicott Guidelines NHS Confidentiality Code of Conduct 2003, and professional codes of conduct on confidentiality.

The post holder must maintain the confidentiality of information about service user staff and

organisational business in accordance with the new Data Protection Act 2018 and Caldicott principles.

It is likely that the post holder will be in contact at some time with a form of information system, and therefore is responsible for implementing and maintaining data quality. The post holder, when making entries into records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that information recorded within records either on paper, in an electronic format or both paper and electronic is accurate, complete and relevant.

## PERSON SPECIFICATION

**POST TITLE:** Clinical Director

FACTORS	ESSENTIAL	DESIRABLE
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>○ MBBS, MBChB or equivalent</li> <li>○ Full GMC or GDC registration</li> <li>○ Royal College Membership</li> <li>○ Consultant, SAS Doctor or General Practitioner</li> </ul>	<ul style="list-style-type: none"> <li>○ Management Qualification or an equivalent portfolio of evidence</li> <li>○ CCT or equivalent</li> </ul>
<b>Work Experience, knowledge and aptitudes</b>	<ul style="list-style-type: none"> <li>○ Professional with extensive experience of high level leadership and management</li> <li>○ Experience of Medical Leadership role</li> <li>○ Knowledge and experience of professional performance systems and their implementation</li> <li>○ Experience of delivering quality performance against financial and NHS targets</li> <li>○ Ability to analyse highly complex organisational problems and develop and implement workable solutions</li> <li>○ Knowledge and understanding of key NHS issues, including national and local policy drivers that are complex and highly politicised</li> <li>○ Expert knowledge and understanding of legislation relating to medical practice</li> <li>○ Highly developed knowledge and understanding of key organisation systems and NHS modernisation agenda</li> <li>○ Experience of Consultant and SAS doctor Appointment Committees</li> <li>○ Experience of clinical audit and research</li> <li>○ Knowledge and understanding of NHS Policy and regulatory policy, demonstrating ability to interpret</li> </ul>	<ul style="list-style-type: none"> <li>○ Experienced practicing clinician with an in depth understanding of clinical standards and governance, and a strong track record of participating in clinical case reviews</li> <li>○ Evidence of management of poor performance</li> <li>○ Leading change in challenging environments</li> <li>○ Trained in MHPS</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>○ Good communication skills with a proven track record of engagement</li> <li>○ Experienced Doctor/Dentist with a wide range of skills and decision making abilities</li> <li>○ Audit skills and the ability to analyse and interpret activity data</li> <li>○ Presentation skills</li> </ul>	<ul style="list-style-type: none"> <li>○ Evidence of leadership training or demonstrate plans to do so</li> <li>○ Evidence of training in quality</li> </ul>



	<ul style="list-style-type: none"> <li>○ Teaching abilities to engage a wide range of audiences.</li> <li>○ The highest level of interpersonal, communication and leadership skills</li> <li>○ Ability to lead and motivate others, strong influencing and negotiation skill</li> <li>○ Able to assess priorities and make decisions</li> <li>○ Patient Focused: Understands how their role impacts on the patient journey, and a willingness to place the patient at the centre of what they do</li> <li>○ Achieving results: Experience of successfully working to deadlines and completing tasks</li> </ul>	improvement or demonstrate plans to do so
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>○ Enthusiasm</li> <li>○ Highly developed interpersonal skills</li> <li>○ Confident and articulate</li> <li>○ Demonstrates and role models Trust values and behaviours</li> <li>○ Confident</li> <li>○ Able to function in a multi-professional environment</li> <li>○ Leadership skills</li> <li>○ Ability to work as part of a team at senior level</li> <li>○ Ability to remain calm under pressure and work to clear deadlines</li> <li>○ Self-motivated, energetic and flexible, with well-developed interpersonal skills</li> <li>○ Personal resilience, self-awareness, determination to succeed.</li> <li>○ Ability to work within the values of the Trust and to demonstrate evidence of values in practice</li> <li>○ Working Together: Approachable and able to build relationships with a wide variety of colleagues</li> <li>○ Equality and Diversity: Can demonstrate a positive and non-judgmental attitude towards difference in terms of service delivery and working practice</li> </ul>	<ul style="list-style-type: none"> <li>○ Inspirational Leadership: Keen to develop themselves and others; open to new ideas and willing to share their experience with others</li> </ul>