



## Job Description

<b>Post:</b>	Clinical Lead
<b>Accountable to:</b>	Clinical Director
<b>Responsible to:</b>	Medical Director
<b>Directorate:</b>	<b>Specialised Medicine – Endoscopy</b>
<b>Work Base:</b>	University Hospitals of North Midlands
<b>Key Relationships:</b>	Clinical Director Directorate Manager Professional Head Nursing, clerical staff and other staff working in the Directorate Referring Clinicians throughout UHNM Divisional Management Team

## Role summary

The role of the Clinical Lead (CL) is to support the Clinical Director (CD). Within this remit the CL will have their own portfolio of responsibility to be defined with the CD and Senior Management Team (SMT) upon appointment. The CL will provide leadership alongside the CD and help to set strategic direction within the Directorate.

Lead a clinical team consisting of Consultants, Nurses and other healthcare professionals within the specialism of Endoscopy.

To provide leadership to all staff in the Specialism.

To ensure that high quality care of patients remains the highest priority.

To undertake appraisal of consultant colleagues as requested by the Clinical Director and supervise the appraisal process of other doctors within the specialism.

To be responsible for the specialism budget and for the efficient deployment of the specialism's resources.

To contribute strategically as a senior member of the Directorate Management Team.

To lead Clinical Governance within the Specialism.

## Key Working Relationships

- Directorate Management Team
- Consultant Colleagues
- Clinical Director
- Other Clinical Leads
- All clinical staff in the Specialism
- Senior personnel within the local health community and Integrated Care Board and other agencies
- Colleagues in other Trusts providing similar services
- Professional Networks
- Audit support



## **Roles and Responsibilities**

### **Operational Leadership**

Work with the Consultant Colleagues, the Senior Nurses, Clinical Lead for Gastroenterology, Clinical Director and the Directorate Management Team to:

### **Clinical Operations**

- To ensure that high quality care of patients remains the highest priority.
- Develop systems to provide and disseminate clinical information to staff to enable them to benchmark and audit their practice so as to improve the patient experience
- To ensure information from adverse incidents and complaints is captured so the Specialism can learn from errors and near misses.
- Support Clinical Governance within the Specialism
- To provide a clinical perspective to the rest of the directorate management team.

### **Business Operations**

- Use the resources of the Specialism to deliver, in both quality and quantity, the activity and targets agreed
- Liaise with Clinical Lead colleagues to ensure that activities across the Trust are appropriately co-ordinated and integrated
- To be responsible for the efficient and effective use of the Specialism's budget and to deliver the agreed contract
- Establish a working relationship with external partners including neighbouring Acute, Ambulance, Mental health and Primary Care Trusts and Social Services, to ensure that the needs of patients across the service are met
- Establish and maintain regular communication with all staff in the Specialism and to act, where appropriate, as the spokesperson for the Specialism both internally and externally
- Foster an open and inclusive style of management, encouraging team working and good working relationships

### **Professional Leadership**

- To support the identification and provision of training and development of all staff in the Specialism including succession planning - selecting and supporting others to develop clinical leadership
- To promote research activity in the Specialism
- To ensure the highest standards of clinical effectiveness in the Specialism, including the delivery of local and national recommendations including NICE guidelines, College guidelines or national reports
- To ensure the conditions of employment for staff meet National standards e.g. Improving Working Lives, EWTD.
- To undertake Consultant Appraisal as requested by the Clinical Director and ensure that other grades of doctors undertake annual appraisal.
- To review the job plans of all consultants within the Specialism on an annual basis in conjunction with the Clinical Director.



## Strategic Leadership

- To act as a bridge between the Directorate Management Team and the staff of the Specialism, ensuring that Trust policy is designed with the views of staff in mind, and that Trust policy is communicated, explained and implemented within the Specialism
- To take the lead in the process of change, reform and development of services provided by the Specialism.
- To constantly review the performance of the Specialism, use vision to redesign services as necessary, and to negotiate support from the Directorate, Divisional and Trust Executive Teams for implementation of new policies and for development of new services
- To function as a member of the Directorate Team with responsibility to contribute to strategic development as well as for operational excellence
- To advise the Directorate, Divisional and Trust Executive Teams of Specialism priorities and pressures and be an active participant in Local Development Plan negotiations.
- To work in partnership with neighbouring Acute, Ambulance, Mental health and Primary Care Trusts and Social Services, to ensure co-ordination of patient services and staff policies across the local health economy
- To facilitate the development of care pathways within the Specialism and between Specialisms directorates and divisions including into the community as appropriate.

## Role Characteristics

The Specialism covers:	Endoscopy clinical services.
Duration of appointment:	3 years renewable
Appointment:	by interview

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	College membership or equivalent  Full GMC/NMC Registration	Evidence of continuing CPD
<b>Clinical Experience</b>		Evidence of supporting Trainees and junior staff  Consultant Gastroenterologist/ GI surgeon for at least 3 years
<b>Skills</b>	Ability to work as a member of a team  Ability to organise and prioritise busy workloads effectively  Ability to communicate effectively with patients, senior clinical staff and other health professionals  Improves communication amongst colleagues using a range of skills including influencing, advocacy, championing and facilitation	Promotes and models good practice consistent with legislation relating to communication e.g. <ul style="list-style-type: none"><li>• Governance</li><li>• Research</li><li>• Data protection</li></ul> Challenges poor performance of colleagues in a supportive, constructive and effective manner  Recognises, publicly acknowledges and supports good performance on an ongoing basis
<b>Personal Characteristics</b>	Evidence of continuing professional updating Highly motivated individual  Decisiveness/accountability	Works effectively with colleagues to agree a Directorate quality framework, taking into account local, professional, and national guidance in consultation with relevant others, develops clear plans for the recruitment, deployment and management of people which: <ul style="list-style-type: none"><li>• support the organisation' vision, values, strategies and objectives</li><li>• take account of current and potential future constraints and opportunities</li><li>• comply with legislation, policies and procedures</li></ul>