

Clinical Advisor

JOB OVERVIEW

About BSW

Bath & North East Somerset, Swindon, and Wiltshire (BSW) Integrated Care Board (ICB) collaborate with partners across the BSW health and social care system to manage, analyse, and improve performance and enable the best possible outcomes for our patients and population.

Job Title:	ICB Clinical Advisor
Band:	Band 9 - 18 months FTC
Department:	Medical Directorate
Reports to:	Health and Care Professional Director (one of three)
Accountable to:	Chief Medical Officer for clinical representation, expertise, networking, and governance of BSW clinical services.

Our purpose

To enable the best possible outcomes for our patients and population.

This job helps improve outcomes for patients, service users and populations by:

Working with colleagues to provide clinical leadership to the BSW system and provider clinical workforce, to support and advise clinical teams to deliver high quality services that bring health and care benefits to the organisations we support and populations we serve.

The Role

The primary aims of the role are two-fold. Firstly, working directly within the Chief Medical Officer Directorate to ensure effective clinical leadership and governance to BSW ICB services working in support of regulated health and care bodies and secondly, the postholder is accountable for the strategic health and care professional leadership of a mixed portfolio of clinical services ensuring all clinical, best practice, statutory, regulatory and NHS requirements are met.

The post holders will work closely with the ICB Chief Medical Officer Directorate and senior leadership colleagues to ensure that clinical services are delivered and developed in line with the aspirations and commitments of the BSW ICS strategy to achieve improved health outcomes for our population. The post holder will work across the system, convening clinical opinion therefore, ensuring decision making, transformation and improvement are clinically led, with participation representative of the diverse health and care workforce and the populations served.

This post will work as part of a group of clinicians providing clinical input across system wide services, aligned to the CMO Directorate workplan, BSW Implementation plan and priorities at system and place, there will be a need for leadership to convene clinical opinions and expertise, network across health and care sectors and develop and maintain clinical networks. This role and team will support other functions of the ICB, although this role will not undertake duties with commissioning, operational management or project management, the post holder will provide joint responsibility on budget setting and monitor budget spending across several services and directly impact ICS budgetary spending of multi-million-pound major programmes. The essence of the role is professionally diverse and inclusive clinical opinion.

Key Responsibilities

- To hold a portfolio across multiple clinical pathways according to experience and interest, in a mixed portfolio that may include condition or pathway specifics, for example but not limited to, Cancer, Mental Health, Aging Well, MSK, CVD, Diabetes, UEC and Palliative Care.
- To support the strategic development of service/pathway portfolio to support the ICB strategy, underpinned by the delivery of short to medium term objectives.
- Provide senior clinical input and networking into the delivery of a wide-ranging portfolio that will help deliver credible, reputable, and professional clinical services by the ICS and its partners.
- Responsible for the research and development of clinical trials relating to the role portfolio to benefit BSW ICB and the wider ICS. Share personal research findings and knowledge regarding clinical advancement and development with their team, peers, and networks.
- Demonstrate knowledge, clinical perspective and clinical networking at a system, region, and national level, including potential SRO roles into the region on behalf of BSW ICB.
- The role will support the strategic and operational development and delivery of coherent and effective network arrangements in any given BSW geographical area, ensuring activities are aligned to and support commissioners in achieving outcome ambitions for Place and System.
- Facilitate the local services or networks in specific clinical pathways/projects to embed the BSW Strategy and Implementation plan.
- This post holder will hold a degree of professional responsibility for the professional group they are a member to, inputting into the ICB Clinical Productivity agenda.
- To foster a culture of multi-professional engagement in the improvement of care across system wide pathways, this will include ensuring clinical colleagues are fully committed to the delivery of ambitious programmes.
- As part of the CMO team the role may use professional expertise to support team members and the professional development of the wider clinical community.
- As part of the CMO team the role may use clinical expertise and knowledge to influence ICS commissioning decisions.
- To devise training and development programmes to enhance clinical knowledge in their portfolio area(s).
- To work with the Chief Clinical Information Officer to adapt and design information systems including the Integrated Care Record, Cinapsis and Population Health Management tools to ensure best value from these tools for use in the portfolio area pathways.
- To initiate and develop research and development programmes in their portfolio area including securing funding.
- To ensure quality improvement and condition specific programmes benefit from the best clinical expertise available, awareness and understanding of the population health agenda and health and care outcomes.
- To maintain credibility with all key players within the network and community, fostering a culture of collaboration for the delivery of high-quality services, reconciling conflicting views and interests from across the system.
- To provide professional and clinical leadership to the clinical teams within the BSW networks.

Qualifications and Experience Required	
Qualifications and Experience	<p>Extensive experience of working at a senior level / Associate Director within UK health and social care, within a provider or a community environment; demonstrable track record of delivering/supporting front line services successfully in a challenging environment.</p> <p>Hold a clinical qualification then must have current registration with GMC, NMC or HCPC and be able to continue to work in clinical practice.</p> <p>Educated to masters level or demonstrable level of equivalent experience at senior level as above.</p> <p>Evidence of continuing personal and professional development; leadership development programme desirable;</p>
Knowledge, Training & Experience	<p>Must have an in-depth understanding of the background to and aims of current health and social care policy in the UK and appreciate the implications of this for ICBs/ICSs.</p> <p>Advanced specialist knowledge of the National Clinical Quality Agenda</p> <p>Experience and/or a sound understanding of the role and responsibilities of health and care providers and in the delivery of front-line services and interventions.</p> <p>A sound understanding of the role of clinical and managerial leadership and working as a system leader across traditional boundaries.</p> <p>Member of relevant regulatory body (if applicable).</p>
Skills and competencies	<p>Ability to use modelling techniques, coaching, and networking in support of delivering the role.</p> <p>Ability to demonstrate high level analytics skills and the ability to work with quantitative and qualitative data from a wide range of sources and present information in a clear and concise manner.</p> <p>High level critical reasoning skills: ability to exercise sound judgement in the absence of clear guidelines or precedent, seeking advice as necessary from senior management or colleagues when appropriate.</p> <p>Extensive stakeholder engagement skills including the public, and experience of supporting challenging transformation and change programmes.</p> <p>Ability to lead through influencing and enabling others, supporting high decision quality particular in relation to direct care provision.</p> <p>Ability to bring extensive clinical (front line delivery) experience to the role and drive clinical quality</p>
Leadership Communication and relationships	<p>Effective leadership style in-keeping with the values and behaviours of the ICB and of system leadership; effectively managing teams and individuals. Including investigating grievance and disciplinary matters, appraisals, and departmental workload.</p>

	<p>Highly developed communication skills with the ability to communicate on highly complex matters and difficult situations.</p> <p>Ability to provide and receive, convey and present highly complex, sensitive and/or contentious information to large groups, responding openly to questions to ensure full understanding and engagement.</p> <p>Ability to communicate with clinical, academic and all levels of staff effectively.</p> <p>Able to build and maintain robust relationships able to maintain effectiveness in challenging circumstances/ environment, highly developed political skills.</p> <p>Ability to concentrate intensely for periods of time.</p> <p>Able to secure and maintain the confidence of key stakeholders including senior figures within the ICB, providers, partners and more widely across the communities and population served.</p> <p>Ability to lead a programme of work as SRO for the ICB, feeding into regional and national agendas.</p> <p>Support the pipeline of future aspiring clinical and care professional leaders as part of the longer-term workforce plan by mentoring and developing individuals to fulfil their personal and career development.</p>
Autonomy	<p>Ability to make decisions autonomously, when required, on difficult issues.</p> <p>Ability to work on own initiative and organise workload, allocating work as necessary, working to tight and often changing deadlines.</p>
Equality & Diversity	<p>Will consider the most effective way to promote equality of opportunity and good working relationships in employment and service delivery and can take actions which support and promote this agenda.</p>
Other	<p>Drawing from experience and expertise in other academic fields and industries, ensures that the people of BSW benefit from relevant initiatives.</p> <p>Excellent interpersonal skills; team working skills; self-motivated; ability to move between details and the bigger picture. Demonstrates honesty and integrity and promotes organisational values.</p> <p>Independently mobile to travel between bases and to new destinations in the course of the role.</p>

Suitable for

An experienced senior clinical health or care leader with a proven track record in delivering clinical health or care services which are of the highest standard. You will be required to support change through collaboration and mature partnership working. This calls for an individual to engage people, focus their resources, sustain momentum, and ensure clinical strategic and planning success. Effective system convening will require the full commitment and ability of a senior clinician to create an environment of trust, inclusion, mutual respect, and shared aspiration, in which all can contribute fully and openly to achieving collective goals.

PART 1 - JOB DESCRIPTION

JOB PURPOSE

The primary purpose of the role is working directly with the Chief Medical Officer and Directorate to act on behalf of the ICB to ensure effective clinical knowledge, leadership, and governance to BSW services working in support of regulated health and care bodies and the wider community. The postholder is accountable for the top level strategic and planning clinical oversight of a portfolio of Clinical Services within the Integrated Health and Care Services directorate, ensuring that all statutory, regulatory and NHS requirements are met.

MAIN DUTIES AND RESPONSIBILITIES

General

- Give Clinical expertise and support to a wide-ranging clinical services portfolio that will help deliver credible, reputable and professional clinical services to BSW.
- Operate effectively in a flexible and demanding environment and proactively engage with stakeholders.
- Establish networks integrating systems and managing effective working relationships with the appropriate stakeholders.
- Drive and challenge each key working relationship to innovate with drive reform to achieve agreed objectives.
- Manage potentially aggressive and/or antagonistic situations with staff and stakeholders within change programmes for successful outcomes, often dealing with complex and conflicting issues with staff and stakeholders.
- Employ effective communication, negotiation and influencing skills to enable stakeholder relationships to deliver objectives over the duration of projects/programmes.
- Represent the sector in sensitive and political situations, delivering difficult messages where required to high-level audiences.
- Take action to address areas of concern.
- Work in partnership with others and as part of cross service line teams to deliver successful outcomes, ensuring sharing of good practice and working in a way that supports the overall performance of BSW.
- Support the organisation's ways of working, model its values and champion the NHS Constitution.
- Be highly visible as a collaborative role model, actively engaging with system colleagues and promoting a culture of inclusive and supportive multi-professional leadership.
- To identify and assess opportunities for the development of new and/or existing services as well as identifying any threats.
- To engage and develop collaborations for quality improvement across whole health communities, for the realisation of equitable access to quality care and the achievement of outcome ambitions for the people of BSW.
- To act as a champion for patient, service users, people of BSW, their interests and involve the public in policy development and decision making of networks.
- To effectively engage with other health and social care wide networks where synergies could and do exist around the achievement of outcome ambitions and integrated care pathways.
- To work with other structures, including Academic Health Science Networks aligning innovation, education, informatics, and quality improvement.
- To work with national level bodies ensuring alignment of policy and service transformation for the ICB and population of BSW. To interpret health service policies and strategies in order to establish goals and standards for their portfolio area.
- To operate at a long term, strategic planning level, adjusting plans from a clinical perspective including providing input to system decisions carrying major strategic health and financial implication.
- Carry out other appropriate delegated duties as required by the Chief Medical Officer of Integrated Health and Care Services.
- The post requires a commitment to travel the geography covered by BSW as required to perform the associated duties of the postholder.

This post is subject to the terms and conditions of employment of the BSW ICB. This is not an exhaustive list of duties; staff are therefore required to undertake any other duties commensurate with the grade and in line with the requirement of this post.

All BSW staff must comply with the Staff Code of Conduct. Senior Managers must also comply with the NHS Code of Conduct for Managers, based on the Nolan principles of public accountability.

Membership of a regulatory body in order to practice is a requirement of some BSW roles, for those staff it is a condition precedent of employment to maintain membership of such a professional body. Individuals are also responsible for complying with the relevant professional body's code of practice.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the organisation.

Part 2 – PERSONAL SPECIFICATION

Supporting Evidence

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Factors	Description	Essential	Desirable	Assessment
Knowledge, Training and Experience	Doctorate level of experience or qualification with the highest specialist knowledge across one or more areas.	✓		A/C
	Educated to masters level in relevant subject or equivalent level of experience of working at a similar level in specialist area	✓		A/C
	Proven and significant clinician leadership experience.	✓		A/I
	Significant evidence of continued professional development	✓		A/I
	Demonstrated expertise in a Healthcare /Social Care environment.	✓		A/I
	Significant management experience at senior level in the NHS or other public healthcare related industry	✓		A/I
	Proven record in transferring processes and roles between locations.	✓		A/I
	Significant experience and understanding of proven implementation of project management methodologies	✓		A/I
	Member of a relevant professional body	✓		A/I
	Experience and/or understanding of the Health Economy	✓		A/I
		✓		A/C

	<p>Awareness of relevant public and private sector business management best practice</p> <p>Experience of successfully operating in and delivering priorities in a partnership environment</p>	✓		A/I
Communication Skills	<p>Dynamic personality and the ability to build trusted stakeholder relationships and wide support networks in a political context like the NHS</p> <p>Strong external communications skills in a politically sensitive environment and experience in handling media</p> <p>Ability to prepare and produce concise yet insightful communications for dissemination to senior stakeholders and a broad range of stakeholders as required</p> <p>Extensive experience of delivering presentations to large groups of stakeholders in often pressured and politically sensitive environments</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
Analytical	<p>Ability to analyse highly complex issues where material is conflicting and drawn from multiple sources</p> <p>Demonstrated capability to act upon incomplete information, using experience to make inferences and decision making</p> <p>Ability to analyse numerical and written data, assess options and draw appropriate initiatives.</p>	<p>✓</p> <p>✓</p> <p>✓</p>		<p>A/I</p> <p>A/I</p> <p>A/I</p>
Planning Skills	<p>Leadership, vision, strategic thinking and planning with highly developed political skills</p> <p>Ability to provide informative reporting on finances and impact to Board management.</p>	<p>✓</p> <p>✓</p>		<p>A/I</p> <p>A/I</p>
Autonomy	<p>Demonstrated capabilities to manage own workload and make informed decisions in the absence of required information, working to tight and often changing timescales.</p> <p>Ability to make decisions autonomously, when required, on difficult issues.</p>	<p>✓</p> <p>✓</p>		<p>A/I</p> <p>A/I</p>

***Assessment will take place with reference to the following information**

A=Application form

I=Interview

T=Test

C=Certificate

Part 3 - GENERAL INFORMATION FOR POST-HOLDER

SAFER RECRUITMENT

Equality & Diversity

The organisation is committed to achieving equality of opportunity for all colleagues and for those who access services. You are required to work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the organisation.

The ICB Executive Team and all ICB colleagues should promote an environment of inclusion as highlighted by the ICB values.

Health & Safety

The organisation recognises its duties under the Health and Safety at Work Act 1974 to ensure, as far as it is reasonably practical, the Health, Safety and Welfare at Work of all its colleagues and, in addition, the business of the organisation shall be conducted so as to ensure that all individuals having access to organisational premises and facilities are not exposed to risk to their health and safety.

All colleagues under contract will be expected to comply with all appropriate Health and Safety policies and ensure all statutory and mandatory training is up to date.

Risk Management

All colleagues will follow risk management policies and procedures at all times. All colleagues are personally responsible for risk management issues in respect of yourself and colleagues. If you identify a potential hazard, you should report it to your manager / supervisor at once using the organisational incident reporting process. If in doubt you should speak to your manager for guidance.

All colleagues have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested, to co-operate with any investigation undertaken. All colleagues must use the safety equipment provided and report any defects to their manager. You must attend risk management training as directed by your manager.

If you are a manager or have line management responsibilities for colleagues, a department or area of work, you are responsible for the risk management issues in that area. In conjunction with risk management, you will ensure that there is an annual risk management audit in your area, risks are identified on the local risk register and that where necessary, an action plan eradicating risks is drawn up and implemented.

Protection of Children and Vulnerable Adults

All colleagues have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Colleagues must be aware of the organisational procedure for raising concerns about the welfare of anyone with whom they have contact. The organisation believes that it is always unacceptable for a child, young person or vulnerable adult to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all, by a commitment to practice which protects them.

Clinical Governance

The post holder will be expected to participate in clinical governance activities to assist the organisation to provide high quality services.

Infection Prevention and Control

The organisation is committed to reducing Healthcare Associated Infection. All colleagues are expected to comply with Infection Prevention and Control Strategies. All organisation colleagues are responsible for protecting themselves and others against infection risks and ensuring a clean safe environment is maintained. All colleagues regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems regarding this to their managers. All colleagues undertaking patient care activities must attend infection control training and updates as required by the organisation.

Policies and Procedures

Colleagues are expected to follow organisational policies, procedures and guidance as well as professional standards and guidelines. Copies of policies can be accessed via the ICB intranet or external website or via your manager.

The organisation operates a policy which promotes a smoke free environment.

Appraisal and Personal Development

The organisation is committed to lifelong learning for all colleagues and has put in place an appraisal and development infrastructure. All colleagues have a responsibility to participate in an annual appraisal with their line manager and to identify performance standards for the post. As part of the appraisal process colleagues have a joint responsibility with their line manager to identify any learning development needs in order to meet the agreed performance standards.

Information Governance

It is a contractual requirement for the post holder to ensure that as a minimum they acquire the necessary skills to implement good practice in all matters relating to information governance and in particular data which can be attributed to an individual. The post holder must adhere to information governance policies and procedures including the Data Protection Act, Caldicott principles, NHS Code of Confidentiality, Records Management, NHS Code of Practice Parts 1 and 2.

Managers have a responsibility to ensure that colleagues are equipped with the necessary tools to use in the implementation of information governance.

Records Management

The post holder has a responsibility to adhere to the standards defined within policies in the creation, use, closure, retention, and disposal of records. The types of record held may consist of patient or colleague records, administrative records, photographs, microfiche, audio and tapes, e-mails, electronic and scanned records and text messages.

Data Quality

The organisation is committed to producing relevant and reliable data and information to support decision making, manage performance and provide evidence to demonstrate compliance with CQC standards. The post holder is responsible for ensuring any data and information recorded by the individual complies with the Data Quality Policy.

Partnership Working

The organisation is committed to partnership working and colleague involvement, underpinned by the values of openness, trust, colleague involvement, development, diversity at work, commitment to modernisation and delivering the highest standards of performance.

Equal Opportunities

The organisation is committed to respect for others (colleagues and patients), equality of opportunity and diversity in the workplace. All managers and colleagues must know what is expected of them and are responsible for ensuring that this is delivered in practice in their day to day working lives. The organisation will not tolerate any forms of bullying or harassment in the workplace.

Financial Instructions

Budget management and control is an element of each member of colleague's job description where they are designated as being budget holders. The post holder must comply with the Financial Standing Orders, Standing Financial Instructions and Scheme of Delegation as appropriate to this role.