

Job description

Job title	CLEAR Supervisor
Salary band	Band 8a – 8c dependent on experience
Location	The National CLEAR Programme
Accountable to	Robert Sumpter
Hours per week	15 hours
Duration	Nine months (initially)

About CLEAR

CLEAR, which stands for Clinically-Led workforce and Activity Redesign, is a nationwide programme placing clinicians at the heart of healthcare decision making and innovation.

CLEAR is a work-based learning initiative supported by Health Education England and delivered by 33n, a group of NHS clinicians and data scientists. CLEAR is designed in a way to teach clinicians how to perform redesign work and develop multidisciplinary capability, this integrated training programme is delivered in parallel to performing actual workforce redesign projects within the NHS.

Clinicians enrolled in the National CLEAR Programme will be equipped with the knowledge, skills, and experience to take the lead on transformation and workforce redesign projects alongside their clinical practice.

This CLEAR programme is supporting the development of Anticipatory Care approaches across Primary Care Networks (PCNs) and Integrated Care Systems (ICSs). Anticipatory Care is designed to support those patients who are at high risk of unwarranted health outcomes to live well and independently for longer, through structured proactive care

Stages of a CLEAR project

Primary Care Networks (PCNs) have expressed their interest in taking part in CLEAR by submitting a proposal which outlines an idea of which parts of their service may benefit from redesign. The CLEAR team is now working with these organisations to agree the possibilities for workforce and service redesign and refine the scope.

Once agreed, clinicians from this organisation, if available, will be seconded as CLEAR Associates to the National CLEAR Faculty, which is hosted by East Lancashire Hospitals NHS Trust. CLEAR Associates will be assigned to live projects within their organisation and will lead this project with the guidance and support from CLEAR Supervisors and the wider CLEAR team and made up of experts in data analytics and visualisation, information governance, education, and project delivery. The associates will be guided through a 24-week staged education process which we call the CLEAR methodology.



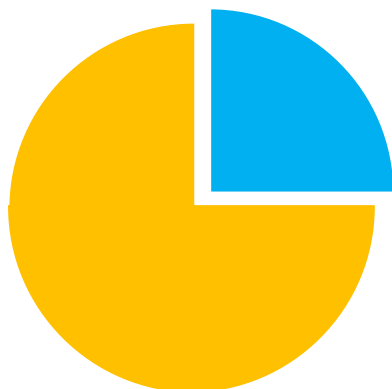


Our unique CLEAR methodology is made up of four distinct phases: clinical engagement, data interrogation/visualisation, innovation, and recommendations. This process allows associates to gain a holistic perspective, benefit from formal supervision and allows them to explore new models of care and ways of working while continuing their clinical practice.

Job summary

The **CLEAR Supervisor** role is initially a part-time, nine-month commitment where you will be involved in the delivery of the National CLEAR Programme for Anticipatory Care. The project will consist of qualitative and quantitative data analysis to inform workforce and model of care redesign.

A CLEAR Supervisor will split their time as follows:



75% Supporting the delivery of a CLEAR project taking place in an NHS organisation with remote supervision of CLEAR Associates.

25% education around our unique CLEAR

The education elements will be delivered through a virtual learning environment, Blackboard Learn, allowing you to engage with this from any location within the UK. You will deliver the CLEAR project at an identified project hospital, supported through supervision from a local and National CLEAR Faculty to help ensure successful delivery and your development as a Supervisor. Throughout this process you will be engaged with other CLEAR Supervisors nationally, to share your learning and shape ideas.

Participants who successfully complete the CLEAR Supervisor role will be encouraged to further pursue a CLEAR Fellowship or Independent Supervisor practice which will allow you to broaden your experience and learning through further projects in a variety of themes (including, but not limited to, urgent and emergency care, intensive care and mental health).

Applicants will need to be intellectually curious and enjoy interdisciplinary collaboration in a fast-moving work environment. Applicants must have excellent written and verbal communication skills. The role is due to start in September 2021.

For an informal conversation to find out more about the role, please email clear.team@hee.nhs.uk

Role

The role is a Band 8a (AfC) and requires a minimum commitment of 0.5WTE. This role will allow the successful applicant to develop their portfolio career alongside their clinical/managerial work, developing strong leadership, management, and team-working skills. This role will initially be performed remotely and seeks someone who is a self-starter and able to act on their own initiative.

This is an exciting opportunity to be at the forefront of clinically led innovation within the NHS. This role will support the development of local service redesign which could influence and bring about change on a national scale.

Main duties

- Support project delivery and CLEAR Associates and Clinical Sponsors at project sites. Achieved with the support of the theme delivery lead and National CLEAR Faculty contract delivery team.
- Ensure successful and timely generation of project and programme outputs by the project team, including written reports and presentations in new models of care and workforce.
- Identify risks to projects in a timely manner and escalate these appropriately to the theme delivery lead.
- Understand contextual demands in area of analysis including, but not limited to departmental, organisational, regional, and national demands.
- CLEAR Supervisors will utilise their clinical/managerial experience and knowledge to provide insight and highly specialist advice regarding local workforce transformation processes to CLEAR Associates and local stakeholders.
- Responsible for regularly receiving and providing complex nuanced qualitative information where careful judgement, empathic facilitation is required to help productive discussion in understanding key challenges.

- With CLEAR National Faculty support, CLEAR Supervisors will perform highly complex and potentially sensitive data analysis creating mediums of information that is easily understood by both front-line workforce and executive leads. This is vital to facilitate conversations regarding the clinical model of care and workforce to establish new ways of working and relevant staff roles at organisations.
- Collaboratively develop new models of care and workforce with multidisciplinary, cross organisational input that delivers high quality patient-centred care whilst developing long-term strategic plans for performance and service improvement that may impact within and beyond multiple organisations nationally in new areas across the health sector.
- Engage and train staff within a PCN/Trust department on how to develop their team ahead of the CLEAR workforce transformation module (part of the education programme).
- Support presenting team's discoveries at Board meetings which include income generation and cost improvement programmes that may impact on the financial implications for the PCN/Trust and beyond.
- Propose service changes which may impact beyond own area of specialism. Responsible for development of service redesign locally that could influence change nationally and have impact on other areas across the organisation.
- CLEAR Supervisors will be responsible for communicating and engaging with all levels of NHS staff including senior leaders, Board members and other relevant stakeholders. This will include presenting and discussing highly complex information to wide range of junior and senior stakeholders from front-line clinical staff to Chief Executives of a PCN/Trust.

Other duties

- Understand scope of work expected in workforce transformation and proactively manage own time and resources to establish the most appropriate outcome in the area of analysis.
- Ongoing requirement to act with minimum guidance, setting standards for others, establishing how policies can be interpreted and implemented. Advising PCNs/Trusts on potential new workforce models and establishing engagement with Board.
- With training, able to proficiently use CLEAR analytics.
- Support constructive conversations with key stakeholders regarding the scope and limitations of data analysis.
- Act as the point of contact for the stakeholders assigned to them.
- Perform effective information gathering in a friendly, professional, and sensitive manner.
- Demonstrate how the CLEAR methodology, including interactive data interrogation, may be used to address challenges encountered within the theme.

East Lancashire NHS Trust general job specification

Communication

The postholder requires an excellent level of written and verbal communication.

Training and development

In addition to mandatory training in information governance and data security, supervisors will receive role-specific training delivered through a series of e-lectures with supporting material. This will ensure an in-depth understanding of the CLEAR methodology, including data analytics and project management.

Organisational responsibilities

The CLEAR Supervisor will understand the financial, legal and governance structures for CLEAR and be able to articulate these to others. They will also work with budget holders to understand financial demand of the current and future workforce models.

Professional responsibilities

The post-holder is required to follow the code of conduct of their profession and to maintain their registration.

Employment acts and codes of practice

All employees are required to comply with employment legislation and codes of good practice.

Equality and Diversity

We are an Equal Opportunities employer and will do all we can to make sure that job applicants and employees do not receive less favourable treatment because of their age, sex, marital status, faith, race, disability or sexual orientation, or for any other reason that is not justified.

Health and Safety

In accordance with the Health and Safety at Work Act 1974, and other supplementary legislation, all employees are required to follow Trust Health and Safety policies and safe working procedures, take reasonable care to avoid injury during the course of their work, and co-operate with the Trust and others in meeting statutory requirements.

Infection Control

All employees must comply with Prevention and Control of Infection policies and attend any related mandatory training.



Sustainability and Corporate Social Responsibility

The Trust attaches great importance to Sustainability and Corporate Social Responsibility. It is the responsibility of all members of staff to ensure that the Trust's resources are used efficiently with minimum wastage throughout their daily activities.

Risk Management

Employees are required to report every incident where the health and safety of self or others has been jeopardised (including near misses) and to carry out or participate in investigations into such incidents as required.

Safeguarding

All employees have a responsibility for safeguarding and promoting the welfare of children and adults. Further guidance can be sought from your Line Manager.

Data Protection Act

All members of staff are bound by the requirements of the Data Protection Act 1998.

Rules, Regulations, Policies, Standing Orders and Financial Instructions

All employees are required to comply with the rules, regulations, policies, standing orders and financial instructions of the Trust.

Research and Development Projects

Whenever you decide to undertake a piece of research, either as a Principal Investigator or Local Researcher, or Assistant Researcher, you must comply with the principles of Clinical Governance and the Research Governance Framework.

Development Review

Key performance objectives, development needs and compilation of a Personal Development Plan will be discussed and agreed at Annual Development Review meetings.

Training

Post holders are required to attend any relevant and mandatory training for the post.

Outside Employment / Outside Interests

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of East Lancashire Hospitals Trust. In accordance with legislation on working time, it is a condition of employment that all staff must inform their line manager before taking up any private practice, work for outside agencies or other employers, other work for this Trust



(including bank work) and / or voluntary work. This is to ensure there is no conflict of interest with your NHS duties.

Review of Job Description

This is not intended to be a comprehensive description of the duties of the post. Due to the Trusts commitment to continuous improvement, it is likely that the post will develop over time. These duties will be subject to regular review and any amendments to this job description will be made in consultation and agreement with the post holder.

Standards of conduct

Conduct duties with regard to values underpinning the Trust's Vision "to be widely recognised for providing safe, personal and effective care":

Values:

- Respecting the individual
- Putting patients and customers first
- Promoting positive change
- Acting with integrity
- Serving the community

Underpinning the Trust's vision and values are the following key operating principles that influence the way in which the Trust does business:

- Understand the world we live in and deal with it
- We are clinically led and management supported
- Support departments support the front line

- Everything is delivered by and through Divisions
- Compliance with standards and targets are a given. They are the things we do to help secure our independence and influence
- Quality is our organising principle – driving quality up and cost down is not mutually exclusive
- We deliver what we say we need to

Post holders are expected to work flexibly within their pay band. They should only be expected to carry our activities for which they are competent. Alternatively, they may carry out the additional duties if they are receiving support or training in order to obtain the recognised level of competence.



Person specification

Knowledge, Experience and Training required for the Post	Essential at Recruitment √	Desirable/Developed within the Role √	Measured By A – Application I – Interview P – Presentation T - Test
Qualifications Give details of what qualifications are required at what level for the job Essential or desirable	Clinician with valid professional qualifications and registration For the purposes of this document, “clinical” and “clinician” refer to any member of the multidisciplinary team, including, but not limited to, nurses, midwives, allied health professionals, pharmacists, theatre practitioners, surgeons, and doctors.	Qualification in data science or related field	CV & Application
Experience Give details of previous experience required specifying a time period Essential or desirable	Five or more clinical years' experience. Developed specialist knowledge and clinical experience, underpinned by theory and experience acquired through relevant Masters' degree or equivalent level experience or specialist training to be applied in understanding patient demands and subsequent development of new models of care. Strong interest in Data-related project work with interest in new technologies & an ability to interpret complex data information in writing reports Experience of dealing with difficult situations where persuasion, reassurance and negotiation is required presenting complex and potentially sensitive information to stakeholders including frontline staff, departmental leads, and executive Board meetings. Able to consider and formulate new models of care and workforce that will	Previous experience of quality improvement, transformation work, education, or health policy. Provide advice on equal opportunities & workforce issues Able to assimilate quickly and exercise initiative working autonomously for extensive periods	Application & Interview

Knowledge, Experience and Training required for the Post	Essential at Recruitment √	Desirable/Developed within the Role √	Measured By A – Application I – Interview P – Presentation T - Test
	<p>address key challenges whilst working alongside key stakeholders. Ensuring range of viable alternative solutions align with strategic organisational, regional, and national plans.</p> <p>A commitment to improving services for patients through an ability to sustain a clear performance focus on achieving demanding goals.</p>		
<p>Knowledge and Skills Give details of any specialist knowledge required.</p> <p>Give details of any specific skills required to undertake the job Essential or desirable</p>	<p>Excellent organisational skills with ability to prioritise own workload and that of others to meet deadlines.</p> <p>Ability to research, analyse, solve, and develop practical and workable solutions to a resolution using complex data.</p> <p>Ability to obtain complex nuanced qualitative information from a range of stakeholders.</p> <p>Ability to perform thorough quantitative interrogation, analysis, and subsequent interpretation of highly complex data into useful information.</p> <p>Ability to distil and summarise quantitative and qualitative information to understand key challenges to be addressed.</p> <p>A good understanding of the changing NHS environment</p> <p>Experience of using Microsoft Word, Excel, PowerPoint, and Outlook.</p>	<p>Ability to inspire confidence and to lead staff, motivate and involve individuals and teams.</p>	<p>Application & Interview</p>



Knowledge, Experience and Training required for the Post	Essential at Recruitment √	Desirable/Developed within the Role √	Measured By A – Application I – Interview P – Presentation T - Test
	<p>Ability to work with stakeholders and budget holders in planning new ways of working within departments and trusts. Co-develops long term strategic plans for performance and service improvement in area of work.</p> <p>Ability to adapt and effectively use new communication methods including virtual platforms to develop productive and collaborative working.</p>		
<p>Personal Attributes Describe any personal attributes required e.g. organisational skills, flexible, team worker, initiative, etc. Essential or desirable</p>	<p>Ability to work calmly under pressure, with fluctuating volume of work and conflicting/tight deadlines whilst prioritising own workload.</p> <p>Self-motivated and proactively seeks out learning opportunities and able to utilise online learning resources.</p> <p>Able to work effectively as part of a team and enjoys working collaboratively with others</p> <p>Excellent verbal and written communication skills</p> <p>Patient-centred focus & thinking with a commitment to high quality of care outcomes in developing new models of workforce within clinical areas</p>		Application & Interview
<p>Other Any other requirements e.g. car driver Essential or desirable</p>	<p>Values – commitment to improving NHS from within.</p>		

