

## Job Description

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<b>Job Title</b>	<b>Clinical Reference Group Chair</b>
<b>Directorate</b>	<b>Specialised Services</b>
<b>Salary</b>	<b>1 Programmed Activity (PA) Equivalent</b>
<b>Responsible to</b>	<b>Clinical Co-Chair National Programme of Care</b>
<b>Accountable to</b>	<b>Clinical Director for Specialised Commissioning</b>
<b>Responsible for</b>	<b>Providing leadership of the Clinical Reference Group and providing advice to NHS England</b>
<b>Base</b>	<b>Skipton House, London</b>

## Job Purpose

The role of the Clinical Reference Group (CRG) Chair is to provide clinical advice and leadership in five respects:

- To drive service transformation
- To ensure the best value for patients
- To support the identification and delivery of NHS England's corporate and clinical priorities (at both national and regional levels)
- To support the commissioning of services; and
- To support parliamentary accountability and provide ad hoc advice

CRGs are established to provide specialty-specific clinical advice and leadership for Specialised Commissioning. They sit under six National Programme of Care (NPoC) Boards, to which they are responsible, and form working groups which cover all of the major clinical areas within the Specialised Commissioning portfolio (with the exception of the very rare conditions).

The role of the CRGs is to lead the development of clinical commissioning policy, service specifications and quality dashboards, advise on service reviews, conduct horizon scanning and advise on innovation, identify and explore opportunities to reduce clinical variation in healthcare and to deliver value. They also provide advice to assist in answering Parliamentary Questions and other correspondence and provide other ad hoc advice where required.

The CRG structure is revised to ensure that this clinical advisory mechanism within NHS England remains effective and provides value, in light of the publication of the Long Term Plan. The revised CRG membership structure will consist of: a Chair, between 3 and 7 clinical members, three Patient and Public Voice (PPV) members and up to four members from affiliated organisations (such as Colleges and Societies).

CRG Chairs will be a senior clinical leader in the field of the identified clinical service. The role will involve:

- Providing clinical leadership to the CRG in developing specialised services commissioning products
- Building and holding to account working groups for specific tasks and ensuring those groups have an appropriate mix of stakeholders to deliver
- Maintaining the membership of the group including inducting new members to the group's work
- Leading on the development of Quality Measures, Quality Standards and Quality Dashboards
- Leading the identification of potential Quality Innovation Productivity and Prevention (QIPP) schemes for development
- Leading on defining the scope of the specialised service
- Leading and championing the need to ensure value for patients and the public for the resources available to Specialised Commissioning and/or the Specialised services involved

- Leading on innovation through horizon scanning
- Leading meetings of the CRG, either virtual – using teleconferencing and web-conferencing technology supported by national administration – or face-to-face where necessary, taking into account the needs of all members
- Engaging effectively with the PPV representatives and supporting fully their contribution to the work of the CRG
- Working with NHS England colleagues to communicate and engage with stakeholders about the work of the CRG
- Providing clinical leadership and advice in national Service Reviews
- Participating in the annual national NHS England Specialised Services Clinical Leadership Forum
- Participating in the annual regional NHS England Specialised Services Clinical Leadership Forum
- Navigating complex systems and processes
- Maintaining awareness of the impact of any CRG business on related CRGs
- Reporting progress through the relevant NPoC
- Working with the Regional Clinical Director of Specialised Commissioning to increase the strength of clinical leadership within regional specialised commissioning structures including liaison with clinical networks, Programme of Care leads and service specialists.
- Ad-hoc advice to the Clinical Director Specialised Services, Deputy Medical Director, and Medical Director NHS England

The appointment is offered on a sessional basis, as 1 PA (charged to NHS England by the CRG Chair's employing Trust), for a period of up to three years, with an annual review of progress.

### Key responsibilities:

#### **Improving quality and outcomes**

- To position clinical advice and leadership at the centre of NHS England with the aim of increasing quality and value throughout the system and taking forward the ambitions of the Five Year Forward View for the NHS
- To develop and deliver credible commissioning tools to support delivery of the NHS Mandate and Outcomes framework
- To provide clinical input to align commissioning resources and enablers including the NHS Standard Contract, Enhanced Services elements of the GMS contract, service specifications, best practice tariff, CQUINs, Quality Accounts and commissioning guidance to enable improvement in outcomes
- To ensure that specialist insight and advice is designed to support the delivery of an holistic, person-centred approach to clinical care

### **Enabling patient and public involvement**

- To act as a champion for patients and their interests
- To work with NHS England's co-production approach for involving patients, carers and citizens in the development of commissioning tools and resources
- To embed patient and public involvement into NHS England's decision making and practice at all levels

### **Promoting equality and reducing inequalities**

- To uphold organisational policies and principles in the promotion of equality
- To create an inclusive working environment where diversity is valued, everyone can contribute, and everyday action ensures equality is upheld and promoted
- To influence and shape the commissioning of services to eliminate social and cultural inequalities for disadvantaged groups

### **Partnership and cross boundary working**

- To harness expertise and advocacy by engaging with a range of organisations where necessary, including: the voluntary sector, Royal Colleges, specialist professional associations and patient groups
- To work with clinical networks and senates where appropriate
- To maintain awareness of the work of related CRGs to collaborate with other CRG chairs where appropriate
- To provide leadership and support to the CRG members, giving feedback on engagement and performance as appropriate

### **Leadership for transformational change**

- To model a collaborative and influencing style of working, negotiating with others to achieve the best outcomes
- To promote and use an agreed change model, influencing others across the commissioning system to bring about transformation
- To promote innovation and research through leadership, promoting data scrutiny and evidence synthesis

### **Ensuring value for patients and the NHS**

- To ensure CRG recommendations take into account current and likely future financial resources available
- To be mindful of the need to assess value (outcomes and experience for the cost of achieving these outcomes) as part of the process of clinical recommendations.

## Developing an excellent organisation

- To value and model matrix working at all levels in the organisation
- To support the organisation's ways of working, model its values and champion the NHS Constitution
- To ensure compliance with all confidentiality and governance requirements within the directorate
- To adhere to the NHS Managers Code of Conduct and any other relevant professional codes of conduct at all times
- To ensure regular, productive and open communication with NHS England colleagues and CRG members

## Person specification

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All managers are expected to display the competencies and behaviours as outlined in the [NHS Leadership Framework](#)

<b>Values and behaviours</b>
Demonstrable commitment to and focus on quality, promotes high standards to consistently improve patient outcomes
Demonstrably involves patients and the public in their work
Consistently puts clinicians at the heart of decision making
Values diversity and difference, operates with integrity and openness
Works across boundaries, looks for collective success, listens, involves, respects and learns from the contribution of others
Uses evidence to make improvements, seeks out innovation
Actively develops themselves and others
Demonstrable commitment to focusing on both the mental and physical health of the service users
Demonstrable commitment to partnership working with a range of external organisations
<b>Skills and capabilities</b>
Track record of clinical leadership in the field of the identified clinical service.
Apply skill and experience to drive quality, value and service improvement.
The ability to build effective collaborative networks
The ability to deal with ambiguity and complexity
An understanding of the NHS governance and the wider health, social care and political landscape.
Highly developed interpersonal skills, negotiation, conflict management, feedback and partnership working.
A clear understanding of the financial implications and economics of clinical recommendations and how this can deliver better value for the NHS and patients
Able to assimilate complex and lengthy information and make decisions in an ambiguous and fast moving environment
<b>Knowledge</b>
Knowledge of the commissioning landscape and responsibilities

Good understanding of health system dynamics
Knowledge of evidence-based policy making
Understanding of how to use data and financial incentives to improve quality and productivity
<b>Experience</b>
Senior clinician with leadership experience and credibility
Experience of developing, applying and reviewing an evidence-based approach to decision making
<b>Qualifications</b>
Essential: educated to degree level in a medical/ scientific/nursing / allied health discipline