

## Job Description

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<b>Job title:</b>	Clinical Lead
<b>Directorate:</b>	Clinical and Service Development
<b>Reporting to:</b>	Deputy Director of Clinical and Service Development
<b>Direct Reports:</b>	None
<b>Salary:</b>	£47,000 to £58,000 dependent on experience
<b>Hours:</b>	37.5 per week
<b>Location:</b>	Resuscitation Council UK, 60-62 Margaret Street, London W1W 8TF (hybrid)
<b>Contract Type:</b>	12-month fixed term contract. Full-time position, however, applications will be considered from individuals who wish to work part-time or on a job share basis.

## Main purpose of the role

RCUK has a team of expert clinical professionals to underpin the aims and objectives of the organisation, led and supported by the Director of Clinical and Service Development (DCSD). Each individual brings both resuscitation expertise and expertise in their own sphere, such as education, advanced clinical practice or decision-making. The Clinical Leads (CLs) are responsible for providing direction and operational management for the Resuscitation Council UK's (RCUK) internationally recognised life support courses and clinical guidelines.

We work as a clinical resource to advise and support the resuscitation community, NHS Trusts, Boards, partner organisations and key stakeholders, and offer clinical guidance and expertise to members of the public.

The CL will have a strategic/operational overview of all RCUK courses, including the development of resources to promote ongoing training and education in resuscitation science. They will also assist in developing clinical guidance to ensure the objectives and strategic aims of the organisation are met.

The CL will provide expert clinical and operations guidance to Course Centres, Instructors, Course Directors and Candidates in relation to RCUK courses and will oversee engagement with stakeholders across the UK healthcare system.

Additionally, the CL will offer expert clinical advice and guidance where appropriate to members of the public/patients and their families.

## Duties and responsibilities

### 1. Leadership and management

- To support the Director of Clinical and Service Development (DCSD) and other members of the Senior Leadership Team by actively promoting and enabling the directorate/organisation to achieve its vision, values and objectives.
- To represent the CSD department at internal and external meetings.

- To ensure full compliance with the organisation's complaints procedures. To undertake the primary review of complaints and escalate, as necessary.
- Be a primary point of contact for a named course portfolio, including the Generic Instructor Course.
- Identify opportunities to improve the quality of the service in collaboration with other RCUK key stakeholders, including representing RCUK with the Advanced Life Support Group (ALSG).
- To actively support staff development by ensuring they have annual appraisals and addressing personal development needs in an agreed personal development plan.
- To support a culture that values respect, teamwork, equality, diversity, inclusivity and excellence.

## **2. Governance and Assurance**

- Manage the governance and quality assurance processes for RCUK courses.
- Support the DCSD in monitoring course quality.
- Identifying potential areas of concern and recommending mitigation where necessary.

## **3. Programme and Project Management**

The CL will work with course subcommittees to ensure that work is discussed, planned and completed. They will work with SLT to project manage key organisational pieces of work. The CL will be responsible for the subcommittees and will report to and provide expertise to the committee reflecting the strategy and core values of the organisation.

## **4. Clinical Development**

- Provide day-to-day leadership of clinical developments by supporting the DCSD in the support of the clinical subcommittees, development of new guidelines, teaching assignments, course materials and quality standards.
- Generating novel educational resources to support learners across the range of healthcare professions.
- Seeking out opportunities to develop and enhance existing course content and materials.

## **5. Communication, engagement and policy**

- Use highly developed leadership and influencing skills to enthuse, motivate and involve individuals and teams across the organisation.
- The CL will instruct on RCUK courses to model best practices and to network and promote relationships with the resuscitation community, thereby delivering the values and objectives of the organisation.
- Utilise expert communication, negotiation and influencing skills to build and maintain excellent working relationships with a broad range of internal and external stakeholders.
- Work collaboratively with the Communication and Engagement directorate and other key stakeholders to develop relevant communication strategies.
- Have oversight and sign-off for communication concerning clinical-focused projects. Maintain open communication channels with RCUK customers and stakeholders, including professional standards organisations and regulatory bodies.
- Represent the organisation at national events and external committees, including presenting on behalf of the organisation on key projects.
- Work in collaboration with RCUK policy leads to identify opportunities across the four nations to influence and change national policy around CPR.

## **6. Audit/service evaluation**

- Lead on coordinating, analysing and reporting on audit/service evaluation data and surveys for CSD for an assigned portfolio, as well as using insight to frame future developments to meet the strategic aims and needs of the organisation to achieve its vision, values and objectives.
- Plan and implement systems to collect customer/patient feedback to shape the RCUK clinical services to ensure they are robust and meet the changing needs of healthcare.

## **7. Management**

- Oversee the performance of CSD team managers to ensure efficient administration, developing a strong focus on quality control and customer service.
- Liaise with Business Support Manager to support course co-ordinator team
- Ensure the team reflect the visions, values and objectives of RCUK.

## **8. Information Management**

The CLs will work with the RCUK team to support the ongoing management of ISO9001:2015.

## **9. Education and Training**

- Lead on the review, development and delivery of course materials in collaboration with the Lead Educator, and review and appraise emerging evidence, guidelines and standards, to ensure consistent approach to course materials and assessment from GIC through other provider courses
- Use evidence-based best practices in education to meet the changing needs of learners.
- Liaise with other national clinical, governmental and educational organisations and providers.

## **10. General**

- The post holder has a general duty of care for their own health, safety and well-being and that of work colleagues and visitors, in addition to any specific risk management or clinical governance accountabilities associated with this post.
- To observe the rules, policies, procedures and standards of Resuscitation Council UK together with all relevant statutory and professional obligations.
- To be responsible, with management support, for their own personal development and to actively contribute to the development of colleagues.
- This job description is intended as a guide to the general scope of duties and is not intended to be definitive or restrictive. It is expected that some of the duties will change over time, and this description will be subject to review in consultation with the post holder.

## **11. Other**

- In addition to the duties outlined above, the role may also include any other duties reasonably requested by their line manager.
- It is a requirement of all RCUK staff to take an active participative interest in their own continuing professional development.
- This role may occasionally involve working outside standard hours and involve occasional weeknight/weekend work. This may include national and international conferences or meetings.

This job description sets out the duties of the post at the time when it was drawn up and will be reviewed from time to time. Duties may vary from time to time without changing the

general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

## Person Specification

RCUK is committed to developing its staff and nurturing talent. The successful candidate would be expected to meet most of the following criteria. However, candidates are encouraged to recognise and address areas where they feel they need further development within their application.

The person specification is a picture of skills, knowledge and experience required to carry out the job.

**E= Essential and D = Desirable**

<b>KNOWLEDGE AND QUALIFICATIONS</b>	
Degree or equivalent in healthcare sciences	E
Master's degree or equivalent qualification	D
Evidence of professional and personal development within the last two years	E
RCUK Instructor for one or more course	E
RCUK Course Director for one or more courses	D
Knowledge of RCUK Resuscitation guidelines, Quality Standards and course regulations	E
Proven project management and delivery within agreed timelines	D
An understanding of governance and quality assurance measures. Evidence of the successful implementation of these measures to improve outcomes.	E
<b>EXPERIENCE</b>	
Experience in senior management within the NHS or similar healthcare organisation - ideally specialising in resuscitation and deteriorating patients	E
Experience of policy formation and successful implementation	E
Experience of innovation, educational design, and delivery	E
Broad clinical expertise and credibility	E
<b>TECHNICAL SKILLS</b>	
Proven success in change management, working collaboratively with a wide cross-section of professionals and providers	E
<b>GENERAL SKILLS AND ATTRIBUTES</b>	
Proven analytical and problem-solving skills	E
Effective leadership skills in delivering a clinical service	E

Excellent interpersonal and communication skills, both written and oral	E
Good IT skills with a knowledge of the basic range of IT office suite	E
Able to communicate effectively and sensitively: both verbally and in writing	E
Evidence of involvement in research or Quality Improvement activity	D
Leadership skills	E
Team working, including collaboration and delegation	E
Attention to detail	E
Ability to think out-of-the-box	E
Able to work independently and autonomously	E
Excellent presentation skills	D

If you wish to discuss the role further, please contact Adam Benson-Clarke, Deputy Director of Clinical and Service Development: [adam.benson-clarke@resus.org.uk](mailto:adam.benson-clarke@resus.org.uk).