

Job Description

Job Title:	Clinical Lead – Associate Specialist
Reports to (job title):	Business Unit Head
Line Manager to:	Developmental Paediatricians

Job purpose

Surrey Child and Family Health are seeking a Clinical Lead within the Developmental Paediatric Services.

The role has an allocation 5 PAs and is an excellent opportunity for an established Developmental Paediatric Consultant or an Associate Specialist working in the Developmental Paediatric service to step into a leadership role and their development management skills.

The post holder will provide clinical leadership and be responsible for implementing and monitoring quality assurance programs to maintain and improve clinical standards, have a quality oversight of the service including identify and manage clinical risk. The postholder will be integral member of the senior leadership team and encourage and lead a culture of innovation and continuous improvement alongside supporting clinical team with their professional development. The post holder will have a key role working with partners across the local system including commissioners and other providers.

Clinical Lead Responsibilities

- With a particular focus on the Clinical Lead aspects of services ensure the delivery of safe, clinically effective and efficient Services within Surrey Child and Family Services
- Work in close, integral partnership with HCRG to lead the performance and delivery of the Service
- Build and maintain effective relationships with external healthcare providers, local authorities, and other stakeholders.
- In partnership with the Business Unit Head, lead on clinical decision making within the practice.
- Alongside the Business Unit Head , provide assurance to the Regional Director and wider board regularly reporting on the performance, wellbeing and service delivery on behalf of Surrey Child and Family Business Unit
- Encourage and lead a culture of innovation and continuous improvement within the practice.
- Provide clinical leadership and oversight to the wider Development Paediatric team.
- Support professional development for clinical staff members.

Job Description

- Implement and monitor quality assurance programs to maintain and improve clinical standards including audit and research.
- Ensure compliance with all relevant governance frameworks and policies including CQC.
- Identify and manage clinical risks, implementing strategies to mitigate potential issues and alerting others within the organisation where necessary in a timely manner.
- Write and review necessary clinical policies with the other members of the management team.
- Input into the design of service delivery to ensure services are both safe and sustainable including seasonal or one off/pilot services.
- Oversee clinical input into the complaints/learning/significant events processes.
- Be available and supportive to other members of the HMP team regarding clinical support and advice.
- Regularly review Surrey Child and Family readiness for a CQC inspection from a clinical perspective, overseeing improvements to achieve Good or better CQC assessment.

Associate Specialist Paediatrician Responsibilities

- As an Associate Specialist Community Paediatrician, you will be part of a team of doctors providing specialist assessment, diagnosis and ongoing care to children, young people and families in Surrey.
- You will have exciting opportunities to grow and develop professionally. You will be encouraged to take on and develop a subspecialty interest with lead roles available. The job plan can be adapted according to your strengths, balancing the needs and strengths of the whole team.
- You will have a fulfilling and varied role, with the chance to make a tangible difference to the population we serve through innovation and quality improvement activities, developing and shaping services.
- You will be provided with a laptop and mobile phone, giving you the opportunity to work flexibly with a great work/life balance. Applicants looking for a full time, part time or job sharing arrangement are welcomed.
- As an Associate Specialist Community Paediatrician, you will have a deep and broad understanding of Community Paediatrics and have relevant experience in the clinical management of children, including those with neurodevelopmental difficulties and safeguarding children. Your days will be varied and outcome driven as you provide assessment, diagnosis and ongoing care to children, young people and families in Surrey.
- You will have exciting opportunities to help to develop the Community Paediatric Service and shape service pathways in the area. The Surrey Community Paediatric Service will provide a supportive and encouraging environment in which to develop as a professional with opportunities to develop in specialist fields. Mentoring is available if you are working towards CESR.

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Job Description

- You will lead in delivering developmental paediatric clinics, assessing children with a range of concerns that are affecting their development or educational potential, in accordance with our established referral criteria. This includes medical assessments for the SEND process.
- You will have regular opportunities to participate in departmental CPD and in the supervision and training of colleagues.

Our Service

On behalf of the NHS and Surrey County Council, HCRG Care Group provide a range of child and family services throughout Surrey that are free at the point of delivery. You will work as part of an integrated team with the wider Children's Community Health services and universal provision, delivering public health and the Healthy Child Programme to ensure children and young people in Surrey have the best possible start in life. Work is carried out collaboratively with therapists and other agencies, such as social care and education making our service a unique and special place to work.

Our Community Paediatric Team holds regular meetings which incorporate CPD, clinical governance, service design, safeguarding supervision, peer review, audit, medicines management and team management. Within these meetings you will have the opportunity to contribute to delivering a high-quality service as well as to drive service improvement and innovation with support from wider HCRG Care Group colleagues.

Surrey Child and Family Service aims to provide a comprehensive and cohesive service to the children of Surrey. Surrey has a diverse population and environment with a population of over 200,000 children aged 0-19 years. We have 15 years' experience of developing and delivering innovative community services that have made a positive difference to millions of people across the country. HCRG Care Group is an organisation of more than 5,000 professionals and experts, with hundreds of years of health service and care experience between them working together to change lives and transform health and care. We have three values which help us stand out from the crowd, not just because there are only three, but because they are unique to who we are. They are our moral compass and define the way we **Care, Think** and **Do** our bit.

Services that sit within this provision include:

- Community Paediatrics
- Public health nursing services (including immunisations)
- Therapy services
- Community Children's Nurses, Continuing Healthcare
- Special School Nursing and Continence
- Paediatric Audiology Community Paediatricians are an integral part of the Surrey Child and Family Service. The team are working to harmonise provision and develop services and pathways across Surrey. The team provide effective, evidence based and timely community paediatric medical services to children and young people with developmental disorders to assist children in reaching their potential. Work is carried out collaboratively with therapists and other agencies, such as social care and education. Community Paediatric services are delivered in a variety of settings including hospital clinics, community clinics, community hospitals and in special schools. Team wide meetings with all the community

Job Description

paediatricians are planned held every monthly and incorporate CPD, clinical governance, service design, safeguarding supervision/peer review, audit and team management.

There are close working relationships with

- Mind Works (local name for CAMHS)
- Acute paediatric colleagues
- Multi-agency teams for input into the Multi-Agency meetings

The children's community nursing team provides home based care for children in the county. Community Paediatricians work closely with therapy colleagues offering coordinated assessments wherever appropriate.

Job Description

Key responsibilities

1. You will deliver developmental paediatric clinics, assessing children with a range of concerns that are affecting their development or educational potential, in accordance with our established referral criteria. This includes medical assessments for the SEND process.
2. You will contribute to multidisciplinary assessment and management in a collaborative way, liaising with all members of the team for initial assessments and follow-ups where relevant.
3. You will participate fully in safeguarding activities and other aspects of community paediatric work. This includes providing information and participating in discussions with the multi-agency hub, strategy meetings, peer review and safeguarding supervision. You will be responsible for performing medical assessments of children referred by the police or children's social care where there are safeguarding concerns.
4. You will perform medical examinations in relation to assessments of Looked After Children, collating information from other clinicians and completing the relevant documentation.
5. You will complete all your reports and administration in a timely manner, adhering to the timescales set by departmental guidance and from statutory agencies.
6. You will share responsibility for covering urgent work during colleagues' periods of annual leave and short-term sickness.
7. You will be responsible, with management support, for your own personal development and will actively contribute to the development of colleagues. This will involve participating and contributing to the supervision, teaching and training of other staff to the departmental audit and clinical governance programmes.
8. You will take an active role in the formulation, implementation and monitoring of the organisation's objectives. This may include assisting with discussions regarding service plans and developments with both internal and external agencies and undertaking management duties.
9. You have a general duty of care for the health, safety and well-being of yourself, work colleagues, visitors and patients within the service in addition to any specific risk management or clinical governance accountabilities associated with this post. This includes being aware of and complying with infection prevention and control policies.
10. You will observe the rules, policies, procedures and standards of HCRG Care Group together with all relevant statutory and professional obligations, conducting all activities within the contracted level of service and operating plan for the department. You will observe and maintain strict confidentiality of personal information relating to patients and staff.

Job Description

Proposed job plan

Proposed job plan Including

The precise job plan will be developed and agreed with you and reviewed at least annually. It will include specified sessions for:

- Direct Clinical Care (DCC) = clinical activity, clinical related activity including administration, predictable and unpredictable work and clinical supervision. Includes safeguarding medical examination, attendance at case conferences, providing advice and reports and undertaking peer review and supervision.
- Supporting Professional Activities (SPA) = Continuing Professional Development, undertaking clinical audit, attending and delivering teaching sessions, service development and other clinical governance activity

Clinical Lead (Management) = This time is dedicated to service management and leadership duties.

Proposed plan of programmed activities PAs

This will need to be split in this way: Job Plan Summary (7.5 PAs)

- Clinical Lead (Management): 5.0 PAs (20 hours/week)
- Supporting Professional Activities (SPA): 1.5 PAs (6 hours/week)
- Direct Clinical Care (DCC) - Clinic: 1.0 PA (4 hours/week)

Outline of Provisional Job Schedule:

Example Timetable

Day	Morning (09:00 – 13:00)	Afternoon (13:30 – 17:30)
Monday	Clinical Lead: Strategy/Management	Clinical Lead: Governance/Meetings
Tuesday	DCC: Clinic (inc. admin)	Clinical Lead: Operations/Staff Mgmt
Wednesday	Clinical Lead: Departmental Lead Work	SPA: CPD/Audit/Revalidation
Thursday	Clinical Lead: Regional/Trust Meetings	Non-Working Day
Friday	SPA (0.5 PA): Admin/Appraisal Prep	Non-Working Day



Job Description

Research and Audit

You will have opportunities to take an active part in local, regional and national audit and quality improvement activities.

Continuing Professional Development

You will be expected to meet the current requirements of your college or professional body regarding continuing professional development (both internal and external study leave) and will be provided with appropriate facilities and support. An annual appraisal will take into account the whole scope of your practice.

Managerial relationships

The Clinical Lead reports to the Head of Operations for Surrey Children's Community Services, who is managed by the Director of Operations for the region.

Accommodation

The office accommodation for this post is based at one of the Surrey community Hubs

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Secretarial / Administrative Support

Support is provided by a team of administrative staff.

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Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care

- Inspire
- Understand
- Communicate

Think

- Challenge
- Improve
- Learn

Do

- Accountability
- Involve
- Resilience

care·think·do

WE CHANGE LIVES BY TRANSFORMING HEALTH AND CARE

HCRCG Care Ltd, company number 5466033 registered in England and Wales at The Heath Business and Technical Park, Runcorn, Cheshire WA7 4QX

Job Description

Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice, NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on Datix or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

Job Description

Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees 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 environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

Job Description

General

We are committed to serving our community. We aim to make 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 recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

Job Description

Personal Specification

Essential

- UK recognised medical degree (MBChB, MBBS)
- Full GMC Registration
- Work permit (if required)
- MRCPCH or equivalent
- Minimum 2 years' experience in Community Paediatrics
- Evidence of Level 3 training and experience in Safeguarding Children
- Excellent team-working, leadership, organisational and time management skills.
- Excellent clinical and inter-personal skills
- Experience working with a Multidisciplinary Team
- Excellent IT skills

Desirable

- On the Specialist Register for Paediatrics or within 6 months of CCT date
- CCT in Community Child Health
- Completion of formal training in Standardised Autism Assessments (such as ADOS, ADI-R, 3di) and experience in multidisciplinary assessments.
- Training in a standardised formal developmental assessment for children
- Experience in the assessment, diagnosis and management of ADHD
- Experience of Child Protection assessments, Initial Health Assessments for Looked After Children, advice to the LA regarding Special Educational Needs
- Experience in leading projects, audit and Quality Improvement
- Experience in teaching and training other professionals
- Published research in Community Paediatrics

Other requirements

You will be able to demonstrate an understanding of how working in community settings differs from hospital and have the ability to diagnose and appropriately manage developmental abnormalities within children. You will additionally be involved in clinics focusing on neurodevelopment, special needs and autism.

We would open job share possibilities



Job Description

Employee signature

Manager signature



HCRG Care Ltd, company number 5466033 registered in England and Wales at The Heath Business and Technical Park, Runcorn, Cheshire WA7 4QX