

## **NHS FORTH VALLEY JOB DESCRIPTION**

### **1. Job Details**

Job Title:	Clinical Lead
Tenure:	1 year Subject to satisfactory annual review, this post will be extended for a period of 3 years. Job description content will be reviewed at each annual review discussion.
Accountable to:	Associate Medical Director for Unscheduled Inpatient Care
Principle Relationships:	Head of Acute Services Head of Service for Emergency Care & Inpatients Associate Medical Director Service Managers Operational Managers Clinical Director Specialty Leads Senior Nurses Allied Health Professionals Health and Social Care Partners Primary Care Emergency Department
Directorate Management Team:	Head of Acute Services Head of Service for Emergency Care & Inpatients Associate Medical Director Clinical Director Chief Nurse Service Managers

### **2. Job Purpose**

The post holder will have responsibility for taking a clinical overview of their service(s) and working with management to support the clinical management of the medical workforce, including trainees, so that organisational priorities including the local delivery plan, the quality, healthcare and other strategies are delivered. As well as ensuring trainees' training needs are met they will ensure trainees' compliance with local policies including with the Junior Doctors Contract.

As a member of the Directorate Management team, the Clinical Lead will work collaboratively to provide support in the day to day running of his / her area of responsibility by:

- Providing leadership and ensuring effective management of resources, in conjunction with the Service/Department Manager including the allocation of study, annual and other leave.
- Working jointly with the Clinical Director/Associate Medical Director/Service Manager/ Department Manager and Chief Nurses to ensure the quality and performance of the Directorate.

- Organising the departmental SPA portfolio(s) and supporting
  - An annual team meeting(s) to discuss clinical and non-clinical duties prior to job planning.
  - This will include the use of DCC (both planned and unplanned)
  - Standard ways of working e.g. OPD, inpatients, vetting referrals.
  - Allocation of SPA to meet unit objectives as well as appraisal/ revalidation requirements.
- Ensuring feedback to unit Governance structures by ensuring time is allocated for:
  - Complaints management – including the identification of themes and actions: and confirming these are delivered.
  - Incidents (including IR1s, M&M reports and reviews) and that these are reviewed, themes identified and actions agreed and delivered.
  - Providing assurance that the service is safe and effective
    - By ensuring that departmental and unit reports (e.g. HSMR, HAIs etc) are reviewed and discussed and that any necessary actions are agreed and delivered.
    - By ensuring that external reports are reviewed and audited.
  - Ensure there are regular departmental meetings that are minuted where governance and other matters are discussed.
- Ensure that SPA time is allocated for quality improvement and that these developments are agreed with management and delivered.
- Working jointly with appropriate members of the Directorate management team to develop a service plan that links to the Local Delivery Plan.
- In collaboration with the Clinical Director / Service Manager / Department Manager, demonstrating leadership in managing and using resources effectively for the benefit of patients and the public.
- Working as a key team member and developing a strong understanding of the complexities of the wider organisation.
- Ensure that SPA time is allocated to meet the training needs of the trainees in the department including
  - Induction which is reviewed annually and agreed with the Director of Medical Education
  - Training components, where necessary, are identified in Job Plans.
  - Regular minuted meetings are held where training issues are discussed.
    - Rotas
    - Training
    - Concerns
    - Surveys

### **3. Key Duties and Responsibilities**

The Clinical Lead will:

- Provide leadership in conjunction with Clinical Director /Service /Department Managers and Specialty Leads.
- Take joint responsibility for the delivery of clinical governance, working closely with colleagues to ensure agreed SPA objectives are monitored
- Work collaboratively to ensure effective multi disciplinary working within the service to deliver improved
  - Clinical performance
  - Financial performance
  - Operational performance
- Ensure the annual job planning process is supported and that team discussions are prioritised
- Take responsibility for junior doctor contract of employment compliance

#### **4. Key Result Areas**

##### Performance Management

The Clinical Lead will:

- Support the timely conclusion of complaints management.
- Support service improvement and help identify and implement associated learning/ service improvement following incidents and events
- Take an active involvement in the service planning process.
- In conjunction with the Clinical Director /Service Manager/Department Manager, represent the service at Directorate meetings as required.
- Support the Clinical Director / Service Manager / Department Manager in the effective use and deployment of budgetary and other available resources.
- Assist in addressing inappropriate behaviours timeously.

##### Clinical Leadership

The Clinical Lead will support the Clinical Director with:

- Recruitment process for senior clinical staff.
- Development of clinical staff.
- Ensuring that staff within the agreed sphere of responsibility have objectives that are aligned to the priorities of the Unscheduled Care management team.
- Ensuring services are efficient, effective and patient centred.
- Working with other colleagues to maximise benefits for the wider system.
- Ensuring that systems are in place for clinical supervision for staff.
- The Service Manager / Department Manager, to 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 Unscheduled management team to further develop services focusing on efficiency and productivity.

##### Clinical Quality, Risk Management and Service Management

The Clinical Lead will:

- Ensure that agreed clinical governance systems and processes are implemented for the service area/sphere of responsibility led by specialty governance lead.
- Take an active involvement in the learning from critical incidents and complaints to ensure lessons are learned and disseminated.
- On behalf of the Head of Acute Services and Associate Medical Director, lead the reporting and investigation of serious untoward incidents.
- In conjunction with the Service Manager, ensure a risk register is maintained and actions are taken to address identified risks.

#### **5. Assignment and Review of Work**

Work will be allocated after discussion by the Clinical Director, Head of Services for Emergency Care & Inpatients and the Associate Medical Director. Local reporting arrangements will be determined in agreement with the Head of Acute services. There is substantial freedom to plan and organise own workload. Review of performance is through the agreement of performance objectives and appraisal by the Associate Medical Director and Head of Acute Services.

## **6. Communication and Working Relationships**

The Clinical Lead 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
- Health and Social Care partnerships
- Primary Care

It is essential within all of the above groups that the Clinical Lead 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**

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

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>• Good knowledge of all aspects of clinical governance.</li></ul> |
|--|---|

## **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
- working collaboratively to lead and deliver a whole system approach to unscheduled care

## **9. Job Description Agreement**

**Job Holder's Signature:**

**Date:**

**Head of Acute Services Signature:**

**Date:**

## **CLINICAL LEAD TERMS AND CONDITIONS OF SERVICE**

### **1. Tenure of Post**

1 year in the first instance, with appointments to be assessed annually. Subject to satisfactory review, these posts will be for a period of 3 years.

### **2. Appointments Process**

Appointments to Clinical Lead 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.

As a member of a multi disciplinary Directorate management team, the Clinical Lead will provide support to the Clinical Director, Head of Acute Services, Associate Medical Director and Service / Department Managers in the day to day running of his / her area of responsibility. There will be a particular emphasis on:

- Providing leadership and ensuring effective management of resources, in conjunction with the Service / Department Manager.
- Taking responsibility for effective clinical governance and quality improvement arrangements within the defined area of responsibility.
- Working jointly with the Clinical Director / Service Manager / Department Manager and Lead Nurses to take responsibility for the quality and performance of the Directorate.
- Working jointly with appropriate members of the Directorate management team to develop a service plan.
- In collaboration with the Clinical Director / Service Manager / Department Manager, demonstrating leadership in managing and using resources effectively for the benefit of patients and the public.
- Working as a key team member with a strong understanding of the complexities of the wider organisation.

### **4. Time Commitment**

#### **Medical Applicants**

Clinical Leads 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 Lead allocation will come from Supporting Professional Activities allocation and additional ad hoc time to attend formal meetings. In recognition of the differing demands and requirements of individual services, and the potential contribution of individuals more time may be allocated to Clinical Leads working in particular specialties. In all cases, individual job plans will be agreed by the relevant Clinical Director, Associate Medical Director and Head of Acute Services. However in circumstances where increased remuneration or time is proposed, this should also be agreed with the Medical Director.

## **5. Managerial Accountability**

The Clinical Lead is managerially accountable to the General Manager.

## **6. Notice Period**

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

## **7. Appraisal and Performance Review**

Review of performance is through the agreement of performance objectives and individual appraisal by the Clinical Director, Head of Acute Services and Associate Medical Director.