

Job description

Job title	CLEAR Associate
Salary band	As per role
Location	The National CLEAR Programme
Accountable to	Project supervisor (tbc)
Hours per week	19 hours

Job summary

CLEAR, which stands for Clinically-Led workforce and Activity Redesign, is a nationwide programme putting 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, 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.

CLEAR equips clinicians with the knowledge, skills, and experience to take the lead on transformation and workforce redesign projects alongside their clinical practice.

The **CLEAR Associate** role is an initial six-month commitment where you will be involved in qualitative and quantitative data analysis to inform workforce and model of care redesign. As a CLEAR Associate, you will primarily spend your time working as part of a project team to deliver workforce transformation. In this role you will be supported by a targeted education programme.

The education elements will be delivered through a virtual learning environment, allowing you to engage with this from any location within the UK. You will be supported through supervision from a local and National CLEAR Faculty to help you develop your work and ideas. Throughout this process you will be engaged with other CLEAR Associates nationally, to share your learning and shape ideas.

Participants who successfully complete the CLEAR Associate role will be encouraged to further pursue a CLEAR Fellowship 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 August 2021.

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



Role

The role is recommended for those who have at least 5 years of clinical experience and requires a minimum commitment of 0.5WTE. This role will allow the successful applicant to develop their portfolio career alongside their clinical work, developing strong leadership, management, and team-working skills.

Main duties

Key roles will include:

- Understands contextual demands in area of analysis including but not limited to departmental, organisational, regional, and national demands.
- Using engagement and observation, CLEAR Associates will utilise their clinical experience and knowledge to provide clinical insight and highly specialist advice regarding local workforce transformation process to 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 support, perform highly complex and potentially sensitive data analysis creating mediums of information that are easily understood by both front-line workforce and department 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 Trusts.
- Collaboratively develops new models of care and workforce with a multidisciplinary, cross organisational input that delivers highly 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.
- Engages & trains staff within a Trust department on how to develop their team ahead using the CLEAR workforce transformation module. Proposes service changes which may impact beyond own area of specialism. Presenting their discoveries at Board meetings which include income generation and cost improvement programmes that may impact on the financial implications for the Trust and beyond. They will be involved in the design structure for the CLEAR programme going forwards; this will involve the engagement strategy with the NHS to ensure that CLEAR is positioned to answer the challenges faced.
- Proposes service changes which may impact beyond own area of specialism. Responsible for development of a service redesign locally that could influence change nationally. and have an impact on other areas across the organisation.

- CLEAR Associates will be responsible for communicating & engaging with all levels of NHS staff including senior leaders, stakeholders & Board members. 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 trust.

Others

- Understands scope of work expected in workforce transformation and proactively manages his/her own time and resources to establish the most appropriate outcome in their area of analysis.
- Ongoing requirement to act with minimum guidance, setting standards for others, establishing how policies can be interpreted and implemented. Advising Trusts on potential new workforce models and establishing engagement with Trust Board.
- 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.

Communication

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

Training and development

Mandatory training includes information governance.

Organisational responsibilities

The CLEAR Associate 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 Trust's 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; and
- 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
<p>Qualifications Give details of what qualifications are required at what level for the job. Essential or desirable</p>	<p>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</p>	<p>Qualification in data science or related field</p>	<p>CV & Application</p>
<p>Experience Give details of previous experience required specifying a time period. Essential or desirable</p>	<p>Five or more clinical years' experience.</p> <p>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.</p> <p>Strong interest in Data-related project work with interest in new technologies & an ability to interpret complex data information in writing reports.</p> <p>Experience of dealing with difficult situations where persuasion, reassurance and negotiation is required presenting complex and</p>	<p>Previous experience of quality improvement, transformation work, education, or health policy.</p> <p>Provide advice on equal opportunities &, workforce issues.</p> <p>Able to assimilate quickly and exercise initiative working autonomously for extensive periods.</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>potentially sensitive information to stakeholders including frontline staff, departmental leads, and executive Board meetings.</p> <p>Able to consider and formulate new models of care and workforce that will 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 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 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 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., organisation 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>		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>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>		
<p>Other Any other requirements e.g., car driver Essential or desirable</p>	<p>Values – commitment to improving NHS from within.</p>		

