

**JOB DESCRIPTION: Manager of BTS Quality Improvement and Clinical Audit Programmes
Maternity Cover 2019**

BTS Salary Scale:	6	£31,589- £43,699 (max) Pro-rata part time (60% or 80%)
Location:	17 Doughty Street WC1N 2PL	Standards & Quality Improvement
Reporting to:	Deputy Chief Executive	
Duration	Maternity Cover – 1 year max	
Responsible for:	No direct management responsibilities at present.	
Date of production:	Updated February 2019	

Purpose of Post:

The post-holder will provide pro-active and efficient support for the Society's Clinical Audit and Quality Improvement (QI) Programmes. The post-holder will work closely with the Deputy Chief Executive, Chief Executive and the Chair of the QIC to ensure that the Committee's work programme is delivered according to agreed timelines and in agreed areas. The Chief Executive is involved because developing a first-class programme for QI within BTS is one of the Board's key strategic priorities for in 2017-19.

The post-holder will be managed by the Deputy Chief Executive. As the QI programme extends beyond the Standards and QI section within BTS head office, the post-holder is also expected to work closely with other colleagues in the head office team, and external suppliers. A close working relationship is also required with BTS Clinical Audit Leads .

Key areas:

Core functional area	Tasks
Providing leadership and support for the BTS clinical audit programme	<p>Working closely with the Deputy Chief Executive, the BTS Clinical Audit Leads and the audit programme IT suppliers, Specific tasks include:-</p> <ul style="list-style-type: none"> • maintaining the programme of current clinical audits in line with the agreed timetable; • overseeing the 2019/20 audit programme which includes national audits of non-invasive ventilation in adults, community acquired pneumonia in adults, and smoking cessation in adults. • Responsibility for an application to NHS Digital for data linkage working closely with the pneumonia clinical lead and head office staff; • ensuring that appropriate documentation is produced and maintained to support each audit tool;

	<ul style="list-style-type: none"> • working with the Chair of the QIC, Clinical Audit Leads and Deputy Chief Executive to ensure that the BTS audit programme is maintained and developed to meet the future needs of the Society – this will particularly involve the enhancement of audit reports and display of data; • working with Clinical Audit Leads to ensure that timely and accurate national reports are produced for approval by the BTS Quality Improvement Committee; • with the Co-ordinator, Clinical Programmes, ensuring that:- <ol style="list-style-type: none"> 1. the network of audit contacts is maintained and that regular communications are issued; 2. responses are provided to email and phone enquiries in relation to clinical audit maintaining and updating the BTS audit system website and, currently, the relevant sections of the BTS website; • developing new audit tools and materials and conducting pilot audits as agreed by the BTS Quality Improvement Committee; • maintaining accurate information about the appropriate BTS national audits which appear on the HQIP list of national audits for inclusion in quality accounts in England and that the regular HQIP assessment exercises are completed as required. • providing reports and ad hoc papers in relation to the Audit programme as required. <p>The post-holder is required to ensure that the Society adheres to Data Protection regulations and other requirements in the collection and management of data.</p>
Quality Improvement Committee	<p>Provide support to the Quality Improvement Committee which oversees the Society's audit and quality improvement activities. Work includes:</p> <ul style="list-style-type: none"> - production of minutes, papers and reports as required to support the Committee agenda; - support and administration of surveys that may be approved by the Committee, working with the survey proposers/SAG members involved to ensure that the surveys are administered and that results are reported as required by the QIC.
Support for the Society's Quality Improvement programme	<p>Tasks will include:-</p> <ul style="list-style-type: none"> • Support for the development of QI tools as agreed by the QIC, in liaison with clinical audit leads and other members of the Society;

	<ul style="list-style-type: none"> • Providing content and intelligence for the regular QI bulletins working with those responsible for communications within BTS; • Attendance at QI events and workshops as required.
Preparation of documents and reports; maintenance of the BTS webpages relating to audit and quality improvement activities	<ul style="list-style-type: none"> • Producing ad-hoc reports and papers for the Chief Executive/Deputy Chief Executive, and for Committees and projects. • Ensuring the Society's website is updated and maintained to reflect ongoing quality improvement work.
Information Governance	<ul style="list-style-type: none"> • Compliance with the Society's Information Governance Policy, which covers all necessary arrangements for data security, data protection, confidentiality etc. • Production of reports and papers to support the Society's annual application for the NHS Data Security/IG toolkit.
General Society duties	<ul style="list-style-type: none"> • Contribute to other projects which involve the BTS staff team, for example specifically the Winter and Summer Meetings • Any other duties commensurate with the level of the post that may be required from time to time.

Revised
Sheila Edwards/Sally Welham
Reviewed
Revised

October 2017
May 2018
February 2019

PERSON SPECIFICATION: Manager of BTS Quality Improvement and Clinical Audit Programmes

	Essential	Desirable
Experience & Education	<ul style="list-style-type: none"> • Experience of health sector /Royal College/health care improvement agency. • Clinical governance experience • Working in environment in which a high level of confidentiality is needed 	<p>Degree level education or equivalent</p> <p>Involvement in clinical audit programmes including familiarity with processes that involve the HRA/CAG and NNHS Digital.</p>
Knowledge & Skills	<ul style="list-style-type: none"> • Knowledge about the ways in which the NHS has changed in recent years • Proficient in all Microsoft Office packages • Excellent written and verbal communication skills • Experience of committee servicing and meeting management 	<p>Knowledge of clinical audit practices and procedures</p> <p>Some knowledge about respiratory medicine/patient care would give the post-holder a head start, although familiarisation and training will be given</p>
Attitude & Aptitude	<ul style="list-style-type: none"> • Flexible • Able to prioritise competing demands in what are often tight timescales • A well-organised approach to all aspects of job description • Able to “ make connections” between the areas of work being accomplished in the post and the overall strategy of the Society • Ability to take responsibility at a high level within the organisation for specific areas of work. 	<p>Able to work closely with a wide range of people, some of whom may be difficult to contact, and who may be at a very senior level within their organisations</p> <p>Able to learn new areas and skills and willingness to share knowledge with colleagues</p>
Personal Attributes	<ul style="list-style-type: none"> • Team Player • Self-sufficient and self-motivating • Someone who can be a good ambassador for BTS is essential 	<p>Organised and unflappable</p>

Author: SW/SE