Trust Policy and Procedure

Clinical Lead Appointments for Consultants

For use in: All areas of the Trust
For use by: Senior Managers, Human Resources, Consultants
For use for: Appointment of Clinical Leads
Document owner: Executive Director of Human Resources
Status: Approved

Purpose of this document

This policy provides guidance to managers and consultants in the process and responsibilities for appointment of a consultant to the position of Clinical Lead.

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1. Introduction
A Clinical Lead role is an additional responsibility to a consultant’s standard role. The Lead Clinician takes responsibility for the representation of clinical matters within their area and provides professional advice to management. They also act as a source of advice regarding their area to the Clinical Director and Executive Medical Director. The Lead Clinician has responsibility for ensuring that their area functions efficiently on a day-to-day basis.

A standard appointment process for these roles must be followed and documented as detailed below.

2. **Appointment Process**

2.1 **Pre-advertising**
The following are required prior to advertising:
- Resignation in writing of the current incumbent to the CD copied to Medical Staffing
- New/updated Job Description (see Appendix 1 for template) agreed between CD and Medical Staffing
- Advert (see 2.2)
- Date, time, venue and panel names for interview (see 2.4) advised by CD to Medical Staffing and panel
- The panel should consist of the CD and General or Deputy General Manager. All panel members must be up-to-date with the Trust’s Equality and Diversity training.

2.2 **Advertising**
The CD will contact all consultants in writing in the area requiring a new Clinical Lead (email is acceptable):
- Advising the role is available and from what date
- Attaching the agreed Job Description
- Requesting expressions of interest with reasons and experience for consideration
- Advising the last date expressions of interest will be accepted (this should be at least 2 weeks before interview and at least 1 month before start of role)

Where no interest is shown within the specialty, the role should then be advertised across specialties.

2.3 **Shortlisting**
The interview panel (see 2.1) must shortlist consultants from the expressions of interest received. This should be completed 4 working days prior to the interview.

2.4 **Interview**
The CD must invite shortlisted consultants for interview at least 3 working days prior to the interview.

The panel should agree the questions all candidates will be asked prior to the interviews commencing. The CD must ensure that no questions are asked that can be seen as directly or indirectly discriminatory. A matrix scoring system is encouraged (see Appendix 2).

Panel members should keep notes with regard to reasons for decision to appoint/not appoint. The decision to appoint or not should be made at the end of the interviews whilst all panel members are present.
At the end of the interviews, all paperwork must be left with the CD.

2.5 Informing Candidates and Feedback
The CD will advise the candidates of the interview outcomes and give feedback to unsuccessful candidates.
The CD will give all the interview paperwork to Medical Staffing including the successful candidate’s name and start date of the role.

2.6 Acceptance of Role
Medical Staffing will confirm in writing to the successful candidate, copying in the interview panel (email is acceptable), the offer of the Lead Clinician role, confirm the start date and pay (see Appendix 3) and request formal acceptance of the role.
The appointee should respond within 3 working days.

3. Payment for Clinical Lead Role
The Additional Programmed Activity payments for Clinical Lead roles are detailed on the Job Planning policy PP257. These range between 0.25 PA and 1 PA and are classed as Additional Responsibilities.

4. Review and Monitoring
This Policy and Procedure will be reviewed every 3 years by the Executive Director of Workforce & Communications in conjunction with the Trust Negotiating Committee (Medical & Dental).

5. Document Configuration/Monitoring

<table>
<thead>
<tr>
<th>Author(s):</th>
<th>Workforce &amp; Communications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other contributors:</td>
<td></td>
</tr>
<tr>
<td>Approvals and endorsements:</td>
<td>TNC (M&amp;D)</td>
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<tr>
<td>Consultation:</td>
<td>TNC (M&amp;D)</td>
</tr>
<tr>
<td>Issue no:</td>
<td>2</td>
</tr>
<tr>
<td>Supercedes:</td>
<td>PP(14)317</td>
</tr>
<tr>
<td>Equality Assessed</td>
<td></td>
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<tr>
<td>Implementation</td>
<td>Policy will be checked by HR Manager and Medical Director. Distribution to all members of staff. Publish on the intranet.</td>
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<tr>
<td>Monitoring: (give brief details how this will be done)</td>
<td>Review by Workforce &amp; Communications and TNC (M&amp;D) every 3 years.</td>
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<tr>
<td>Other relevant policies/documents &amp; references:</td>
<td>Job Planning Policy PP257, Recruitment &amp; Selection Policy PP049, Equal Opportunities PP021</td>
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<tr>
<td>Additional Information:</td>
<td>None</td>
</tr>
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APPENDICES
Lead Clinician for Dermatology

West Suffolk NHS Foundation Trust
Hardwick Lane
Bury St. Edmunds
Suffolk
IP33 2QZ

Medical Staffing: ☏ 01284 713701

University of Cambridge Associate Teaching Hospital

Specification – Clinical Lead for Dermatology
Overview of role:

This outline role specification details the responsibilities for Lead Clinician in Dermatology.

The Lead Clinician takes responsibility for the representation of clinical matters within their area and provides professional advice to general management. They also act as a source of advice about Dermatology for the Clinical Director who represents the Clinical Area on the Trust Management Team, and the Medical Director on the Trust Board.

The Lead Clinician has responsibility for ensuring the Department functions efficiently on a day-to-day basis.

Principal responsibilities of the Lead Clinician for Dermatology:

To provide clinical leadership that champions clinical excellence and patient-centred care.

- To participate in the development of effective clinical governance and to ensure that processes are in place which address clinical effectiveness and outcomes, clinical risk, critical incidents, equity of access, patient experience, complaints and litigation. This includes specialty-specific, minuted meetings where any issues of concern would be escalated to the directorate governance meeting or where serious/urgent to the relevant Trust committee or Senior Manager.

- To contribute to the development of a supportive environment for staff, promoting team-working, flexible working, empowerment and appropriate behaviour, facilitating different ways of working and effective education and training.

- To maintain effective communication within the specialty and ensure information is disseminated to all Dermatology staff and all disciplines/professionals including junior doctors.

- To work in conjunction with the Specialty Medicine Clinical Director/General Manager to ensure financial, activity and other relevant access targets are achieved.

- To ensure rotas are effectively maintained and equitably allocated.

- To work with the Directorate Service Manager(s) to run the Department effectively and seek opportunities to improve and rationalise services, including achievement of Government targets and initiatives, within the funding available.

- To participate in job planning with Dermatology consultants, when appropriate and agreed with the Clinical Director and General Manager.

Broader responsibilities of the Lead Clinician:

To provide the Executive Medical Director, Executive Chief Operating Officer, Clinical Director and General Manager with clinical analysis and opinion to support the development of strategy for the Trust by TMT and the Trust Board.

Context and Organisational Relationships:
West Suffolk Hospital NHS Trust provides a wide range of services to its catchment communities in the West of Suffolk and South Norfolk. Lead Clinicians are expected to work with Clinicians/GP’s in Primary Care to build relationships and to maintain good relationships and referrals to WSH.

The Clinical Lead will liaise, as appropriate, with the following to meet agreed objectives and secure the future of the Trust:

<table>
<thead>
<tr>
<th>Clinicians</th>
<th>General Managers</th>
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<tr>
<td>Clinical Directors</td>
<td>Trust Executive Directors</td>
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**Accountability:**

The Post-holder will be managerially accountable to the General Manager and professionally accountable to the Clinical Director. As the holder of a senior management role within the Trust, the Clinical Lead will be expected to observe the GMC’s ‘Management in Health care: the role of doctors’, and similarly the “Code of Conduct for NHS Managers”.

The duties outlined in this role specification serve as a guide to the current and major responsibilities of the post. The duties and obligations associated with the post will inevitably vary and develop and the role specification will be reviewed on a regular basis. Changes will be agreed with the post-holder. The post-holder will agree and review annual objectives with the Clinical Director/General Manager/Service Manager.

**Employment Policy Issues:**

As appropriate for the Trust, eg:
- Health and Safety
- Equal Opportunities
- Smoking Policy
- Confidentiality Policy
- Standing Orders and Standing Financial Instructions
- Hand Hygiene

**Length of Appointment:**

This appointment will usually last for 2 years.

**Remuneration for This Role:**

The post-holder will be paid an additional 0.5 PAs for undertaking this role.
## Appendix 2

### Clinical Lead for XXX Interviews – Date DD/MM/YY

<table>
<thead>
<tr>
<th>Candidate Name</th>
<th>QUESTIONS</th>
<th>Expected Answers</th>
<th>SCORE</th>
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<tbody>
<tr>
<td>1 CD</td>
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<td>2 GM</td>
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Appendix 3

Dear Dr

Re. Clinical Lead for XXXX

I write to confirm your appointment to the above post with effect from 1st April 2014, for a period of 2 years ie until 31st March 2016. The post will attract a payment of 1/0.75/0.5/0.25 PA per week.

I would like to take this opportunity to congratulate you on your appointment and thank you for your continued hard work and support.

Yours sincerely

Jan Bloomfield
Executive Director of Workforce and Communications

cc Clinical Director
Medical Division

General Manager
Medical Division