



The Royal College of Pathologists

Pathology: the science behind the cure

## Clinical Director of Safety and Quality

### Job Description

<b>Responsible to:</b>	Vice President for Professionalism
<b>Accountable to:</b>	President
<b>Term of post:</b>	Three years from date of the AGM in the year of appointment
<b>Working hours:</b>	Average of two programmed activities (PAs) per week (including attendance at meetings)
<b>Location:</b>	The Royal College of Pathologists, 4 <sup>th</sup> Floor, 21 Prescot Street, London E1 8BB or any of the place(s) of business of the College as determined from time to time

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#### Introduction

The College is a professional membership organisation dedicated to the advancement of the science and practice of pathology. There are currently approximately 11 000 members, all of whom are pathologists and scientists based in hospitals, universities and laboratories in the UK and overseas. The College's main tasks are to set and maintain training standards for doctors and scientists, to advise on the appointment of consultants, to ensure the membership is kept up to date with current practice through the continuing professional development scheme, and to promote the latest developments in pathology by holding scientific meetings.

The College's mission is to promote excellence in the practice of pathology and to be responsible for maintaining standards through training, assessments, examinations and professional development.

#### The College

This College has a key role in the professional aspects of pathology services in the development and delivery of health care. Those holding office in the College provide professional leadership, and thereby contribute at a national level to the maintenance and development of pathology services, and the quality of care that patients receive.

The College expects its office holders to be proactive, and to provide leadership not only in their own specialty but also in pathology in general, in the wider context of health services. The College's influence extends to all sectors of healthcare provision.



The College is its membership, and the coordination between international, national, regional and local activities is paramount. All office holders are expected to subscribe to these principles, and the local leads and regional chairs are expected to provide the professional leadership within their region. The College is also expected to provide advice and guidance on specialty specific issues nationally, regionally and locally. The specialty advisory committees provide professional leadership within their specialty.

### **Main purpose**

The post holder is responsible for developing the organisation's patient safety agenda with a focus on improving safety and quality in pathology including learning from mistakes and the role of human factors. This currently includes the existing Professional Standards and Clinical Effectiveness departments. The department staff currently deliver the following areas of work:

- clinical effectiveness through quality improvement and clinical audit
- clinical guideline development for pathologists, including demand optimisation and key assurance indicators
- continuing professional development scheme and e-CPD
- professional standards and revalidation advice and delivery of invited reviews.

We would seek to extend this work to include:

- defining, developing and disseminating a College position on safety culture
- explaining how learning and safety are intertwined
- help link these values to the knowledge and experience we already have in the College and describe the behaviours that would facilitate implementation
- link the cultural aspects of learning and safety to how staff can work most effectively and to their own greatest satisfaction in the context of high quality service environments.

The Clinical Director of Safety and Quality will act as a spokesperson for the College. They are responsible for informing the scope and direction of current and future services that fall within the remit for approval by the Trustee Board. They will do this by identifying and reflecting the perspective of the membership to the non-pathology permanent staff of the College, to enable them to develop and enhance the services they provide.

The Clinical Director of Safety and Quality will work closely with the Director of Professionalism, Clinical Effectiveness Manager and Senior Professional Standards Co-ordinator to deliver their roles. They should provide advice and support to staff to facilitate the delivery of agreed strategic priorities and work plans. The job description is subject to review as the role develops and if there are any changes in College governance.

## **Key duties**

- Act as a spokesperson for the College to external stakeholders, the membership and staff.
- Responsible for promoting, presenting, liaising and negotiating with all relevant external stakeholders.
- Write material on the subject of safety and quality for publication on College platforms.
- Attend College committee meetings (see page 4 for list).
- Represent the College at external committee meetings (see page 4 for list).
- Report to College Council and officers.
- Provide feedback to officers and staff from meetings and other activities.
- Provide information to the Director of Professionalism and department managers to contribute to the formal reporting on progress towards delivering strategic goals in the forward plan and departmental work plan.
- Keep abreast of relevant research and development within the areas of safety and quality, sharing this information with staff to enable them to respond to changes in key legislation or policy in a timely and co-ordinated way.
- Participate in the College's planning and budgeting processes with department staff.
- Apply your understanding of all pathology specialties and the issues that individual pathologists face and reflect these to staff to inform the development and delivery of services.
- Provide clinical input into:
  - the invited reviews service and written advice provided on performance concerns and revalidation issues
  - the clinical guideline production process
  - clinical effectiveness and quality improvement projects. Currently, these include key assurance indicators, quality improvement awareness, clinical audit and demand optimisation.
- Oversee a range of specialist projects that may require input from committees and clinical leads; for example, digital pathology.
- Act as an occasional arbiter on the application of the department's processes (e.g. application of a waiver of CPD approval fee) or in the event of a query or complaint.
- Identify, consider and raise future risks in patient safety and quality.
- Abide by the Code of Conduct for College officers and committee members.
- Be aware of and adhere to College policies.
- Act as a role model, demonstrating commitment of College values and behaviours.
- Deputise for the Vice President for Professionalism or other office bearers when requested.

### **Scope and accountability**

The Clinical Director is responsible for informing the future development of College services by developing and evaluating plans for materials and services that support patient safety and presenting the College's work to others. They are required to work with internal and external stakeholders.

The Clinical Director is required to work collaboratively with staff and others to deliver work plans and to meet agreed deadlines and targets.

The role requires a knowledge of the range of pathology specialties and the ability to consider the priority and impact of issues and decisions, as well as an understanding of College processes and resources.

Delivery of agreed plans will be continuously monitored in line with College procedures, including budgets, business plans, achievement of strategic objectives and appraisal of the performance of the Clinical Director in the role.

### **Key relationships**

The Clinical Director is required to work as part of a team comprising the Vice President for Professionalism, the Director of Professionalism and departmental staff to agree strategic objectives, project plans and operational work to deliver any agreed services in pursuit of the patient safety agenda.

The Clinical Director works very closely with the Director of Professionalism, who is responsible for the operational management of the departments, the services and all of the staff.

The Clinical Director is also expected to work with honorary officers, Council, other clinical directors and committees. The Clinical Director is responsible to the Vice President for Professionalism and accountable to the President.

The Clinical Director is supported by the permanent staff, and the Professional Performance Panel to deliver invited reviews and advise on performance and revalidation.

### **Additional information**

#### **Current College committees (subject to amendment during term of post)**

- Professional Performance Panel
- Council
- Quality Assurance Management Group
- Internal meetings with staff and Vice President in the Professionalism area.

#### **Current external committees (subject to amendment during term of post)**

- The Academy of Medical Royal Colleges' Revalidation and Professional Development Committee
- The Academy of Medical Royal Colleges' Quality Improvement Committee.

## Person specification

Requirements	E	D
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Knowledge/qualifications/experience		
Fellow of the College	✓	
Currently working in a clinical, educational or research capacity within human or veterinary healthcare or related sectors	✓	
Current GMC/GDC licence to practise (if medically or dentally qualified) or HCPC registration (if scientifically qualified)	✓	
Up to date participation in a CPD scheme	✓	
Previous experience as a spokesperson, communicator, public speaker or negotiator at senior level		✓
Previous experience of writing to a range of audiences and in a range of formats	✓	
Experience of communicating at multiple levels – to staff and to external audiences	✓	
Senior leadership experience	✓	
Skills/abilities		
Trained in all issues of equality and diversity and how to apply them in day to day work	✓	
Communication/presentation skills	✓	
Ability to give clear, constructive advice and guidance to others	✓	
Personal qualities		
Experience of working constructively as part of a team with non-medical staff	✓	
Awareness of personal limitations	✓	
Excellent interpersonal and communication skills	✓	
Not currently subject to any investigations relating to professional performance or probity	✓	