

Job Description

Job title:	Community Development Lead The Sussex MSK Partnership (Central)
Salary:	£54,726 - £67,470 (depending on experience and additional responsibilities)
Reports to:	Managing Director
Accountable to:	Managing Director
Location:	Brighton
Key relationships	<ul style="list-style-type: none"> • Managing Director • Community Services Lead • MSK Service Manager • Patient Director • Clinical Director • Pathway Leads • Self-Management Lead • Primary Care Lead • Project Management Office • Head of Contracts • CCG and CSU leads for the MSK contract • Clinicians in the service • Patients and the public

ABOUT THE SUSSEX MSK PARTNERSHIP

Sussex MSK Partnership is a unique and innovative expert MSK delivery organisation that combines the best of our local NHS, specialist orthopaedic knowledge to deliver clinical designed and driven pathways of care to a single standard of quality and excellence for all patients designed according to their specific needs. This is a contract let by the Commissioners of Crawley, Horsham and Mid-Sussex and Brighton and Hove.

Sussex MSK Partnership ('the Partnership') is made up of the following organisations:

- Here (Care Unbound)
- Sussex Community Foundation NHS Trust
- Horder Healthcare
- Sussex Partnership Foundation NHS Trust

The post holder will be employed by Here.

JOB PURPOSE

To lead on major service improvement and development initiatives and Projects requiring senior leadership for an extended period of time normally, between 6 to 12 months. These initiatives will normally benefit from excellent project management skill, managing of internal and external stakeholders and insight into clinical practice (hence the successful candidate would be expected to have clinical credibility).

To contribute to the operational leadership of the community service as part of the community service leadership team.

To deputise for the Community Service Lead as required ensuring continuity of leadership.

To provide line management to Pathway Leads should improvement and development initiatives impact on these pathways for an extended period.

To contribute to the wider SMSKP strategy and delivery as part of the leadership team.

Undertake clinical practice as an Advance Practitioner.

To ensure the values and ethos of SMSKP are embedded and visible across all elements and providers of the community service.

KEY OUTPUTS

- Effective design and delivery of improvement initiatives delivering on the strategic goals of the Partnership
- To provide visible leadership, effective management and take overall responsibility for aspects of delivery of the community service.

- Ensure that consistently high standards of patient care and clinical effectiveness are established and maintained throughout the community service promoting the values of SMSKP.
- Contribute to the transformation of services to the new models of care, clinically and administratively.
- To encourage and facilitate staff to be innovative and creative within a clear framework so that patient care is delivered safely and within defined quality, performance and financial requirements.
- To have an understanding of the financial performance of the community service and the wider partnership. To deputise in meetings for the community service lead where required on financial matters and to be an authorised signatory on invoicing systems.
- To build, develop and maintain good working relationships with commissioners, supplier partners, patient partners and other members of the MSK leadership team.
- To deliver against key national and local contractual requirements and areas of focus for the community service.
- Clinical leadership and accountability of some of the anatomical pathway teams within the community service, include line management of Pathway Clinical Leads. To act as a point of escalation from the pathway teams for clinical and operational queries, covering pathways held in the portfolio of the Community Services Lead when required.
- To participate as a member of the MSK leadership team meetings, the Integrated Quality and Performance Group and the Clinical Quality Group as part of the formal governance framework of the service.
- To lead on improvement and development projects across the service including management of the Project Management Office (PMO) function.

PRINCIPAL DUTIES & RESPONSIBILITIES

Quality and Service Improvement and Development

1. Work with others to identify service improvement opportunities which will enhance our ability to achieve our strategic and operational goals.
2. To lead on the programme of service improvement and development projects across the community service, having accountability for delivery of objectives.
3. To coach and lead the project team throughout any specific improvement/development project.
4. Following completion of project to ensure all aspects are transitioned to the ongoing leadership for that area of work.

5. Ensuring compliance with all relevant Acts, including statutory requirements, standards and guidance and to follow latest research and best practice to ensure clinical teams are delivering evidence-based care and that supporting guidelines and frameworks reflect this.
6. Ensuring service policies and procedures reflect guidance and learning is implemented including that from incidents and complaints.
7. Ensure the clinical competency process for staff is adhered to and staff are working in line with national service and professional standards.

Leadership

1. To deputise and undertake delegated tasks from the Community Service lead as agreed which may include:
2. To provide dynamic leadership, motivating and inspiring the staff, clinical and administrative, to deliver the best care experience for patients within SMSKP.
3. To be a source of expertise clinically and ensuring that the service is improving in line with its purpose and strategic direction.
4. To lead and contribute towards debates within the multi-disciplinary arena and to challenge current structures and ways of thinking/working.
5. To be an active member of the senior leadership team of SMSKP, attending the head contract meetings with Commissioners where appropriate and be proactive in the development of service action plans, audit cycles and evaluating changes within the community service.
6. To be visible across the geography of SMSKP, spending time across clinic sites as appropriate.
7. Provide line management to a range of Clinical Pathway Leads and other service personnel, to be confirmed in agreement of portfolio. To provide 1:1s and supervision and to lead on or oversee recruitment of staff within portfolio area.
8. To ensure staff are trained and management in accordance with professional, service or employer's policies as appropriate.
9. Ensure staff have annual objectives from a PDP and appraisal. Actively promote a learning and development culture across the community service, including the giving and receiving of feedback.
10. Ensuring staff have access to appropriate training and development opportunities in line with available resources, and access to clinical supervision and professional development.
11. Lead on workforce development within assigned portfolio, ensuring appropriate skill mix, Work with the Community Services Lead to review and flex resources across the Community Service.

Operational

1. To deputise and undertake delegated tasks from the Community Service lead which may include:
2. To lead on the operational delivery and performance management of the agreed portfolio pathways within the SMSKP community service. Being responsible for ensuring that the service attains high standards for access, quality, safety and patient engagement.
3. Ensure strong links with the SMSKP clinical support function, leading on the implementation of delivery of specific SMSKP operational processes and improvement projects, ensuring that deliverables are achieved.
4. To link with the Patient Director and Community Service Lead on ensuring an approach to excellent customer care, including patient experience and outcome measures within the agreed portfolio of clinical pathways. To ensure patient involvement within service redesign and improvement.
5. To work with other key members of the community service leadership around demand and capacity planning, ensuring leadership, oversight and accountability of delivery within agreed portfolio of pathways. Ensuring the workforce is flexed and the appropriate clinical professionals and space is coordinated.
6. Ensuring the cascade of information, both strategic and operational, in line with the service organisational and meeting structure.
8. To oversee the quality of the multi-disciplinary team (MDT) meetings of pathways within the agreed portfolio, collecting themes and ensuring any gaps within evidence base is discussed and addressed. Promoting MDT challenge and discussion, keeping abreast with the latest evidence base and research.

Performance Management

1. Achieve national and local performance measures within assigned portfolio, developing understanding of requirements and priorities across the community service.
2. Manage the performance of teams and supplier services, holding to account as appropriate.
3. To take responsibility for ensuring that Shared Decision Making is embedded into the delivery of community based care, especially within portfolio and across the clinical team.
4. To be an honorary employee of partner organisations, to act as a manager for the purposes of their HR policies.

Relationships

1. To create and maintain successful and effective working relationships within the MSK Leadership team, clinical teams, clinical support roles, partner organisations and patients.
2. To create and sustain new alliances and effecting working relationships within primary care, Commissioning Groups, secondary care providers and other organizations within the LHE.
3. To work with other LHE organisations on the provision of workforce resource, including transitioning activity from secondary care into activity directly provided by SMSKP.

Finance

1. To understand the financial performance of the community service, with detailed understanding of areas within the roles portfolio of management. Understand the impact of the performance of the community service in relation to contractual fines and put in place remedial action plans to mitigate financial loss.
2. To identify savings and implement cost reduction programmes where necessary, working with the SMSKP Leadership team.
3. Approve invoices relating to areas within delegated portfolio, coding appropriately.
4. To follow the organisations' financial instructions.
5. To understand the financial position of the wider Sussex MSK Partnership.

Clinical Practice

1. The role holder will be a senior MSK clinician, providing expert clinical advice on complex caseloads. The post requires active clinical practice seeing patients, which can be provided within or outside of the service.
2. Clinical practice will include responsibility for a complex caseload within MSK area of practice, which will include:
 - Education for patients regarding compliance with options for treatment.
 - Upholding shared decision making principles.
 - Requesting appropriate investigations relevant to pathway such as X-Rays, MRI and pathology, reviewing results and acting on these and making critical judgements as necessary.
 - Working with and referring to other health professionals.

- Excellent contemporaneous note taking including dictation, which will be used to refer to primary, community and secondary care.
3. Be responsible for delivering a whole system patient-focused approach and seamless care across organisational and professional boundaries, ensuring safety and quality of the service at all times.
 4. Use expert clinical knowledge to support the training and development of others.
 5. Exercise the highest degree of professional autonomy, using and analysing complex facts and situation to implement treatment/management strategies for patients.
 6. Create and develop protocols of care and design patient care pathways with the aim of providing best practice across the service. Ensuring pathway specific guidelines are kept accurate and relevant.

Education, professional and personal development

1. To undertake other duties in order to meet personal, team or service level objectives following consultation with the Managing Director or wider leadership team.
2. To support individuals and the team to identify their own development needs through competency documentation, training records, supervision and PDP/appraisal.
3. To maintain and foster links and partnerships with higher education institutions and other professional bodies relating to the musculoskeletal field.
4. To create and embrace networks at local, national and international level and enhance the profile of SMSKP, developing links with other providers of excellent practice.
5. To develop and undertake teaching programmes for staff that support professional and personal development.

AGREEMENT

This job description will be reviewed as necessary and may be amended to meet the changing needs of the Sussex MSK Partnership. It will also be used as the basis to set performance standards and/or objectives and the contents will be used as part of annual appraisals. This job description has been agreed between the post holder, SCFT and Here.

Employees Signature:

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Print Name

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Date:

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Manager Signature:

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Print Name:

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Date:

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JD author (name and job title):	Jon Ota
Date JD agreed:	June 2018
Brief description of reason for review (if applicable)	Change of title
Version number	2