# CLINICAL LEAD JOB DESCRIPTION

1. **JOB DETAILS**

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| **Job Title:** | Non-Site Specific Pathway lead |
| **Band:** | TBC. AfC Pay scale (Subject to formal matching), 4 hours per week |
| **Reports to:** | *CD Cancer services* |
| **Department / Directorate:** | **Community Services Division** |
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1. **JOB PURPOSE**

Within the performance and management framework which governs the delivery of the Trust’s objectives, to work with the Cluster and Speciality Triumvirate to lead the Cluster’s delivery of safe, compassionate, effective and financially sustainable care to patients.

To contribute to the development, setting and implementation of the Cluster objectives which will deliver the overall Division objectives which supports the Trust’s Corporate and supporting Strategies.

**The purpose of this role is:**

* To support the continued development and provision of the ongoing clinical service provided by the Rapid Diagnostic Service.
* Provide faster diagnosis for patients referred with a suspicion of cancer, determining the correct clinical pathway at the earliest opportunity
* As part of an RDS multidisciplinary team be responsible for the integrated co-ordination, triage and onward referral of patients with non-specific symptoms who will be able to access local diagnostics and continued care, as appropriate.

1. **DIMENSIONS**

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| **Areas of Operation** | Cancer Services |
| **Budget** | Peninsula Project Funding, Cancer Services |
| **No’s of Staff** | 3 |
| **Authority Limits** | Within corporate and regulatory framework |

1. **KEY WORKING RELATIONSHIPS**

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| **Internal to the Trust** | **External to the Trust** |
| Divisional Management Team, Divisional Business Manager, Cluster Manager, Clinical Directors, other Clinical Leads within Cluster and Division and wider Trust, Consultant/Doctor Medical Staff, Senior nursing staff, Ward Matrons, Operational Managers, Senior Directorate Management Accountant | Patients / representatives, Public, CCG and STP stakeholders, Regional and National Clinical Networks   * Primary Care Networks and GP’s * Diagnostic services * Secondary care clinicians * Clinical Director and Lead Cancer Nurse * Other RDS service providers and staff * Peninsula Cancer Alliance * NHSE /I * National Rapid Diagnostic Centre team / peers |

1. **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES:**

**Principle Duties and Responsibilities**

To work within a multidisciplinary team

* To review primary care referrals for suspected cancer for patients referred on a non-specific pathway.
* To triage the referrals, possibly gather more information from the referring practice if omitted.
* On review of the referral, recommend and request required onward investigations at a hospital local to the patient.
* To arrange a review in a specific tumour site if deemed appropriate after review of the referral - feedback to the referring GP that this has been done.

As part of the RDS team, you will be expected to:

* Liaise directly with the patient if required (mainly through telephone) and the wider clinical team.
* Discuss, communicate and ensure accurate and timely records are kept of steps taken in the patient pathway.
* Ensure timely referral on to specialist teams - either following advice from colleagues based on findings on diagnostics or after discussion of vague non-specific symptoms (NSS).
* Support the development of and adherence to clear clinical safety netting to maintain patient safety and clinical assurance.
* Be responsible for ensuring that all patients are either referred on to the hospital trust if a cancer is highly suspected, significant pathology found or communicated back to the referring GP with clear information on what was found and advice if provided by the clinical team.

Work in partnership with patients to:

* Consider patients preferences when discussing treatment options
* Consider the full impact of clinical decisions on the patient.

Practice shared decision making including providing direction and support to enable patients to access the information they need to support decision making

Ability to work flexible hours and fulfil commitments of on-call / site management role

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| **Primary Accountabilities** | **Core KPI’s**  **(Key Performance Indicators)** |
| * Identify and take action to improve the cost effectiveness of the service line by using available tools including service line reporting, the Model Hospital, GIRFT and to support the delivery of the CQC/NHSI Use of Resources. * To provide agreed assurance, governance and reporting to ensure all internal and external stakeholders requirements are met. * To translate the Divisional plan into a clinical service strategy for the Cluster ensuring best practise is leveraged and there is alignment across other Divisional and Cluster plans. * To ensure the clinical care within the Cluster / service lines is delivered safely and to a high standard through robust clinical practices, clinical resourcing and clinical governance. * To lead and hold professional accountability for all doctors, dentists and scientists working within the service line, ensuring all standards of performance are sustained to deliver a high quality and productive medical service. * To work collaboratively with other Clinical Leads, Senior Nurses and Senior Matrons to lead the engagement of clinical staff in the development and implementation of the Cluster’s clinical strategy and service provision ensuring the delivery of safe, high quality and efficient patient care within the financial resources allocated. * To engage and collaborate with peers, stakeholders and staff to develop a robust service improvement/ redesign programme in order to deliver the expected patient safety and financial outcomes/benefits. * To provide effective direction and leadership to staff ensuring there is clarity of expected performance levels, provision of support is agreed and accountability is managed. * To work collaboratively with the Medical Director, Deputy Medical Director, Associate Medical Directors, Clinical Directors and other Clinical Leaders in strengthening clinical leadership and delivering the Trust’s objectives * To ensure the Cluster and Division meets its obligations towards doctors in training and undergraduate placements. * To actively build skills and capability of all staff to enable continuous service improvement and development | **Quality**  Pathway optimisation resulting in:   * Reduced length of stay * Upper quartile clinical outcomes * Improved patient satisfaction * Improved staff satisfaction * Increased staff capability   **Cost**   * Delivery of financial plan within a capped expenditure process * Delivery of CIP * Cost avoidance savings * Non NHS Income generation * Maintain /Improve service line profitability   **Delivery**   * Management system KPIs including, access targets, capacity targets and safety & quality targets * Improved patient flow * Translating new developments into safe practice * Increasing academic output and R&D activities * Upper quartile model hospital performance |

**THE TRUST - PURPOSE AND VALUES**

We are committed to serving our community by being a high quality specialist Hospital with consultant-led services. We aim to co-ordinate our services with primary and community care, and to develop a limited number as Sub-Regional Referral Centres with appropriate levels of research, development and educational involvement. Where appropriate, and consistent with our services, we may provide services aimed at preventing disease and debilitation.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost- effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

The Trust is committed to recruiting and supporting a diverse workforce and so we welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. The Trust expects all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.

We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.

# GENERAL

This is a description of the job as it is now. We periodically examine employees' job description s and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the Manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, the Trust reserves the right to insist on changes to your job description after consultation with you.

The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462.

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.

The post holder is expected to comply with Trust Infection Control Policies and conduct him/her at all times in such a manner as to minimise the risk of healthcare associated infection.

The post holder is expected to participate in the trust leadership development programme.

# PERSON SPECIFICATION

POST: Clinical Lead

**Experience/Qualifications:**

Meet professional health requirements in line with in line with GMC standard in Good Medical Practice

Qualified GP currently working in General Practice

Full registration and license to practice with the GMC

Registered medical practitioner

Experience in building and managing internal and external stakeholder relationships

Excellent communication, engagement and interpersonal skills

Experience and evidence of leading implementation of clinical innovation

Experience in making clinical decisions and managing risk.

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| **Competencies:** | |
| **General:**   * Clinical innovation and improvement * Clinical service planning and implementation * Planning and organising * Managing people * Commercially astute * Decision making and influencing * Evidence of working/understanding a devolved management system * Able to work in a ‘virtual setting’ receiving primary care referrals. * Understanding of local and national strategic priorities for cancer. * Able to undertake clinical review, triage and onward referral for suspected cancer for patients with non -specific symptoms (NSS). * To have demonstrable skills in written and spoken English that are adequate to enable effective communication about medical topics with patients and colleagues   **Functional:**   * Clinical Leadership * Project management * Continuous improvement * Organisation development * Communication and engagement * Performance management * Financial management | **Behavioural:**   * Compassionate * Ownership, personal responsibility and accountability - for delivering commitments * Collaboration and involvement – with cross divisional teams/across the Trust * Stakeholder relationship building – internally * Engaging and motivational – support to teams; recognition of great performance * Inspirational leadership – credible, respected and knowledgeable * Followership and leadership – tenacious, consistently follows through decisions made * Gravitas and integrity – building confidence and assurance * Ambitious – “to develop/grow the business” * Honest * Demonstrates punctuality, preparation and self-discipline. * Displays honesty, integrity, awareness of confidentiality and ethical issues. * The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. |

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| **HAZARDS IDENTIFIED:** | | | | | |
| Laboratory specimens Proteinacious Dusts | x | Clinical contact with patients | x | Performing Exposure Prone/Invasive Procedures | x |
| Blood / Body Fluids | x | Dusty environment |  | VDU use | x |
| Radiation | x | Challenging Behaviour | x | Manual handling | x |
| Solvents |  | Driving |  | Noise |  |
| Respiratory Sensitisers |  | Food handling |  | Working in isolation |  |