

Clinical Director

**Job Description
Conditions of**



**and
Service**

NHS FORTH VALLEY

JOB DESCRIPTION

1. Job Details

Job Title:	Clinical Director
Tenure:	Three years in the first instance.
Accountable to:	Director of Acute Services
Principle Relationships:	Head of Service for Emergency Care & Inpatients Deputy Medical Director Associate Medical Directors Medical Director Service/Operational Managers Clinical Directors Specialty Leads Senior Nurses / Midwives

2. Job Purpose

This post holder will have responsibility for clinically managing the Medical Workforce, including the trainees, to help deliver organisational priorities and compliance with the Junior Doctors Contract.

As a member of the Acute Services Management team, the Clinical Director will work collaboratively to provide support in the day to day running of his / her area of responsibility.

The Clinical Director role represents a crucially important component of the senior managerial and clinical collaborative infrastructure. The role will be supported by a range of Specialty Leads with job planned time.

There will be emphasis on:

- Understanding what excellence looks like in your services, communicating that vision and guiding improvement towards it, in conjunction with the wider management team
- Understanding, and working to, the “Triple Aim” of improved health of the population, improved effectiveness of our treatments and the importance of cost-effective and sustainable healthcare
- Valuing and supporting your team to be resilient and engaged
- Taking responsibility for effective delivery of clinical governance and quality improvement arrangements within your areas
- Taking responsibility for high quality job planning

- Working as a key team member with an understanding of the complexities of the wider organisation

3. Key Duties and Responsibilities

The Clinical Director will:

- Provide strong clinical leadership in conjunction with Service / Operational Managers and Specialty Leads.
- Take responsibility for the delivery of clinical governance.
- Work collaboratively to ensure effective multi disciplinary working within the service.
- Work jointly with the Acute Services Director, Head of Service for Emergency Care & Inpatients, Service Manager, Lead Nurses / Midwives and Associate Medical Director to provide joint accountability for:
 - Clinical performance
 - Financial performance
 - Operational performance
- With the Service Manager / Operational Manager, jointly represent the agreed area(s) of responsibility at relevant meetings.
- Ensure that the annual job planning process is prioritised and completed for all medical staff.
- In conjunction with the Service Manager / Operational Manager, ensure that all clinical staff have a Personal Development Plan and annual appraisal and are supported to meet revalidation requirements
- Lead on any Human Resources issues
- Take responsibility for junior doctor rota banding compliance

4. Key Result Areas

The Clinical Director will:

- Set out a vision for excellence in their service that their colleagues understand
- Ensure that service vision is safe, effective, patient centred and efficient, and aligns with the organisation’s healthcare strategy Shaping the Future and Realistic Medicine.

- Behave at all times in keeping with organisational values and with complete integrity
- Participate in the recruitment process for, and development of, senior clinical staff.
- Ensure that systems are in place for clinical supervision for staff.
- In conjunction with the Service Manager / Operational Manager, ensure that all leave is taken and monitored in accordance with agreed local policy and procedure.
- Support the Associate Medical Director, Chief Nurse and others in the Acute Services management team to further develop services
- Attend and participate in the Directorate's Clinical Quality and Risk Management Group
- Represent the service at Acute Services meetings
- Participate in the timely conclusion of complaints management.
- On behalf of the Acute Services Director and Associate Medical Director, lead the reporting and investigation of serious untoward incidents
- Take an active involvement in the learning from critical incidents and complaints to ensure lessons are learned and disseminated.
- In conjunction with the Service Manager / Operational Manager, ensure a risk register is maintained and actions are taken to address identified risks

5. Assignment and Review of Work

There is substantial freedom to plan and organise own workload as long as the responsibilities are being met. Other work may be delegated by the Director of Acute Services and / or the Associate Medical Director. Local reporting arrangements for that work will be determined in agreement with the Director of Acute Services . Review of performance is through the agreement of performance objectives and appraisal by the Director of Acute Services and / or Associate Medical Director.

6. Communication and Working Relationships

The Clinical Director will develop and maintain effective working relationships, communicating regularly with a wide range of individuals, clinical and non-clinical, internal and external to NHS Forth Valley. These will include:

Internal

- Management team members
- Senior medical and non-medical staff within designated area(s) of responsibility
- Medical Workforce team
- Clinical Directors, Associate Medical Directors and Service Managers of other operational Directorates
- Clinical Governance Department

External

- Other Boards
- Local Authorities
- Scottish Government
- NES / HIS

It is essential within all of the above groups that the Clinical Director develops and maintains effective working relationships and communication networks. It is also crucial that a high level of influencing, motivation, negotiation and persuasive skills are actively applied in order to achieve the desired results.

7. Knowledge, Training and Experience Required

APTITUDES / SKILLS / ABILITIES	<ul style="list-style-type: none">• Self-motivated and enthusiastic• Ability to motivate individuals.• Effective leadership skills.• Ability to interact effectively with staff at all levels.• Ability to function as an effective role model.• Strong interpersonal communication skills.• Well developed influencing and persuasion skills.• Well developed written and verbal communication skills.• Effective time management skills.• Ability to understand complex problems and develop solutions.• Ability to work to and achieve deadlines.• Ability to work effectively in partnership and as an excellent team player.
QUALIFICATIONS/ KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none">• Professional medical qualification.• Professional clinical qualification.• Evidence of continuing professional development.• Clinical leadership experience (desirable).• Experience of successful service improvement and initiating and / or delivering change.• Good knowledge of all aspects of clinical governance.

8. Integrated Working

The post holder will be expected to contribute to the development of integrated working by:

- supporting the organisation in delivering its goals and objectives
- supporting continuous improvement in own performance
- supporting the performance of the service / department and the organisation
- attending training, development and other activities aimed at improving own skills and for the benefit of the organisation and patient care

9. Job Description Agreement

Job Holder's Signature:

Date:

Director of Acute Services Signature:

Date:

CLINICAL DIRECTOR TERMS AND CONDITIONS OF SERVICE

1. Tenure of Post

This is a three year fixed term appointment.

2. Appointments Process

Appointments to Clinical Director roles will be made through open, formal competitive recruitment.

3. Purpose of Role

This post holder will have responsibility for clinically managing the Medical Workforce, including the trainees, to deliver organisational priorities and compliance with the Junior Doctors Contract.

As a member of a multi disciplinary Acute services management team, the Clinical Director will provide support in the day to day running of his / her area of responsibility. There will be a particular emphasis on:

- Understanding what excellence looks like in your services, communicating that vision and guiding improvement towards it, in conjunction with the wider management team
- Understanding, and working to, the “Triple Aim” of improved health of the population, improved effectiveness of our treatments and the importance of cost-effective and sustainable healthcare
- Valuing and supporting your team to be resilient and engaged
- Taking responsibility for effective clinical governance and quality improvement arrangements within your areas
- Taking responsibility for high quality job planning
- Working as a key team member with an understanding of the complexities of the wider organisation

3. Time Commitment

Clinical Directors will be required to negotiate and agree a core job plan prior to commencement in post. Within individually agreed job plans, it is anticipated that **core Clinical Director allocation will comprise three Programmed Activities**, one of which will come from Supporting Professional Activities allocation. In recognition of the differing demands and requirements of individual services, more time may be allocated to Clinical

Directors working in particular specialties. In all cases, individual job plans will be agreed by the relevant Associate Medical Director and Director of Acute Services. However in circumstances where increased remuneration or time is proposed, this should also be agreed with the Medical Director.

A further commitment of up to 8 hours may be contracted for separately, either as Extra Programmed Activities where the activity is clinical, or as Additional Responsibilities, where these are unrelated to the Clinical Director role.

4. Managerial Accountability

The Clinical Director is managerially accountable to the General Manager.

5. Notice Period

This appointment is subject to three months' written notice of termination on either side.

6. Appraisal and Performance Review

Review of performance is through the agreement of performance objectives and individual appraisal by the General Manager and/or Associate Medical Director