

Cambridgeshire and Peterborough CCG Job Description CCG Clinical Lead Diagnostics

Job Title	CCG Clinical Lead Diagnostics
Base Location	Lockton House, Cambridge Ability to travel to other sites and CCG offices as required
Sessions	4 sessions per month
Accountable to	CCG Director of Transformation and Delivery, Primary and Planned Care
Responsible for	Clinical Leadership for Diagnostics

General Information NHS Cambridgeshire and Peterborough CCG

Vision

Cambridgeshire and Peterborough CCG will work in partnership to improve quality of care, to develop healthy communities through change and innovation, making wise decisions about how we use the resources available to us.

Mission

To empower our communities to keep healthy and to commission good quality healthcare for all those who need it.

Our Values

We are committed to being;

- Organised
- Honest
- Decisive
- Innovative
- Ambitious
- Compassionate

Job Purpose

The post holder will work on behalf of and with the Planned and Primary Care Directorate, Cambridgeshire and Peterborough CCG to provide clinical leadership to the development of the Diagnostics Strategy and Delivery Plan for the CCG and in line with the Cambridgeshire and Peterborough's Sustainability and Transformation Plan.

The Five Year Forward View included a forecast 7% growth in overall diagnostics activity year on year to 2020/21. This forms part of the overall activity pressures our system is facing. As part of the nine 'must dos' in the 2016/17 Planning Guide, the CCG needs to ensure that they plan for the appropriate diagnostic capacity across the system.

Early Diagnosis is one of the six strategic priorities as part of the Cancer Strategy. Whilst Cancer diagnostics are excluded from the scope of this role; the impact of this priority on the overall diagnostic capacity in the system needs to be reviewed.

The clinical lead will champion diagnostics for Cambridgeshire and Peterborough CCG and encourage and drive engagement with and between clinicians, partners and stakeholders. The post holder will work closely with the CCG's project team and with clinicians from all stakeholders in secondary, community and primary care to define:

- The scope of the strategy and delivery plan
- The overall vision and strategy for effective and sustainable diagnostic capacity
- Prioritise areas of work and work with the project team to develop delivery plans and KPIs
- Play a leading role the re-design of diagnostic services across planned care pathways
- Play a leading role in ensuring the agreed plan is delivered in a timely and effective matter as part of the Diagnostics STP Steering Group.

Key Duties and Responsibilities

With support from a project manager the post holder will:

- Be responsible for the provision of clinical input for diagnostic services
- Review and input in to the design and implementation of a Diagnostic Strategy
- Play a key role in enabling and empowering primary, community and planned care professionals to deliver an efficient, equitable model of care and best practice diagnostics regardless of setting
- Be the GP clinical lead representative for the Diagnostics STP Steering Group and participate in regular steering group and other ad hoc meetings
- Liaise with clinical leads from secondary care, community care and independent providers to identify and develop a system wide strategy for diagnostics

- Provide clinical advice and leadership for the planning and re-design of pathways
- Provide support in the local healthcare systems to inform decision making that transforms services and improves health outcomes for patients
- Liaise with stakeholders and other GP colleagues to ensure that they are kept informed of the latest challenges and trends in health care in Cambridgeshire and Peterborough.
- Contribute to any procurement processes that the CCG may be engaged in
- Act as an ambassador for the CCG and enrich the engagement and education of other GP colleagues
- Keep abreast of current advances in diagnostic practice and research
- Influence the standards of diagnostic care practice and promote the delivery of evidence based care, working closely with other professionals to identify opportunities for transformation, quality and improvement
- In collaboration with appropriate stakeholders, contribute towards the development of relevant policies, information, standards, protocols and procedures that influence diagnostic care for patients, families and carers
- Understand, communicate and support the implementation of clinical policy relating to care (including NICE Quality Standards and Outcome Strategies) to inform recommendations.

Relevant to all Clinical Leads

- Clinical Leads will be expected to declare any Conflicts of Interest and keep the CCG informed of any changes to personal or business interests that may affect their ability to remain impartial.
- Clinical leads must comply with the Single Equality Scheme and must not discriminate on the grounds of sex, colour, race, ethnic or national origins, marital status, age, disability, sexual orientation or religious belief.
- Cambridgeshire & Peterborough CCG is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.
- Clinical Leads have 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 Cambridgeshire and Peterborough CCG.
- All clinical leads are subject to the Data Protection and Freedom of Information Acts and must maintain strict confidentiality of information in accordance with Cambridgeshire and Peterborough CCG policy and, where applicable, with the

relevant policy of their professional body. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the context of calculated Data Protection Guidelines.

- Any data that is taken/shared as part of a phone call or transported, faxed or transferred electronically must be undertaken with regard to C&P CCG Information Governance and Information Security policies.
- Maintain own professional development and take part in annual performance appraisal process.
- Undertake mandatory training and any other training relevant to the role as required by Cambridgeshire and Peterborough CCG.
- The post holder is required to participate in relevant emergency preparedness processes for their team.
- Cambridgeshire and Peterborough CCG seek to establish a safe and healthy working environment for its employees and operate a non-smoking policy.
- All of the above activities are governed by the operational policies, standing financial instructions, policies and procedures and standards of Cambridgeshire and Peterborough CCG, as well as legislation and professional standards and guidelines.
- The post holder must participate in clinical and other audits as required.
- The job description and person specification are an outline of the tasks, responsibilities and outcomes required of the role. The job holder will carry out any other duties as may reasonably be required by their Line Manager.

This is a description of the job as it is at present constituted. It is the practice of Cambridgeshire and Peterborough CCG to regularly examine employees' job descriptions and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager and those working directly to him or her. You will, therefore, be expected to participate fully in such discussions and, in connection with them, to re-write your job description to bring it up to date if this is considered necessary or desirable. The aim is to reach agreement on reasonable changes, but if agreement is not possible Cambridgeshire and Peterborough CCG reserves the right to insist on changes to your job description after consultation with you.

- All organisations have a legal duty to check employees' documentation to ensure they are entitled to work in the UK and failure to conduct appropriate checks can result in criminal prosecution and/or a fine of up to £10,000 for each illegal worker. Therefore Cambridgeshire and Peterborough CCG's Counter Fraud Provider, TIAA will be undertaking checks on all new starters using ID scanning equipment to ensure that the identity documentation that has been provided by prospective employees is genuine.

- An essential component of the CCG is to ensure that all staff comply with the governance requirements of CCG's policies and procedures in place to ensure full compliance across the organisation. Staff should make themselves aware of and comply with all relevant policies, including Clinical and Operational policies and:
 - CCG Constitution
 - Standards of Business Conduct and Managing Conflicts of Interest
 - Standing Financial Instructions (embodied within the CCG Constitution)
 - Standards of Business Conduct and Commercial Sponsorship Policy
 - Raising Issues of Serious Concern at Work (Whistleblowing) Policy and Procedure
 - Counter Fraud Policy
 - Anti-Bribery Policy

The above list is not exhaustive and may be varied by the CCG as required.

**Cambridgeshire and Peterborough Person Specification
CCG Clinical Lead Diagnostics**

Job Title	CCG Clinical Lead, Diagnostics
Directorate	Transformation and Delivery Primary and Planned Care

	Essential Criteria	Desirable Criteria	Measure
Qualifications and Training	<ul style="list-style-type: none"> Registered Medical Practitioner with current GMC registration 		Application/ certificate check
Experience	<ul style="list-style-type: none"> Significant experience of working within whole health systems Experienced clinician in the specialist field 	<ul style="list-style-type: none"> Worked within a commissioning organisation before 	Application/ Interview/ Presentation/
Skills, ability and knowledge	<ul style="list-style-type: none"> Demonstrates significant understanding of the local health economy and an understanding of clinical pathway transformation Knowledge of evidenced based change and transformation Knowledge of NHS Good Governance to include Conflict of Interest 		Application/ Interview/ Presentation/ Test
Personal attributes	<ul style="list-style-type: none"> A general understanding of health and an appreciation of the broad social, political and economic trends influencing it. Able to understand and 		Application/ Interview/ Presentation/ Test

	<p>analyse complex issues, drawing on the breadth of data that needs to inform CCG deliberations and decision-making, and the wisdom to ensure that it is used ethically to balance competing priorities and make difficult decisions</p> <ul style="list-style-type: none"> • Able to question information and explanations supplied by others, who may also be experts in their field • Able articulate an objective, balanced not personal, view and to engage in constructive debate without being adversarial or losing respect and goodwill • Able to recognise key influencers and the skills in engaging and involving them • Able to communicate effectively, listening to others actively sharing information • Able to build excellent collaborative networks 		
<p>Safeguarding and promoting the welfare of children and young people/adults who are at risk of neglect or abuse</p>	<ul style="list-style-type: none"> • Demonstrates understanding of safeguarding issues 		<p>DBS Certificate</p>
<p>Working within Professional</p>	<ul style="list-style-type: none"> • Highly motivated and resourceful 		<p>Application/ Interview/</p>

Boundaries	<ul style="list-style-type: none"> • Able to maintain high standards of diplomacy and understands the principle of confidentiality • Accepts responsibility and accountability for own work and can define the responsibilities of others • Able to establish positive relationships and mutual respect with people at all levels • Ability to contribute effectively 		Presentation
Emotional Awareness	<ul style="list-style-type: none"> • Demonstrates empathy and concerns for others • Shows respect for others' feelings, views and circumstances 		Interview/ Presentation
Self-awareness	<ul style="list-style-type: none"> • Can demonstrate a flexible approach • Has realistic knowledge of personal strengths and areas for development 		Application/ Interview
Behaviour we expect	<ul style="list-style-type: none"> • Open and honest • Treat everyone in a friendly, courteous manner • Treat colleagues and contacts with dignity and respect • Understand people come from varied backgrounds: 		

	<p>challenge bias, prejudice and intolerance</p> <ul style="list-style-type: none"> • Learn from mistakes and ask for support where necessary • Look for better ways of working to achieve improvements • Question poor behaviour • Uphold the values of Cambridgeshire & Peterborough CCG and be proud to be part of the CCG 		
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NB: The order of this list of criteria does not indicate importance.