

JOB DESCRIPTION

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| **Job Title:** | **Devolved Nations Lead** |
| **Reporting to:** | Director of Operations NCAPOP |
| **Salary and scale:** | HQIP Band C  Salary circa £45,000 |
| **Contract type:** | Fixed term contract for 18 months |
| **Hours:** | 37.5 hours per week (1.0 FTE) |

**About us**

The Healthcare Quality Improvement Partnership (HQIP) is an independent not for profit organisation led by a consortium of the Academy of Medical Royal Colleges, the Royal College of Nursing and National Voices. HQIP works in partnership with patients and healthcare professionals to influence and improve healthcare practice at all levels.

For further information please visit our website here: <http://www.hqip.org.uk/>

**HQIP’s vision**

HQIP aims to improve health outcomes by enabling those who commission, deliver and receive healthcare to measure and improve our healthcare services.

We aim to be a major force in professionally-led quality improvement in healthcare and are seeking opportunities to extend our work programme beyond established contracts and activities.

**HQIP’s work programmes**

HQIP attracts projects and funding from a variety of sources including:

* Governments
* Devolved Nations (and Crown Dependencies)
* Charities
* Independent healthcare sector
* Other healthcare related bodies.

**National Clinical Audit and Patients Outcome Programme (NCAPOP)**

HQIP commissions and manages NHS clinical work programmes on behalf of (and funded by) NHS England and the Welsh Government within the NCAPOP programme. For example, the NCAPOP work-stream is a set of around 40 national clinical audits (NCA) and clinical [outcome review programmes](http://www.hqip.org.uk/clinical-outcome-review-programmes-2/)(CORP). These programmes measure the quality and outcomes from healthcare practice against explicit standards, and provide reports designed to stimulate improvements in care.

**HQIP non-NCAPOP related programmes of work**

The National Joint Registry, hosted by HQIP, was set up by the Department of Health and Welsh Government in 2002 to collect information on all hip, knee, ankle, elbow and shoulder replacement operations, to monitor the performance of joint replacement implants and the effectiveness of different types of surgery, improving clinical standards and benefiting patients, clinicians and the orthopaedic sector as a whole.

**Purpose of the position**

The Devolved Nations (DN) Lead will be responsible for developing and coordinating HQIP’s relationships, processes and approach to engaging with the Devolved Nations and Crown Dependencies of Wales, Scotland, Northern Ireland, Jersey, Guernsey and the Isle of Man.

Specifically, the post holder will be required to:

1. Conduct a strategic assessment of HQIP’s current engagements with the Devolved Nations (including the Crown Dependencies)
2. Develop existing working knowledge and expertise in information governance (IG), project management, procurement and contracting areas
3. Develop operating plans and processes for supporting HQIP’s DN engagement
4. Enable a knowledge transfer and embedding of activity in HQIP’s day to day work
5. Act as first point of contact with all DNs, coordinating, communication and disseminating information in a proactive manner.

**Responsibilities and duties**

HQIP will require the post holder to fulfil the following activity across the five above noted areas:

**Strategic assessment**

* Understand internal and external stakeholder requirements concerning Devolved Nations and Crown Dependencies (abbreviated herein to ‘DN’) and their participation in projects and programmes hosted by HQIP
* Review historic DN engagement activity, as set out in contracts, frameworks, agreements, internal guidance and any other relevant materials, and make plan for ensuring follow up, acting upon gaps and ensuring a comprehensive audit trail including:
  + Set out summaries of each DN healthcare infrastructure
  + Review relevant DN Government legislation concerning information governance (IG)
  + Compile a risk assessment framework (RAF) with mitigations
  + Conduct a mapping exercise of HQIP’s engagement to establish current strengths and weaknesses, and possible future opportunities and threats
  + Present a gap analysis of current delivery and an assessment of proposed future DN engagement work.

**Develop existing working knowledge and expertise**

* Investigate and gain working knowledge of IG, data protection law and legal gateways to flow confidential patient information
* Advise / support the IG team in relevant areas of their responsibility, such as:
* Develop framework of IG permissions required
* Review or develop data sharing agreements /MOU with local providers
* Assess and implement data controller status (including Joint Data Controllership Agreements and associated responsibilities and processes)
* Liaise with HQIP’s Data Access Request Group to consider data sharing requirements
* Update HQIP’s IG checklist due diligence
* Establish the IG requirements to access third party controlled data
* Investigate implementation of DN data expectations (i.e. regular flows of project data)
* Advise / support the Procurement team in relevant areas of their responsibility, such as:
* Review terms and conditions of existing contractual arrangements
* Consider potential amendments to Invitation To Tender (ITT) questions
* Understand if HQIP’s procurement evaluation panels require DN expertise to evaluate bids (including IG and methodology)
* Review liabilities, copyright and Intellectual Property Right considerations
* Agree a structured approach to NCAPOP contract closure (with guidance)
* Advise / support the NCAPOP commissioning team, in relevant areas of their responsibly, such as:
* Clarify and improve specification development processes and template
* Review our contract management approach
* Evaluate existing NCAPOP standards (i.e. outputs, standard reporting procedure and outliers) against DN requirements
* Ensure proactive pump priming discussions, e.g. sending out a list of topics with anticipated retender / extension dates for joining
* Facilitate the engagement between all DNs and plan, coordinate and schedule existing audits, deliver the scope and development for new audits, and those at points of contract extension or re-tender
* Advise / support the HQIP finance lead, in relevant areas of their responsibility, such as:
* Ensuring DN participation and management fees are paid on time and follow up late or no payments.

**Operating plans and processes**

* Develop a process for onboarding DNs into individual NCAPOP projects
* Propose changes to improve engaging, assessing, commissioning, contracting and charging for DN onboarding
* Develop a process for contractual closure / transition of NCAPOP projects
* Develop an overarching Memorandum of Understanding (MoU) for DNs setting out expectations and establishing rights and obligations of different parties
* Consult with relevant colleagues across Information Governance, Procurement, Finance and NCAPOP commissioning teams to test the feasibility of plans
* Road test proposals on live cases that are being onboarded during the contract period.

**Knowledge transfer**

* Deliver internal training and awareness raising support to HQIP colleagues who engage with DNs
* Provide external communications and support that clarify to DNs and NCAPOP audit providers HQIP’s approach to engaging with DNs
* Clarify roles and responsibilities around this area of work for future sustainability (once this role and project come to an end).

**Communication and dissemination**

* Ensure proactive communications and dissemination of information and guidance with DN, internal and external stakeholders
* Create an HQIP DN webpage, maintain and regularly update with information
* Liaise with the HQIP comms team with regard to DN key messages
* Ensure regular DN bulletins and email updates
* Compile a list of DN primary contacts (including procurement lead, clinical lead, IG lead and policy lead), create, update and maintain a DN contacts register
* Support DN responses to media, parliamentary and general public enquiries in collaboration with the HQIP comms team.

Person Specification

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|  | **Essential** | **Desirable** | **Tested through**  **C – application**  **I – Interview**  **S – Assessment** |
| **Qualifications** | * Educated to degree level or equivalent | * Lean 6 Sigma / Prince 2 Project Management qualification (or equivalent) | C & I |
| **Knowledge, experience and expertise** | * A working knowledge of UK Devolved Nation and Crown Dependency interrelations and politics * Knowledge and experience of:   + Public / not-for-profit sector   + Information Governance * Excellent analytical and presentation skills * Ability to plan and execute off strategies and plans * Experience of working in a project managed environment | * Knowledge of Contract Law and sound understanding of Intellectual Property Rights * Understanding of NHS Healthcare Quality Improvement environment and the principles underpinning National Clinical Audit * Understanding of public sector contracting and procurement requirements | C & I |
| **Skills, aptitudes and abilities** | * Ability to effectively prioritise own workload, react quickly to changing situations with great attention to detail * Ability to create and build good working relationships with internal and external stakeholders * Evidence of ability to deliver against targets and timelines * Ability to think and plan strategically and to prioritise work programmes * Excellent verbal and written communication skills with the ability to understand, interpret and communicate complexity * Strong communication skills with ability to deal with a wide range of stakeholders including senior management | * Strong interpersonal skills including diplomacy and sensitivity | C & I |
| **Physical Characteristics** | * Able to work from home * Willingness and ability to travel to occasional meetings and events |  | I |