

**INMIND HEALTHCARE GROUP****ROLE DESCRIPTION**

**Role Title:** Directors of Clinical Services

**Responsible to:** Hospital Director and Registered Manager

**Accountable to:** Regional Director of the North

**Location:** Waterloo Manor, Garforth, Leeds

**Inmind Healthcare Group is committed to a positive philosophy of valuing people. There is an expectation that all staff will contribute to providing a safe and secure environment and will treat patients, visitors and colleagues as individuals and with respect at all times.**

**Role:** Reporting into the Hospital Director and Regional Director of the North, the Director of Clinical Services (DoCS) forms part of the hospital Senior Management Team and is wholly responsible for the clinical services operation (nursing and therapy) within the hospital and deputising for the Hospital Director. The post holder will ensure the highest level of patient care is provided to all patients.

The DoCS plays a key part in developing and delivering the hospital strategy, providing operational and clinical leadership to the team, ensuring delivery of the highest level of clinical and therapeutic care together with ensuring compliance with statutory regulations and current legislation, meeting quality standards and delivering against quality performance indicators.

You will be expected to provide leadership, organisation and co-ordination to ensure effective clinical governance, as well as being responsible for the implementation of effective clinical interventions and ensuring that treatment is designed to enhance the operation and quality of clinical services; aligned to best practice.

**Key Duties:**

1. The post holder will have a good knowledge and understanding of the Health and Social Care Act Health and Social Care Act 2008 (Regulated Activities) Regulations 2014.
2. Ensuring the clinical leadership to the team, delivery of the highest level of clinical and therapeutic care together with ensuring compliance with statutory regulations and current legislation, meeting quality standards and delivering against quality performance indicators.
3. Manages the delivery of the clinical services business plan ensuring the effective and efficient management and control of staffing, budgets, materials and equipment.

4. Promotes an effective working relationship across the multidisciplinary teams and is responsible for ensuring that the clinical team are using system effectively.
5. Leads on Recruitment and Retention and is responsible for ensuring the rostering of staff teams at least 12 weeks in advance.
6. Is accountable for ensuring timely completion and implementation of action plans in respect of regulatory and corporate requirements.
7. Reviews staffing on a daily basis, ensuring compliance against the staffing ladders and reviews trends, under or over staffing and puts in place actions to remedy.
8. Ensures staff work within the standards and frameworks of professional codes of conduct and to take remedial action as appropriate.
9. Manages and develops a highly skilled and motivated workforce.
10. The post holder will have good people skills, and approach matters in a fair and balanced manner.
11. Is responsible for ensuring that sound recruitment processes and retention plans are in place to drive down turnover and raise engagement. Creating links with local universities and HEI's to build a pipeline of Nurses and Therapists into the hospital including, where appropriate, to carry out seminars / lectures and recruitment campaigns to raise the profile of the hospital.
12. Ensures, manages and develops all employees to be highly skilled and motivated and have the opportunities to further develop their careers and encourages and supports CPD applications.
13. Is responsible for ensuring that all colleagues receive clinical supervision in accordance with professional guidelines and carries out management supervision as appropriate.
14. Ensures clinical services comply with statutory regulations and current legislation to meet quality standards and deliver this against key performance indicators.
15. Ensures site objectives are being met and encouraging a high quality of service.
16. As part of the Senior Management team will carry out on-call duties as directed by the Hospital Director.
17. Contributes to the development of Inmind policies, procedures, processes and initiatives.
18. Is responsible for supporting and overseeing Clinical Service Managers in their duties.
19. Is
20. responsible for deputising for the Hospital Director in their absence and carry out all roles and responsibilities in line with the high standard of expectation.

**Professional/Experience:**

1. Experience of working at a managerial level within a mental health environment; minimum 2 years working as a Ward Manager or equivalent.

2. Experience of managing a clinical budget.
3. Excellent knowledge and skills in relation to recruitment and HR processes.
4. Strong background within leadership and people management.
5. Experience of leading, implementing and reviewing quality initiatives in a related environment.
6. Strong track record of innovation.
7. Must hold a live and valid NMC registration.
8. The post holder will desirably hold Masters Degree level (or Equivalent) qualification.
9. Good knowledge and understanding of the Health and Social Care Act Health and Social Care Act 2008 (Regulated Activities) Regulations 2014
10. Experience of conducting investigations.

**Responsibility:**

1. Leadership:
  - a. The post holder will be responsible for overseeing all regulatory notifications are complied with as and when deputised by the Hospital Director.
  - b. Full managerial responsibility for the effective operation and delivery of clinical services through a large team of permanent colleagues and bank workers providing clinical care and treatment 24 hours a day, seven days a week.
  - c. You will be expected to provide leadership, organisation and co-ordination to ensure effective Hospital Governance, as well as being responsible for the implementation of effective clinical interventions and ensuring that treatment is designed to enhance quality of clinical services; aligned to best practice.
2. Budgets & Equipment:
  - a. Delegated authority for the clinical services budget and for the care, security and maintenance of equipment and other consumables within the hospital.
3. Information:
  - a. Responsibility for the confidentiality, security and accuracy of patient's records, data and information. Ensuring that good quality patient documentation which meets regulatory guidelines and statutory requirements.

**General:**

1. The post-holder will have access to a wide range of confidential information relating to patients, staff and the company which must not be divulged to any unauthorised person in any circumstances.
2. Ensure that all unit policies and procedures are adhered to at all times.
3. Work as part of a team in collaboration and at times providing support and cross cover to other departments.

**This role description may be subject to amendment to take account of changing circumstances, but such amendments will only be made following consultation between the post-holder and the Hospital Director and Regional Director of the North.**

***The post-holder will be expected to be flexible and adaptable to meet service needs.***

**Agreed by:** (employee)

**Date**

**Signed:** (employer)

**Date**