

**Clinical lead for professional development and engagement
(of GPs and dentists)**

JOB DESCRIPTION

Job Title:	Clinical lead for professional development and engagement (of GPs and dentists)
Band:	Salaried GP
Hours:	6 sessions. Job share applications are welcome. If you are interested in a job share indicate how many sessions per week you wish to work and on which of the job's main duties and responsibilities you wish to focus.
Base:	Based at 1a Hammersmith Broadway. (Hammersmith and Fulham Primary Care Trust reserves the right to require you to work at any of its establishments on a permanent or temporary basis).
Accountable to:	Medical Director

Job Purpose:

Clinical lead will work collaboratively with the key stakeholders to ensure sound decisions about service redesign and service development as well as working to transform clinical outcomes and proactively managing the health of local communities. She or he will support the medical director in developing a motivated workforce and support and lead as appropriate in the areas of workforce development, education & training.

Main Duties and Responsibilities:

Support implementation of:

- Healthcare for London (<http://www.healthcareforlondon.nhs.uk/>)
- The NHS Next Stage Review
(http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_085825)
- The NHS Next Stage Review: Our vision for primary and community care
(http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_085937)

1.0 Management and clinical leadership

By being member of the Medical Directorate the post holder will:

- 1.1 Support the Medical Director, clinical champions and clinical advisers to the PCT in identifying best practice in service redesign and delivery and to ensure the implementation and sharing of this. Where there are areas that need considerable improvement, the clinical lead will, with the support of clinical experts, develop models of good practice and see through the implementation of improvement.

- 1.2 Develop the healthcare workforce through modernisation, redesign & strengthening systems for annual appraisal, training, education and personal development of independent contractors.
- 1.3 Support all medical and dental staff in their continuing education and professional development, including learning from patient safety incidents.
- 1.4 Support implementation of NICE guidelines.
- 1.5 Support strong, diverse and innovative clinical engagement.
- 1.6 Work with the Imperial College Medical School and clinical academics within the PCT to develop the PCT's reputation as a national and international centre of excellence for primary care. This may include developing strategies to promote primary-care led innovations that benefit patients and the practice.
- 1.7 Support the PCT in developing opportunities for medical students and other healthcare professionals in training, to work in primary care in Hammersmith and Fulham. This may involve promotion of advanced training practices that are accredited to provide integrated training for a range of primary and community healthcare staff.
- 1.8 Support development of the future clinical leadership with strong succession planning, proactively identifying and fostering new leaders, attracting the best talent to work in the PCT.
- 1.9 Promote accreditation schemes to improve quality and identify best practice, including working with the Royal College of General Practitioners to drive forward accreditation of GP practices.
- 1.10 Promote understanding of changing trends in medical professionalism, and the impact of this on practice, drawing on principles outlined in General Medical Council's documents and others, such as "Medical Professionalism in the New Millennium: A Physician's Charter (2002)
- 1.11 Establish and maintain relationships with other lead practitioners of clinical disciplines to ensure effective multidisciplinary teamwork.
- 1.12 Comply with the health and safety regulations of Hammersmith and Fulham PCT.
- 1.13 Safeguard the welfare and safety of patients, public, staff and visitors by obtaining a balance between care and security in health care
- 1.14 Ensure the confidentiality of patient related information and records.
- 1.15 Manage budgets that may be allocated to meet the needs of the post.
- 1.16 Participate in the staff appraisal scheme and ensure appraisal and development of any staff for which s/he is responsible.
- 1.17 Accept any other duties as reasonably requested.

2.0 Personal and Professional

- 2.1 Be committed to continuous professional development and maintain a reflective portfolio.
- 2.2 Take part in the PCT GP Appraisal scheme, and undergo annual appraisal and produce an annual Personal Development Plan.

3.0 Working Conditions

- 3.1 The postholder will be expected to travel on a regular basis in order to visit general practices and attend meetings related to the job.

ROLE DEVELOPMENT

The duties and responsibilities contained in this job description are indicative. As the role develops the requirements of the post may change. Therefore, if such changes do occur the post holder will be fully involved and consulted.

This is a description of the duties of the post as it is at present. This is not intended to be exhaustive and does not, therefore, form part of your contract of employment. The job will be reviewed on a regular basis in order to ensure that the duties meet the requirements of

Location/Flexibility

NHS Hammersmith and Fulham is currently working in a climate of great change within the NHS. A flexible approach to work by staff is vital to enable the PCT to meet the challenges and opportunities of working within the new NHS. It is expected that all staff will adopt a flexible approach to their work and from time to time be required (to the extent that it is consistent with their contracts of employment to do so) to carry out reasonable management instructions that may require them to work on a cross-directorate basis, and across PCTs and other partner organisations to ensure effective service delivery.

Equal Opportunities

It is the aim of the NHS Hammersmith and Fulham to ensure that no job applicant or employee receives less favourable treatment on grounds of gender, marital status, religion, race, colour, sexual orientation, nationality, ethnic or national origins or on the grounds of disability. Selection for training, development and promotion will be on the basis of an individual's ability to meet the requirements of the job. To this end, NHS Hammersmith and Fulham has an Equal Opportunities Policy and an Equality Scheme and it is for each employee to contribute to its success.

Dignity at Work

All staff should treat other staff, patients and the public with dignity and respect.

Improving Working Lives

NHS Hammersmith and Fulham has made a public commitment to work towards the 'Improving Working Lives' NHS standard. All Directors and staff will demonstrate their ownership of, and their support, to these goals through management and corporate action.

Personal/Professional Development Planning

All staff should have a personal development plan and in conjunction with their manager, should actively determine and pursue agreed training and development needs and opportunities.

Confidentiality

The postholder must at all times maintain the complete confidentiality of the material and information that they handle.

Data Protection

If required to do so the postholder should obtain, process and/or use information held on a computer or word processor or paper based medium in a fair and lawful way. Employees must only hold data only for the specified registered purpose and use or disclose data only to authorised persons or organisations as instructed.

Health & Safety

All staff must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients and visitors.

No Smoking

NHS Hammersmith and Fulham has a no smoking policy.

Clinical Governance

It is the duty of every employee to fulfil their individual clinical governance responsibilities and their expected contribution to ensuring that NHS Hammersmith and Fulham complies with benchmarked standard standards for quality of clinical care.

Risk Management

You are required to contribute to the control of risk and use the incident reporting system to alert NHS Hammersmith and Fulham of incidents or near misses that may compromise the quality of services.

Prevention and Control of Infection

NHS Hammersmith and Fulham has prioritised the prevention and control of infection and the full implementation of the Health Act (2006) as a core component in the organisation's clinical governance and patient and staff safety arrangements. Infection prevention and control is the responsibility of every member of staff. In consequence, all employees are expected to:-

- i) Follow consistently high standards of infection control practice, especially with reference to hand hygiene including hand washing, adherence to dress/ uniform code, and for clinical staff adherence to all clinical policies
- ii) Keep up to date and comply with all PCT's infection control guidelines, procedures and policies relevant to their work.
- iii) Participate in induction, mandatory training and annual updates
- iv) Clinical staff will seek support and advice from the infection control nurse/practitioner when managing situations involving patients with infections where guidance provided is not available/appropriate or in instances where cross infection is likely to have occurred.
- v) All staff will contact occupational health if they are suffering from any form of infection, which may put patients and other staff at risk.

Safeguarding

NHS Hammersmith and Fulham is committed to safeguarding and protecting children and vulnerable adults.

All health employee's have responsibility for safeguarding and promoting the welfare of children and young people in accordance with "Working Together to

Safeguard Children" HM Gov 2006. This applies to employees with both direct and indirect contact with children and families.

Employees who do not provide specific services for children and families or vulnerable adults require basic knowledge of their responsibilities to identify and refer concerns appropriately. All employees must undertake training in safeguarding children and vulnerable adults but will have different training needs to fulfill their responsibilities depending on their degree of contact with vulnerable groups and their level of responsibility.

PERSON SPECIFICATION: Clinical lead for professional development and engagement (of GPs and dentists)			
	ESSENTIAL	DESIRABLE	ASSESSMENT*
1. Education / Qualifications	1.1 General Practitioner 1.2 Registration with the GMC 1.3 Demonstrate the highest ethical & Professional standards 1.5 Evidence of CPD 1.6 MRCGP or equivalent qualification	1.4 Qualification in Medical education 1.7 Management Qualification	1.1 AF +HR 1.2 AF +HR 1.3 AF & IV 1.4 AF+HR 1.5 AF+HR 1.6 AF+HR 1.7 AF+HR
2. Experience	2.1 Experience practising as a fully qualified GP in the UK 2.2 Experience of primary care education 2.3 Experience of clinical audit & delivering service improvement	2.4 Proven ability to lead, motivate, inspire & support a multi-professional team & be able to work effectively & sensitively within it 2.5 Proven experience of leading the management of change in primary care 2.6 Experience of primary care research	2.1 AF & IV 2.2 .AF 2.3 AF & IV 2.4 AF & IV 2.5 AF & IV 2.6 AF & IV
3. Knowledge	3.1 Knowledge of methods of developing quality assurance, quality improvement and evidence based clinical practice 3.2 An understanding of the requirements for continuing professional development of GP's	3.3 In depth understanding of epidemiology and statistics, public health practice, health inequalities, health promotion and health care evaluation. 3.4 An awareness of the national policy issues for primary care development	3.1 AF & IV 3.2 AF & IV 3.3 AF & IV 3.4 AF & IV 3.5 AF & IV 3.6 AF & IV
4. Skills & Aptitudes	4.1 A high level of intellectual rigour, including negotiation and motivation skills. 4.2 Flexibility to deal with a range of situations and complex issues some of which will be unforeseen. 4.3 Strategic thinker with proven leadership skills 4.4 Excellent written and verbal communication skills 4.5 Effective interpersonal skills 4.7 Ability to demonstrate sensitivity to the needs of	4.6 Highly developed analytical skills including the ability to analyse and evaluate complex qualitative and quantitative data and research evidence from a range of sources to make recommendations and inform decision making	4.1 AF & IV 4.2 AF & IV 4.3 AF & IV 4.4 AF & IV 4.5 AF & IV 4.6 AF & IV

	<p>patients in a multicultural community and to address this in service delivery</p> <p>4.8 Computer literate including familiarity with GP clinical computer systems Emis and Vision</p>		<p>4.7 AF & IV</p> <p>4.8 AF & IV</p>
5. Physical	5.1 Able to carry out the duties of the post with or without adaptations		5.1 HC
<p>*Assessment will take place with reference to the following information:</p> <p>AF = Application Form IV = Interview T = Test</p> <p>C = Certificate HC = Health Check HR = Human Resources</p>			