



## JOB DESCRIPTION

<b>Job title</b>	Clinical Lead
<b>Sector/Function</b>	Substance Misuse
<b>Department</b>	Substance Misuse Business Unit
<b>Reports to</b>	Medical Director
<b>Grade</b>	5

<b>Job purpose</b>	To provide clinically leadership of a region or clinical/medical area, such as Clinical Governance etc. Providing quality assurance within these services or area through; a highly skilled and competent workforce (clinical/medical and non-clinical/medical), effective care and referral pathways in relation to clinical interventions, ensuring services are delivered in accordance with best practice and policy guidance, including NICE, BPS, NMC etc. Supporting the development, growth and profile of Turning Point on a local and national level.
<b>Key accountabilities</b>	<p>To provide support and guidance to the team by:-</p> <ul style="list-style-type: none"> <li>• Completing clinical / medical assessments of people presenting with drug and alcohol problems and provide regular weekly clinics within services to assess and treat service users. Overseeing this practice offered by doctors, pharmacists and nurses within the service.</li> <li>• To be a registered, licensed and fully insured independent prescriber</li> <li>• Jointly lead on the clinical governance agenda, in conjunction with the Medical Director.</li> <li>• Provide leadership on the clinical/ medical implications of service reconfiguration, clinical performance and conduct, medical/nursing/pharmacist education, research and development, senior doctor/nurse/pharmacist appraisal and revalidation across the sector.</li> <li>• Develop formal pathways and protocols within the service and with partners; operational policy development, regular meetings with stakeholders, such as Local Medical Council, Local Pharmacy Council, CCG Medicine Management Committee etc</li> <li>• Support other Turning Point staff in the safe and effective clinical management of people with drug and/or alcohol problems</li> <li>• To assist the (Senior) Operations Manager and Clinical Lead in developing local policies and protocols in relation to clinical or medical treatment and support</li> <li>• Lead on the audit (internal and external) of clinical services and inspection processes: CQC registration &amp; audits, prescribing audits etc</li> <li>• To liaise with external parties and organisations about the clinical/medical practice of the service</li> <li>• To provide clinical supervision to the Clinical Lead in the service and offer clinical supervision and guidance for other doctors, psychologists, pharmacists and nurses working within the service. Ensure adequate medical/clinical cover for clinics</li> <li>• Provide clinical leadership to other clinical/medical staff; other (less experienced) Independent prescribers (doctors &amp; pharmacists), supplementary prescribers (nurse &amp; pharmacist NMPs), specialist nurses (community detox nurses, BBV Nurses etc), Clinical Psychologists and trainee doctors (registrars).</li> <li>• Support the development and delivery of Non Medical Prescribing in line with Turning Point's policies and procedures.</li> </ul>

- Work within the local Commissioning team's Primary Care/Shared Care Scheme. This will require doctors to complete the Royal College of General Practitioner (RCGP's) GP with Special Interest (GPSI) training Part I or II or equivalent specialist training
- Support and encourage growth in a needs-led and planned way
- Provide crisis management and ensure support to staff in resolving difficult and challenging situations.
- Delivering continuous improvement in service quality and performance
- Participate in maintaining and utilising management information and data collection systems as appropriate
- Support and promote Turning Point's integrated model of treatment and support and a 'whole team' approach.
- To provide clinical supervision, advice and guidance to other independent and supplementary prescribers within the service.
- To provide clinical advice and guidance for other clinicians, notably nurses
- To carry out line management responsibilities for employed medical staff to include job planning and clinical appraisal where required.
- Leading and inspiring a multi-disciplinary team using a participative style as the norm ensuring a culture is developed and sustained within the locality that is conducive to team working, continuous improvement and learning
- Coaching direct reports, when applicable, in appropriate leadership and to ensure required culture and best practice is embedded across the area of responsibility
- Ensuring that all communication channels are open and that information flows up, down and across

DANOS: AC2:AC3:AC4

To ensure quality standards are maintained by:-

- To receive regular clinical and managerial supervision from the Medical Director in accordance with professional practice guidelines.
- To participate fully in the annual Job Planning process, if applicable, with the Medical Director and Regional Head of Operations
- To contribute to the maintenance of standards of practice according to the employer and any regulating, professional and accrediting bodies, e.g. GMC, NMC etc and keep up to date on new recommendations/ guidelines set by the department of health, e.g. NHS plan, National Service Framework, National Institute for Clinical Excellence as advised by Clinical Psychologist.
- To assist in monitoring and evaluating the service by undertaking service-related research and evaluation projects.
- To undertake data collection, analysis, the production of reports and summaries using IT and statistical programmes.
- To undertake searches of evidence-based literature and research to assist the Senior Clinical Team
- Participate in all audits and inspections both internal and external
- Ensure the maintenance of standards of practice according to the employer and any regulating, professional and accrediting bodies, e.g. BPS, NIHCE, CQC etc and keep up to date on new recommendations/ guidelines set by the department of health, e.g. NHS plan, National Service Framework etc
- To take a leading role in monitoring and evaluating the service across Turning Point by initiating, designing and undertaking/supervising service-related research and evaluation projects.

	<ul style="list-style-type: none"> <li>▪ To contribute to the development of best practice within Turning Point.</li> <li>▪ To carry out audit, policy, service development and research activities and/or programmes. To support the Medical Director and Operations Manager and drive the collation of information for audits and inspections, including Turning Point's Internal Quality Assessment Toolkit (IQAT), CQC audits and other audits/inspection as required.</li> <li>• Drawing up and implementing action plans to address under-performance whether through quality or financial reasons</li> <li>• Supporting senior managers to deliver "Value for Money" services</li> <li>• Have a clear understanding and awareness of the of the challenging financial environment currently faced by SMBU</li> <li>• To work with the (Senior) Operations Manager to take lead on local, all Turning Point's Business Units and organisational clinical governance forums and meetings, including policy review.</li> </ul> <p>DANOS: AC1:AC2:BE2</p>
	<p>To continuously review own performance and development needs to assist growth and development by:-</p> <ul style="list-style-type: none"> <li>▪ Participating in open two-way dialogue during Performance Management meetings agreeing own task and development objectives and reviewing these and overall performance against the competency framework.</li> <li>▪ Participating in training and other development opportunities as agreed within the Performance Management process</li> <li>▪ To agree and work towards objectives to improve performance. To review own performance and development needs by actively participating in supervision and appraisal processes. To undertake training and other development activities to facilitate personal and professional development</li> </ul> <p>DANOS: AC1:AC2</p>
	<p>To ensure Health &amp; Safety standards are maintained and risk is mitigated to the lowest level possible by:-</p> <ul style="list-style-type: none"> <li>▪ Ensuring a safe working environment for self, and where appropriate, the team</li> <li>▪ Ensuring good standard of housekeeping is maintained with own area</li> <li>▪ Ensuring risk assessments are completed when appropriate</li> <li>▪ Taking personal responsibility for own safety e.g. reporting concerns, ensuring appropriate vaccinations and eye tests etc. are obtained</li> <li>▪ Complying with all H&amp;S policies and procedures including serious untoward incidents and accident reporting</li> <li>▪ To ensure service staff deliver effective risk assessment and risk management for individual clients and to provide both general and specialist advice and training to staff in relation to client risk assessment and risk management.</li> </ul> <p>DANOS: AB3:AB4:AB5:AB8</p>
	<p>To ensure compliance with internal and external standards and codes of conduct by-</p> <ul style="list-style-type: none"> <li>▪ Meeting all regulatory requirements</li> <li>▪ Complying with Turning Point's Code of Conduct, policies and procedures</li> <li>▪ Working proactively to safeguard children and vulnerable adults</li> <li>▪ All employees have a responsibility and a legal obligation to ensure that information processed for both patients and staff is kept accurate, confidential, secure and in line with the Data Protection Act (1998) and Security and Confidentiality Policies.</li> <li>▪ To maintain up-to-date knowledge of legislation, national and local policies and procedures in relation to Substance Misuse, Mental Health, Public Health and</li> </ul>



	<p>Primary Care Services.</p> <ul style="list-style-type: none"> <li>▪ Keep up to date all records in relation to continued professional development (CPD) and ensure personal development plan maintains up to date knowledge of latest theoretical and service delivery models/developments.</li> <li>▪ To independently maintain registration with the GMC/NMC/GPC and relevant specialist bodies, such as the Royal College of Psychiatrists (RCP), Royal College of Nursing (RCN) or the Royal Pharmaceutical Society (RPS) etc ,</li> <li>▪ All employees have a responsibility and a legal obligation to ensure that information processed for both patients and staff is kept accurate, confidential, secure and in line with the Data Protection Act (1998) and Security and Confidentiality Policies.</li> <li>▪ To maintain up-to-date knowledge of legislation, national and local policies and procedures in relation to Substance Misuse, Mental Health, Public Health and Primary Care Services.</li> <li>▪ To ensure evidence of professional medical insurance in maintained and up to date. Turning Point must be informed with adequate notice to renew this annually.</li> </ul>
	<p>To undertake any other duties reasonably requested by the line manager</p>
	<p>To proactively deliver a high quality/person centred service provision that meets the needs of the service users by:-</p> <ul style="list-style-type: none"> <li>▪ Promoting peoples’ rights and responsibilities</li> <li>▪ Working as an effective member of the team</li> <li>▪ Providing advice and information to Service Users, their families and friends and professionals regarding their support.</li> <li>▪ Developing, in consultation with Service Users, flexible and realistic support packages/person centred plans within agreed guidelines or service models</li> <li>▪ Ensuring that a collaborative approach is used, with effective communication links with external professional groups e.g. GPs, Social Services, etc. and to work as an effective member of any multi-disciplinary team</li> <li>▪ Providing written reports to professionals and other organisations, such as, GPs, Probation services, social care services, Court reports etc.</li> <li>▪ Ensuring record keeping is maintained to the required standard at all times and contributing to service monitoring requirements</li> <li>▪ Undertaking responsibility for clinical risk and needs assessment and the formation and implementation of management plans</li> <li>▪ Ensuring high quality service user Recovery/Care Plans, Prescribing practice and other clinical/medical practice is delivered. This is ensured through staff training embedded audit processes</li> </ul> <p>DANOS: AA2:AA3:AA4:AA5:AA6:AB1:AB2:AB3:AB8:AB9:AB10:AD1:AF3:AG1:AG2:AG3</p>
	<p>To provide effective clinical interventions and services by:-</p> <ul style="list-style-type: none"> <li>• Completing clinical audits as required</li> <li>• Developing processes, which ensure the optimisation of clinical leadership, full engagement and commitment of all clinicians, to deliver improvements to patient accessibility and clinical outcomes.</li> <li>• Developing an organisational culture that supports clinical engagement in decision making and a drive for continuous service change and improvement to deliver high quality, safe services in the new environment.</li> <li>• Facilitating the development of an organisation, which encourages personal development and learning; encourages and supports innovation; team building and creative partnerships and a commitment to patient safety.</li> <li>• Advising the Managing Director and Chief Executive’s Team on the impact of legislation, and national policy on the sector’s ability to deliver services</li> </ul>

	<ul style="list-style-type: none"> <li>• Providing advice on medical staffing issues, having regard to statutory requirements and national and local policy and guidance. This includes the implementation of national policy, directives and the use of clinical indicators, to ensure safe and appropriate standards in medical practice.</li> <li>• Assessing referrals to the service and liaise lead clinicians from partner agencies, such as Mental Health Trusts, Hospital Trusts etc</li> <li>• Ensuring clinical pathways and protocols are high quality, are well considered and reviewed frequently</li> <li>• Delivering and participating fully in clinical supervision</li> <li>• Providing mentoring to student and trainees, such as Psychiatric registrars, training GPs, Preceptorships etc through formal training placements arranged in Deaneries or other training institutions</li> <li>• Ensuring appropriate standards of cleanliness are maintained</li> </ul> <p>DANOS:AH1:AH2:AH4:AH5:AH6:AH7:AH8:AH9:AH10:AH11:AH12</p>
	<p>To assist the Regional Head of Operations and/or (Senior) Operations Manager in the implementation, development and delivery of the service by:-</p> <ul style="list-style-type: none"> <li>▪ Assisting in the development and implementation of Service record keeping, procedures and policies</li> <li>▪ To assist in the implementation of clinical/medical interventions, staff and services in new services. To assist in the transformation of new services over the following 12 months to ensure clinical/medical practice is high quality and safe.</li> <li>▪ Attending relevant internal and external meetings as requested including multi-agency meetings and Statutory Sector Services.</li> <li>▪ Ensuring that all joint working Policies and Procedures are adhered to where the Service is run on a partnership basis</li> </ul> <p>DANOS: AA4:AC1:AC2</p>
	<p>To work collaboratively to develop the service by:-</p> <ul style="list-style-type: none"> <li>▪ Developing and co-ordinating professional links with other statutory and voluntary service providers, ensuring a corporate approach is adopted.</li> <li>▪ Assisting in establishing formal communication / support / education structures for statutory and voluntary service providers throughout the Local area.</li> <li>▪ Ensuring the service and the wider organisation of Turning Point is represented in a professional manner at all times.</li> <li>▪ Proactively contributing to continuously improving the service by making positive suggestions, providing constructive feedback and assisting in the implementation of agreed new ways of working.</li> <li>▪ Ensuring day-to-day delivery of service provision embeds and extends Turning Point's person centred approach.</li> </ul> <p>DANOS:AG3:BD3:BB1:BI1:BI2</p>
	<p>Support Service Users with substance misuse issues turn their lives around by adopting a person centred approach which results in:-</p> <ul style="list-style-type: none"> <li>▪ Recognising indicators of substance misuse and making appropriate referrals</li> <li>▪ Enabling individuals to adopt safe practice associated with substance use</li> <li>▪ Supporting individuals when they are using substances ensuring that your actions are consistent with agreed role and Turning Point policies and procedures</li> <li>▪ Supporting individuals in stabilising and reducing substance use and helping service users maintain abstinence whenever possible</li> <li>▪ Providing information and raise awareness about substances, their use and effects and to support the development of other such materials for other Business Units</li> </ul>

	<p>within Turning Point, including Mental Health</p> <p>DANOS:</p> <p>AA1:AA2:AA3:AA4:AA5:AA6:AB1:AB2:AB3:AB4:AB5:AB8:AB9:AB10:AD1:AG1:AG2:AG3</p>
	<p>To ensure all services are delivered in accordance with recognised standards by: -</p> <ul style="list-style-type: none"> <li>▪ Ensuring all services are delivered within NICE guidance, BPS guidance, RCN/NMC, RPS, CQC standards and other national and regulatory policies, procedures and standards</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Ensure knowledge and Continued Professional Development are maintained, including GMC registration</li> <li>▪ Be professionally obliged to act only within and not beyond the boundaries of their knowledge and competence.</li> </ul>

<b>Dimensions</b>	Direct reports	<p>Service clinical/medical staff will usually be line managed by service staff.</p> <p>Up to 6 paid staff, including Clinical Lead, Clinical Psychologist, Nurse Manager and Deputy Clinical Lead(s)</p>
	Total staff overseen	Up to 7, 6 paid staff and 1 volunteer/trainees
	Internal contacts	<ul style="list-style-type: none"> <li>▪ Medical Director</li> <li>▪ (Senior) Operations Manager</li> <li>▪ Regional Head of Operations</li> <li>▪ Regional Head of Nursing</li> <li>▪ Deputy Clinical Lead</li> <li>▪ Speciality Doctors</li> <li>▪ Nurse Manager &amp; Nurses</li> <li>▪ Operations Manager</li> <li>▪ Other clinical colleagues, including Clinical Leads from other services</li> <li>▪ Team Managers</li> <li>▪ Other team colleagues</li> <li>▪ TP Central Support services</li> <li>▪ Colleagues in the Substance Misuse Business Unit</li> <li>▪ National Clinical Lead roles e.g. Consultant Psychologist, Consultant Nurse etc</li> </ul>
	External contacts	<ul style="list-style-type: none"> <li>▪ Medical Directors of Mental Health Trusts</li> <li>▪ Consultants in Primary Care and Hospitals</li> <li>▪ Public Health and Public Health England</li> <li>▪ Representatives from local Clinical Commissioning Groups</li> <li>▪ Service Users</li> <li>▪ Carers/Friends/Family members</li> <li>▪ Partner agencies (clinical and non-clinical) in local area</li> <li>▪ Local colleges and universities</li> <li>▪ Local community members</li> <li>▪ Advocacy /Service User forums</li> </ul>
	Planning outlook	<ul style="list-style-type: none"> <li>▪ Typically up to 6 months in advance and will work within the Service Annual Plan.</li> </ul>

	Problems solved	<ul style="list-style-type: none"><li>▪ Clinical delivery</li><li>▪ Clinical options for Service Users</li><li>▪ Meeting Service Needs and Demand</li><li>▪ Meeting the needs of family / friends / carers</li><li>▪ Addressing the wider health and wellbeing needs of service users</li><li>▪ Problem solving day-to-day delivery issues</li></ul>
	Financial authority	<ul style="list-style-type: none"><li>▪ To provide accurate information for expenses claims, including credit card submissions if required.</li><li>▪ To use Turning Point's financial policies and procedures, such as central procurement processes when required.</li></ul>