#### 

#### **JOB DESCRIPTION TEMPLATE**

|  |  |
| --- | --- |
| 1. JOB IDENTIFICATION | |
| Job Title: Healthcare Science Professional Lead  Responsible to (insert job title): Medical Director NHS Lothian  Department(s): NHS Lothian Corporate (0.6 WTE)  Directorate: Corporate  Site Location: NHS Lothian  Job Reference: **153615**  No of Job Holders: 1  Last Update (insert date): May 2023 | |
| 2. JOB PURPOSE | |
| To provide Professional Leadership for the Healthcare Science Professionals (HCS) within NHS Lothian.  The post holder is responsible to NHS Lothian for the development and delivery of the healthcare science strategic programme. The postholder will be responsible for workforce development and be tasked with increasing healthcare science awareness, stimulating growth, and delivering excellence and improvement, across the organisation.  To support, advise and assist on the implementation of National plans and polices about or relevant to HCS such as the Health and Care (staffing) Act 2019.  To lead on introducing governance and registration for unregistered professional groups  To influence and contribute to the development of the Scottish Government standards/guidelines/policy/ strategy for HCS to enhance the quality of services provided to patients within NHS Lothian and partners.    Network and link with key colleagues and stakeholders including: NHS Lothian Directors and Board members, Lothian Area Healthcare Scientists Committee (LAHCS); Patients, Public and Health Professions Directorate (CNOPPP) of the SG; SG HCS National Leads group; relevant staff in NHS Education Scotland (NES); Scottish forum for Healthcare Science (SFHCS) and HCS leads in other UK administrations; SG Chief Health Professions Officer Scotland (CHPO) and HCS Office colleagues. | |
| **3. DIMENSIONS** | |
| **Population size** Within NHS Lothian HCS serve a population of 0.857 million people (2015) projected to rise to 0.883 million by (2020). Some tertiary referral services cover a greater population.  **Budget**  No direct budgetbut the postholder will have an influence on budgets. *For example, they will monitor funding available from NES for trainees and also expenditure on post graduate courses. By developing core training programmes there is the opportunity for income generation. They will be expected to help service leads deliver any cost savings resulting from improvement initiatives arising from national policy via workforce planning/developing sustainable workforce, bidding for government funding, influencing demand optimisation deliverables within clinical services.*  **Establishment** NHS Lothian employs approximately 800 (WTE HCS  **Geographical Remit**  Lothian  **Professions**  While the HCS workforce makes up less than 5% of the NHS Scotland workforce, almost 80% of patient diagnoses can be attributed to their work. Laboratory services via life scientists provide analytical, interpretative and advisory services to integrated and acute care services. They are essential to the diagnosis, management, screening and monitoring of disease across a wide range of clinical specialities, contributing to initiatives optimising patient care and reducing length of in-patient stay. They facilitate one-stop-shop clinics and support changes throughout the health service. They are grouped into *Life Sciences*: Blood Sciences; Cell Sciences (EFREC/Pathology) and Gene Sciences (Clinical Genetics, Regional Genetic Service, Regional Molecular Pathology Service).  With the exceptions of maxillofacial prosthetics and medical illustration, the *Physical Sciences stream of HCS* work predominantly sits within medical physics and bioengineering services. This staff group includes those working in Assistive Technology, Biomechanics, Clinical Engineering, Imaging Physics, Medical Equipment Management, Non-Ionising Radiation, Nuclear Medicine, Radiation Protection, Radiotherapy, Rehabilitation Engineering.  *Physiology HCS* covers services characterised by close interaction with patients such as Audiology, Cardiac Physiology, Clinical Perfusion, Gastrointestinal Physiology, Neurophysiology, Ophthalmology, Respiratory Physiology, Sleep Physiology or Vascular Science.  HCSs support a range of teaching activities contributing to the training of medical, nursing and laboratory staff at undergraduate and postgraduate level. There is also a significant involvement in research and development work. | |
| 4. ORGANISATIONAL POSITIONAs NHS Lothian Lead Healthcare Scientist, the postholder reports directly to the Medical Director.They have a close working relationship with the LAHCS Chair & co-chairs within Lothian. They also represent NHS Lothian on the national HCS leads group which is coordinated by the SG Chief HCS Officer. They also work closely with the Scot Gov Healthcare Science policy unit.The postholder will also work closely with the service leads which contain HCS within their workforce and may in the future take a seat with Site and Service Management Teams. | |
| **NHS Lothian**  **CEO**  **Medical Director**  **NHS Lothian**  x3 SG National  HCS Leads  **THIS POST**  SG HCS Officer  **LAHCS**  **Chair & co-chairs** | |
| 5. ROLE OF DEPARTMENT | |
| In this role the post holder is not part of any traditional department. The post holder will be hosted and employed by NHS Lothian.  Within NHS Lothian the post holder will be required to determine the strategic direction for HCS by being accountable to NHS Lothian CEO taking cognisance of national and local policy drivers and trends in supply and demand.  The post holder will have strategic links to:   * HCS Leads across NHS Scotland * SG Chief Healthcare Science Professions Officer Scotland and team * SG HCS Leads for NHS Scotland * Relevant staff in NES and Healthcare Improvement Scotland (HIS) * HCS Professional Bodies * The Academy for Healthcare Science (AHCS) | |
| 6. KEY RESULT AREAS | |
| **Strategic/Corporate**  To:   1. Provide clinical scientific expertise and represent the HCS workforce to the NHS Lothian Board and be accountable to CEO for the planning and implementation of the Lothian element of the Health and Care (staffing) Act 2019. Write reports to the MD/CEO and other interested parties as to the progress of implementation of the Health and Care (staffing) Act 2019. 2. Lead (together with HCS service leads) on the formation and development of regional and national strategic plans and policies for the provision of an effective and efficient workforce within HCS. There is likely to be an indirect influence over service budgets. *For example, supporting HCS to innovate and do things differently which will drive change and involve other clinical colleagues in new ways of working such as the Point of Care Testing (POCT) agenda using knowledge/evidence based practice to change work via the Choosing Wisely agenda and using technology to support care in the community. All of these initiatives will result in significant changes in working practise which could have a major influence over workforce planning and service budgets*.   **Leadership, Change Management and Policy Development**   1. Demonstrate and exemplify positive behaviours, values and attitudes, acting as a role model to create an effective professional culture for future HCS leaders. 2. To provide local professional leadership and advice for the HCS workforce focussing specifically on how HCS in NHS Lothian can contribute to and meet the aims of the Health and Care (staffing) Act 2019 and other National plans. This includes: contributing to the development of local/national standards, guidelines, policy and strategy; HCS workforce planning; establishing an effective and sustainable network for HCS within NHS Lothian which can contribute and meet the aims of National and NHS Lothian priorities. 3. Promote staff development within HCS to ensure optimisation of knowledge/skills of the workforce are fully realised/utilised for the benefit of patient care. To work with HCS service managers, leaders in other professional groups and educational representatives to establish efficient use of expertise/skill mix matched to roles and responsibilities including extension of roles beyond traditional boundaries*.* 4. Create the NHS Lothian framework for the Health and Care (staffing) Act 2019, and promoting efficient use of emerging technology, and working with colleagues in all areas of the heath care environment to promote a culture of demand management optimisation. 5. In conjunction with HCS service managers and clinical service leads:  * Promote a reduction of unnecessary tests and interventions via data collection. * Explore ways in which services can be delivered in the community specifically with reference to point of care testing (POCT) and similar physiological science interventions directly aimed at reducing hospital admissions. * Explore ways in which services could be delivered throughout NHS Lothian to free-up medical capacity and other small occupancy groups where HCS skills can be used or acquired. * Support multi-professional practice development through shared training. *For example*, *the post holder will oversee training programme* *delivery across disciplines (PTP and STP as part of Modernising Scientific Careers); they will assist service leads in supplying information for NES training programme QA assessments; they will ensure development and delivery of a Modern Apprenticeship programme for HCS which involves the delivery of cross fertilisation of disciplines, trainee rotations, and they will be an assessor of the Vocational Portfolio and therefore will be involved in ensuring that the student are completing portfolios in a timely manner*. *They will Interact with NES and AHCS to influence training learning opportunities and influencing the commissioning of appropriate education and training opportunities and develop educational roles to support this within Lothian.* * Collaborate on efficient procurement including on-going calibration and maintenance of medical devices and associated technology. *For example,* *this post would take a key role in the organisation to formulate a clinical equipment management strategy for both NHS Lothian and the IJB’s; and in the organisational and procedural changes within Lothian to deliver better value-for-money on maintenance contracts.* *Where appropriate in conjunction with other Health Board leads to share best practice leading to the procurement of new equipment/ methodologies.*   **Development, Research and Audit related to National Healthcare science policy**   1. Map existing provision and participation of HCSs working within NHS Lothian. Collaborate with key stakeholders to develop evidence base to underpin practice. Monitor, evaluate and report on all NDP deliverables and ensure effective sharing of good practice across NHS Scotland and establish mechanisms to ensure sustainability. Collaborate with the Chief HCS office within Scottish Government and NES to collate and present data on how NHS Lothian is engaged with and contributing to national policy. To deliver all the above, ensure robust analysis of evidence-based data is used to underpin change particularly when promoting new roles or services. *For example, a nationally agreed quality improvement/ project management tool for national policy is “Test of Change” (TOC’s). This methodology requires a pilot project to be undertaken to demonstrate effectiveness and if proven, the expansion to full implementation. This post holder will be the Lothian “owner” of these TOC’s and will teach/guide HCS in Lothian to develop these projects to fit this methodology. They will report results to the wider HCS community in Lothian and through the national group to other Health Boards. Similarly, they will support Lothian implementation of proven TOC’s developed in the rest of Scotland to ensure sharing of best practice. These TOC cover potential all HCS involvement from equipment management via RFID tagging to a more effective laboratory test for diabetes, to the adoption of mobile phone apps to image skin lesions for remote viewing by healthcare experts. This person will be influencing SG to release pump priming funding for TOC in Lothian*. 2. To support NHS Lothian’s values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes. | |
| 7a. EQUIPMENT AND MACHINERY | |
| Use of computer to:   * Develop and gather information about key stakeholders, communication networks etc * Creation of posters, leaflets, documents, reports, fliers and presentations * Update and maintain data gathered during the course of the NDP including staff databases.   Maintain records of confidential issues which are gathered and acted upon with sensitivity  Use of audio-visual equipment such as data-projectors, laptop computers, overhead projectors for the use in education and training. | |
| **7b. SYSTEMS** | |
| A working knowledge of the following software packages-   * DATIX * eKSF * Word * Access * Excel * PowerPoint * Outlook * Publisher * Database construction and maintenance | |
| 8. ASSIGNMENT AND REVIEW OF WORK | |
| The post holder will report to NHS Lothian Medical Director and will be accountable to NHS Lothian CEO for delivering National plans and policies relating to HCS e.g.the Health and Care (staffing) Act 2019.  Work is self-generated and based upon NHS Lothian priorities.  The post holder is expected to work autonomously in planning, prioritising and setting objectives for their own work and will also be expected to act autonomously in devising the means of delivering on the above responsibilities within an NHS Lothian and national context.  In addition, regular reports will be provided to the Chief HCS Officer at SG. | |
| **9. DECISIONS AND JUDGEMENTS** | |
| To ensure achievement of the NDP five deliverables in collaboration with HCS service leads :   * Determining priorities for HCS across NHS Lothian through analysing information and data across professions, sectors and services. * Analyse service trends and issues from statistical information, staffing levels and service feedback to make judgements about service effectiveness across sites, professions and work streams. * Analysing data and information from a variety of sources across and in clinical areas beyond HCS. *For example, using local and national data on current workforce to project and predict potential issues in regard to the national HCS workforce and the delivery of NHS Lothian service priorities. Data from TOC to inform a decision on benefit to local implementation, e.g. will better training of staff in GP surgeries allow effective ECGs to be done in the community rather than an acute setting.* * Make judgements about scientific, technical and clinical risks and decide on appropriate service priorities. *For example* *data from TOC projects and their relevance to the Lothian setting.* * Identify opportunities for service development and redesign, balancing highly complex and sometimes conflicting opinions, advice and political drivers, to meet demand and deliver safe and effective services. *For example,* *using* *information from various sources to influence workforce plans, skill mixes and service redesign due to implementing new technologies and innovation to help deliver more efficient patient services in future.* * Identify service pressures, prioritise and determine appropriate skill mix, staff deployment and supplies procurement to ensure allocated resources are utilised as effectively as possible. *For example* *with new* *POCT initiatives and TOC pilots will align Lothian to other Health Boards.* | |
| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB | |
| * Delivering the strategic priorities in order to meet the Health and Care (staffing) Act 2019 by influencing HCS leads and service heads to share and evolve practice in times of great demands on services and encouraging them to act innovatively in overcoming barriers such as lack of funding and time (including effective management of own time). * Building effective networks by collaborating and negotiating with colleagues throughout Lothian and Scotland; adding value in order to ensure appropriate influence in implementation of policy and development across interfaces with Health, Social Care and Third Sector organisations via existing reporting structures. * Effectively representing and developing all HCS services to reflect the needs of service users principally by engaging and maintaining effective communication with senior staff within SG, health boards, the education and training sector, professional bodies and other organisations*.* * Working across the different management, professional and organisational structures in Lothian. | |
| **11. COMMUNICATIONS AND RELATIONSHIPS** | |
| The post holder is required to deploy advanced skills in communicating with a range of internal and external stakeholders in developing consensus about Health and Care (staffing) Act 2019 aims and outcomes and in executing the implementation plan. The postholder will take a leading role in implementing a communications strategy to develop awareness of national policy benefits and outcomes and to secure involvement from organisations and individuals from within NHS Scotland. The post holder will communicate with a wide range of senior scientific/clinical/non-clinical staff in NHS Lothian and partner/external organisations, the wider NHS in Scotland and beyond.  Specific communication skills required include the ability to:   * to influence and motivate cultural change within departments and services within which healthcare scientists are based or provide a service to in matters relating to HCS services * influence and negotiate in order to secure engagement, present proposals, obtain support for proposals, and secure involvement of colleagues in initiatives; * present complex/ specialist information at internal and external conferences and seminars; * present and brief groups of internal and external stakeholders with complex and sensitive information which may challenge existing practices; * draft information, reports, articles and papers to publication standard; * facilitate workshop and focus group discussions; chair meetings effectively; * excellent written skills, critical appraisal skills and the ability to disseminate complex, highly specialised or contentious information; * the rapid assimilation of information is required to provide an opinion/judgement during meetings; * implementation of policies will depend on inter-agency collaborative working among a wide range of professions;   The post holder will be required to influence senior professional, clinical, educational, management and executive staff throughout Scotland.  The complexity of communication and working relationships can be demonstrated through the variety of stakeholders with whom the post holder will require to communicate, influence and negotiate.  These will include:  Nationally:  CHPO, Chief Healthcare Science Officer, Directorate for CNOPPP, HCS leads, NHS Education for Scotland, HIS, SFHCS, Academy for Healthcare Science.  Regionally  Heads of Service for each HCS service, professional leads, HCS qualified staff of all levels and assistants, patients/clients and families using HCS services.  To meet the objectives of the role the post holder will be required to work in partnership with stakeholders and budget holders to facilitate sharing and implementation of good practice and implementation of policy and standards. | |
| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** | |
| Physical skills   1. The post holder is expected to have standard keyboard skills.   Physical effort  Daily: Standing/sitting for significant periods of time. Lifting, carrying and transferring a range of equipment and organising rooms.  Mental effort  Daily requirement for long periods of intense concentration in the formulation of plans, analysis of intelligence and compilation of responses and reports for NHS Lothian and occasionally SG.  Flexibility in dealing with changing demands of the environment including unpredictable loads and patterns and competing priorities on a daily basis.  Occasionally responding to requests from Manager, Service Managers and colleagues from across Scotland by telephone and face to face, involving listening to complex clinical and organisational scenarios, asking probing questions, formulating a hypothesis and making appropriate recommendations.  Emotional effort  Post holder may have direct dealings with staff that are resistant to the changes in practice national policy will recommend e.g. incorporating learning into the workplace. The post holder may have a significant role in contributing to the change agenda and whereas this would normally be positive it has the potential at times to be contentious thus requiring well developed listening and influencing skills e.g. in relation to role development. The post holder will be indirectly exposed to the emotional challenges experienced by staff requiring mentorship through on a daily basis acting as a mentor/coach and support staff to meet their development needs in a caring and sensitive manner. Maintaining sensitivity to individual staff problems and supporting teams during periods of change. This may at times be contentious and will often require post holder to use highly developed communication skills to get agreement or to initiate a change in practice.   1. Daily making complex decisions and communicating decisions to managers and other members of the multi-professional team.   Working Conditions  Post holder will be largely working in an office environment with little significant exposure to noise, fumes or other hazards.  Several times a week travel between sites to attend meetings, regionally, nationally. | |
| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB | |
| **Qualifications,**   * MSc degree level qualification in a relevant science or engineering subjector equivalent * Recognised Management qualification or equivalent training and experience (see below). * Registration with Health & Care Professions Council or assured register.   **Experience**   * In-depth knowledge and understanding of the various disciplines within the healthcare science streams. * Significant and demonstrable managerial experience including complex strategic and operational responsibility within one of the Healthcare Science disciplines with proven acquisition of additional knowledge at Master’s Level. * Knowledge and experience of leadership styles, behaviours and values &/or change management training. * Evidence of success in leading and delivering complex organisational work-streams (E.g. change management and project management) and an ability to support others within the context of a rapidly changing environment. * Excellence in leading workshops, delivering presentation, written and verbal communication; interviewing and counselling skills.   **Skills**   * Experience developing and maintaining positive multidisciplinary/agency working relationships. * Experience of collating, analysing and making informed judgements on complex information from a variety of sources for problem-solving and decision making. * Excellent presentational, written and verbal communication skills. * Skills in audit, critical appraisal and understanding of research methodology and initiating research. * IM&T skill | |
| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each job holder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature: | Date:  Date: |