**Job Description**

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| **Job Title** | **CLINICAL ADVISOR** |
| Directorate | Medical Directorate |
| Salary | £275 per session, each session 3.75 hours |
| Responsible to | Assistant Medical Director |
| Accountable | Medical Director |
| Responsible for | Pharmacy |
| Base/Hours | 3.75 hour session per week  Base negotiable |

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| |  | | --- | | Job Purpose/Summary To advise, develop and implement systems to ensure that clinical governance and patient safety is delivered according to the rules of clinical, financial and corporate governance, in line with local and national requirements.  To provide advice on clinical governance and clinical elements of the independent contractors and performers contracts and to contribute to the investigation of professional performance issues.  This is a Local Area Team post which relates to all individual contractors and performers services in both DDT and CNTW Area Teams. |  |  | | --- | | **Key Job Specific Responsibilities**  **Improving quality and outcomes**   * To assist the Medical Director in the provision of advice to clinicians and managers in the Local Area to support the delivery of national and local priorities and outcomes both in the short and long term.   **Enabling clinical leadership**   * To ensure that clinical leadership is central to the delivery of all NHS Commissioning Board activities        To work collaboratively across the NHS CB matrix, including integrating the National Director’s portfolio with the Domain Leads.  **Enabling patient and public involvement**   * To act as a champion for patients and their interests and involve the public and patients in the policy development and decision-making of the NHS Commissioning Board   **Promoting equality and reducing inequalities**   * To uphold organisational policies and principles on the promotion of equality * To create an inclusive working environment where diversity is valued, everyone can contribute, and everyday action ensure we meet our duty to uphold and promote equality   **Leadership for transformational change**   * To model a collaborative and influencing style of working, negotiating with others to achieve the best outcomes. Assist in embedding this approach across the Directorate   **Using insight and evidence for improvement**   * To use benchmarking and other comparative statistical analysis around all aspects of financial performance to support decision making to enable quality and value for money.   **Developing an excellent organisation**   * To work in partnership with others and as part of cross directorate teams to deliver successful outcomes * To support the organisation’s ways of working, model its values and champion the NHS Constitution. |  |  | | --- | | **Key Accountabilities**  **To support the Medical Director by:-**  Key aspects of this role will be to:-   * Clinically qualified and fully registered with the relevant regulatory professional body and currently a member of an appropriate North-East Performers List. * Membership, in good standing of relevant college/society. * Can demonstrate a detailed understanding of clinical performance systems and the national regulatory framework and how this can be enacted in practice. * Evidence of driving a successful clinical governance agenda which delivers positive outcomes for patients. * Has a demonstrable personal track record of managing and provide advice on complex clinical performance matters. * Evidence of previous experience of working within a complex and challenging environment * Evidence of personal contribution as a strong team player. facilitating effective team-working to deliver outcomes * Demonstrates high calibre leadership and influencing skills, which command personal support and commitment from others and secure the necessary support to deliver results. * Demonstrates both professional and personal credibility and is recognised and respected as a leader in their field * Evidence of outstanding inter-personal skills. with a demonstrable ability to engage positively with individuals at all levels and to deliver solutions in conflict situations * Evidence of excellent written, verbal and presentation communication skills * Evidence of achievement of leading change through people and securing high performance by effective collaborative working and empowering others * Evidence of strong analytical skills * Evidence of self-belief and the confidence and energy to overcome obstacles to achieve the best outcomes for service improvements * Evidence of understanding of own strengths and limitations and self-impact on others Evidence of resilience in a range of complex and demanding situations * Evidence of holding strong public service values and being deeply motivated to improve services and make a real difference to the health status of patients, clients and the public * Evidence of a strong sense of commitment to openness, honesty, inclusiveness and personal integrity * Evidence of personal achievement of results through strong leadership and implementation strategies * Evidence of continuing professional and personal development Evidence of IT literacy * Shows evidence of personal support mechanisms   Key Tasks and responsibilities:   * Provide information and advice to independent contractors and performers to assist in the implementation of all aspects of clinical governance. * Participate as required in the development and implementation of appraisal and revalidation processes of independent contractors and performers. * Participate as required in the development and implementation of processes to improve patient safety. * Work with colleagues to investigate independent contractor and performer performance issues, incidents and complaints and contribute to lessons learnt locally and regionally. * Work with the Northern Deanery and other professional bodies on matters relating to professional performance of independent contractors and performers. * Provide professional advice specifically relating to areas of professional performance of independent contractors and performers and sit on Professional Performance Review Panels and contribute to Professional Performance Case Panels when appropriate. * Contribute to the setting up and maintenance of local professional networks for dentistry, pharmacy and optometry. | |  | | | | |
| |  | | --- | | This job description and person specification are an outline of the tasks, responsibility and outcomes required of the role. The job holder will carry out any other duties *that may* reasonably be required by their line manager.  The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the Department and the Organisation. | | |
| **JOB DESCRIPTION AGREEMENT** | | |
| Job Holder’s Signature:  Head of Department Signature: | Date:  Date: | |

Person Specification

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| **Area** | **Essential** | **Desirable** | | **Assessment** |
| **Values and behaviours** | | | | |
| Demonstrable commitment to and focus on quality, promotes high standards to consistently improve patient outcomes | **√** |  | | A/I |
| Demonstrably involves patients and the public in their work | **√** |  | | A/I |
| Consistently puts clinicians at the heart of decision making | **√** |  | | A/I |
| Values diversity and difference, operates with integrity and openness | **√** |  | | A/I |
| Works across boundaries, looks for collective success, listens, involves, respects and learns from the contribution of others | **√** |  | | A/I |
| Uses evidence to make improvements, seeks out innovation | **√** |  | | A/I |
| Actively develops themselves and others | **√** |  | | A/I |
| **Qualifications** | | | | |
| Clinically qualified and fully registered with the relevant regulatory professional body and currently a member of an appropriate North-East Performers List | √ |  | | A/I |
| Membership, in good standing of relevant college/society | √ |  | | A/I |
| **Knowledge, Experience and Skills** | | | | |
| Experience of driving a successful clinical governance agenda which delivers positive outcomes for patients | √ |  | A/I | |
| Experience of managing and provide advice on complex clinical performance matters. Previous experience of working within a complex and challenging environment. | √ |  | A/I | |
| Experience of achievement of leading change through people and securing high performance by effective collaborative working and empowering others | √ |  | A/I | |
| Experience of providing personal support mechanisms | **√** |  | A/I | |
| Experience achieving results through strong leadership and implementation strategies | **√** |  | A/I | |
| Can demonstrate a detailed understanding of clinical performance systems and the national regulatory framework and how this can be enacted in practice. | **√** |  | A/I | |
| Strong team player, facilitating effective team-working to deliver outcomes | **√** |  | A/I | |
| High calibre leadership and influencing skills, which command personal support and commitment from others and secure the necessary support to deliver results | √ |  | A/I | |
| Professional and personal credibility and is recognised and respected as a leader in their field | √ |  | A/I | |
| Outstanding inter-personal skills, with a demonstrable ability to engage positively with individuals at all levels and to deliver solutions in conflict situations | √ |  | A/I | |
| Self-belief and the confidence and energy to overcome obstacles to achieve the best outcomes for service improvements | √ |  | A/I | |
| An understanding of own strengths and limitations and self-impact on others Resilience in a range of complex and demanding situations | √ |  | A/I | |
| Strong public service values and being deeply motivated to improve services and make a real difference to the health status of patients, clients and the public | √ |  | A/I | |
| Strong sense of commitment to openness, honesty, inclusiveness and personal integrity | √ |  | A/I | |
| A commitment to continuing professional and personal development | √ |  | A/I | |
| IT Literate | √ |  | A/I | |
| **Communication Skills** | | | | |
| Developed communication skills for delivering key messages to a range of stakeholders both internal and external (including outside the NHS) to the organisation, some at very senior level. | √ |  | A/I | |
| Excellent written, verbal and presentational skills for conveying complex concepts/information. | √ |  |  | |
| Ability to use informed persuasion to influence others. | √ |  | A/I | |
| **Analytical Skills** | | | | |
| Strong analytical skills | √ |  | | A/I |
| Ability to understand a broad range of complex information quickly and making decisions where opinions differ/no obvious solution | √ |  | | A/I |
| **Physical Skills** | | | | |
| An ability to travel across the CNTW & DDT LAT areas | √ |  | | A/I |
| **Autonomy/Freedom to Act** | | | | |
| Ability to work without supervision, providing specialist advice to the organisation, working to tight and often changing timescales | √ |  | | A/I |
| Interpreting national policy for implementation |  |  | |  |
| **Equality and Diversity** | | | | |
| Will consider the most effective way to promote equality of opportunity and good working relationships in employment and service delivery and has the ability to take actions which support and promote this agenda. | √ |  | | A/I |
| **Other** | | | | |
| Team working skills | √ |  | | A/I |
| Self-motivated | √ |  | | A/I |
| Ability to move between details and the bigger picture. | √ |  | | A/I |
| Demonstrates honesty and integrity and promotes organisational values. | √ |  | | A/I |
| Embrace change, viewing it as an opportunity to learn and develop | √ |  | | A/I |
| **\*Assessment will take place with reference to the following information**  **A=Application form I=Interview T=Test C=Certificate** | | | | |

**Ken Youngman**

**(Joint Post PC)**

Primary Care **JD51**

Commissioning Manager

8c PHARM/OPTOM & PERFORMANCE

**Sheila Lister (DDT) & Tracy Johnstone (CNTW)**

**(Joint Posts PC)**

Head of Primary Care

**Mandy Moyse**

Programme Manager **JD14**

**Julie Logue**

**Paul Chapman**

Programme Manager **JD14**

**Rachel Turnbull**

Programme Manager **JD14**

**Jackie Lambert**

Programme Manager **JD14**

**Dawn Dunbar**

Project Officers

**JD13**

**Ann Steer (Cumbria)**

Project Officers **JD13**

**Laura McGinty**

Project Officers

**JD13**

**Lisa Morris**

Project Officers

**JD13**

**Administration Team – (shared resource with Primary Care)**

**JD2** - Clair Dodds and Debbie Porteous

**JD20** - Michelle McDonough (Joint Post PC)

**Clinical Advisors (Shared Resource with Primary Care)**

**GP – Paul Cassidy, John Bookless, Simon Kaye**

**Dental – Pat Kilker, Jane Ford, Shiv Pabary**

**Pharmacy – Philippa Walters**

**Optometry – Angela Henderson**

**Dr Di Jelly – Appraisal Lead**

**Medical Directors/Responsible Officers**

**Dr Mike Guy (DDT) and Mr Mike Prentice (CNTW)**

**Assistant Medical Directors**

**Dr Hilton Dixon, Dr James Gossow, Dr Andrew Rotheray & 1 Vacancy**

**13th March 2013 - V4**