APPENDIX 1

TAYSIDE UNIVERSITY HOSPITALS NHS TRUST

Clinical Leader Job Description

JOB DETAIL

Job Title: Clinical Leader - Professional Head of Service

Specialty:

MAIN PURPOSE OF POST

The role of Clinical Leader will differ across the different Clinical Groupings. Local discussions should take place in each Clinical Group to confirm in detail the specific responsibilities of Clinical Leaders, these should reflect:

- The Clinical Leader role as the professional head of service
- Local Clinical Group requirements

To contribute to the management of the Clinical Group by providing appropriate clinical, scientific and professional leadership to the Group management team.

To ensure that specialty, specific operational matters are handled by the Clinical Leaders and Clinical Team Managers, in consultation with the Clinical group Managers

To take the lead role in clinical governance within the specialty and/or discipline

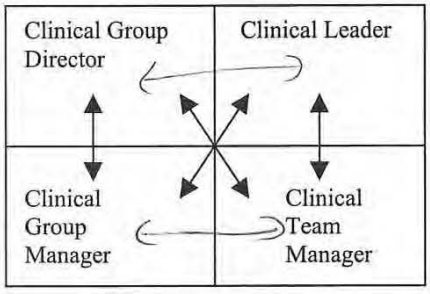
As Clinical Leader, to act as a representative of specialty colleagues across the Trust, recognising the differing needs of the various specialty areas in relation to size and the impact on the representative role.

DIMENSIONS

Description of Clinical Group service
and budget dimensions:

ORGANISATION CHART

TUHT aims to support a matrix style of management, with close working relationships and partnership at all levels. The working relationship between the Clinical Director, Clinical Group Manager, Clinical Leaders and Clinical Team Managers is central to the performance of the Clinical Team. Clinical Groupings aim to support a collaborative working model.



KEY RESULT AREAS

- To contribute as a member of the Clinical Group Management Team by providing clinical, scientific and professional advice.
- To provide clinical advice about the organising of services.
- To take a representative role for colleagues across the specialty, demonstrating clinical, scientific, professional leadership
- To develop a regional strategy for services in the specialty
- Encourage and enable service redesign and improvement
- To encourage and enable research and development within the specialty
- To ensure the effective use of resources across the specialty and the wider Clinical group
- To provide effective clinical leadership to the specialty ensuring co-ordination of activities, quality of services, clinical effectiveness, resource utilisation and redesign of services
- Ensuring that effective systems, policies and performance monitoring and review, are in place to support clinical governance
- To chair regular clinical staff meetings within the specialty in order to ensure that there is effective, regular communication between the Clinical Group and the specialty

AGREEMENT OF OBJECTIVES AND PERFORMANCE REVIEW

Annual objectives and targets for the post will be agreed with the Clinical Director, to whom the postholder is accountable. All Clinical Leaders will have specific performance objectives agreed that reflect their additional responsibilities.

There will be regular performance reviews with the Clinical Group Director which will include:

- Two way discussion on achievement of objectives
- Performance of the specialty within the context of the performance of the Clinical Group
- Performance of the Clinical Group
- Individual Development needs

KEY COMMUNICATION LINKS AND RELATIONSHIPS

Key communication links and relationships include all staff within the specialty or discipline, Clinical Directors, educational and tutorial staff, Royal College and other professional body representatives together with general practitioners and other external groups. The post has a key role in relation to leadership of and communication with Consultants and other senior clinical and clinical scientific staff.

QUALIFICATIONS, SKILLS AND COMPETENCIES REQUIRED

The postholder will be a senior clinician or clinical scientist with a recognised qualification within the specialty, who is able to gain and hold the professional respect of clinical staff.

Apart from appropriate professional skills and qualifications, the postholder should demonstrate the following competencies:

- **Ability to develop strategic relationships,** including long term relationships with key clinical partners; understanding different sectors and their perspectives; taking action to ensure strong clinical input into planning; keeping people together by emphasising an agenda which unites and focuses onwhat can be achieved; is seen as approachable; has a reputation for openness and integrity; demonstrates an open, fair and balanced approach to resolving conflict.

- **Establish and maintain effective, open and honest communication,** including with senior clinical staff on policy issues; demonstrates an understanding of all relevant clinical and managerial issues; tailors communications to the needs of the recipients; stresses the patients' perspective; is skilled at facilitating open discussion; stimulates change through fostering, guiding, and discussion; chairs meetings effectively; presents data and arguments well.

- **Improves performance through teamworking,** including providing leadership to staff within the grouping; taking a corporate and multi-disciplinary approach to key issues; having a track record of working effectively with diverse disciplines, is open and even handed; welcomes being challenged; uses data and questions to challenge constructively; finds creative solutions when things get stuck; takes time to help non-clinical staff understand clinical issues; demonstrates through word and action, a commitment to Trust and national policy; is willing to tackle uncomfortable issues.

- **Promotes a learning culture,** including promoting leadership and learning capability and a culture of continuous learning; evaluates own performance; demonstrates a strong drive to keep learning and developing; maintains excellent networks; takes initiatives to encourage excahnges of ideas and experience; encourages, develops and nurtures talent, e.g. future clinical leaders and influencers.

APPOINTMENT

Suitable applicants for the role of Clinical Leader should be elected through the consultant body and formally interviewed and appointed by the Clinical Director.