



**THE BRANDON CENTRE
CLINICAL DIRECTOR
JOB DESCRIPTION**

1. Job details

Job title:	Clinical Director
Hours:	Full time (negotiable but at least 4 days/week)
Tenure:	Permanent
Reporting to:	CEO
Accountable to:	Council of Management, via the CEO
Principal relationships:	Chief Executive Officer Operations Manager Service Clinical Leads

2. Background to the job

The Brandon Centre is a registered charity no. 290118 and Company Limited by Guarantee no. 1830241. The Centre was founded in 1968 and is managed by a Council of Management, set up in accordance with its Articles of Association. The Chief Executive Officer (CEO) is responsible for the organisation and direction of the Centre and is accountable to the Council of Management.

The principal objective of the Brandon Centre is to maintain and develop an accessible and flexible professional service in response to the psychological, medical, sexual and social problems of young people aged 12 to 25 years.

The Brandon Centre's service extends to a wide range of presenting difficulties for adolescents and young adults and is based on a developmental model. There is particular medical provision for sexual health, contraception and psychosexual difficulties.

The work of the Centre covers:

- 1)** Direct clinical work:
 - Contraception and sexual health service
 - Individual psychotherapy with young people using a range of evidence-based psychological therapies
 - Consultation to parents/carers/professionals
 - Systemic Integrative Therapy (BC SIT), formerly Multisystemic therapy (MST)

- Parent management training
- Outreach to provide psychological therapies in the community
- 2) Information
- 3) Training, consultation and teaching
- 4) Audit, research and evaluation

3. Job summary

- To ensure effective governance, management and support for clinical leads and clinical staff across all Brandon Centre services
- To provide direct clinical leadership for the Centre's Psychotherapy Services
- To provide oversight and support development of other services, which currently include BC SIT (Brandon Centre Systemic Integrative Therapy), parenting programmes , and the Contraception and Sexual Health service,

Responsibility for:

- Supporting clinical leads, managers and CEO in the service development and delivery across the Centre.
- Effective clinical & quality governance arrangements
- Safeguarding Lead for all clinical services
- Ensuring Service user participation is maintained and developed across services
- External relations & partnership working across the organisation
- Management of clinical contracts and projects in the psychotherapy service, and ensuring that, where possible, services exceed contractual performance expectation.
- Data management: Ensuring that data, (including outcomes information) is entered and stored correctly, and ensuring that monitoring, reporting and analysis is provided as required internally and contractually.
- Supporting the CEO and heads in developing and maintaining the Brandon Centre's strategy and values
- Contributing to clinical elements of business development

4. Main Duties

- To provide clinical leadership to all clinical staff at the Centre. This will be achieved through ensuring that clinical governance arrangements are effectively implemented by all staff connected with the Centre's clinical services.
- To ensure effective arrangements for patient safety are in place

- To work in partnership with clinical and service leads, and other Heads of Departments in being accountable for the clinical performance of those services
- To work in partnership with the CEO and Clinical and Service Leads to ensure adequate Contractual performance, Financial performance and Operational performance
- To support the CEO in the strategic development of the Centre. Ensure that Centre services develop strategies which are aligned with the Centre's vision, strategy and values.
- To represent the Centre at relevant meetings with local authority and CCG commissioners and charitable trust grant managers
- To work with the CEO and Clinical and Service Leads on external relations in raising the organisation's profile and reputation, building and strengthening stakeholder relationships
- To agree key performance indicators at the regular review meetings with local authority and CCG commissioners of psychotherapy services
- To actively promote effective multi-disciplinary working in the Centre and collaborative working with local stakeholders, particularly developing the relationships between sexual health and therapy services
- To promote the Centre's services locally and nationally as models of good practice
- To directly manage the psychotherapy service managers
- To provide some clinical supervision to the psychotherapy service managers as appropriate to the clinical director's clinical expertise
- To provide clinical consultation to other Brandon Centre Services
- To attend Council of Management meetings

5. Clinical leadership

- To provide effective clinical leadership by engaging clinical leads, clinicians and support staff to take responsibility for realising the clinical & operational objectives of Centre
- To work with other managers in the services in supporting them with the recruitment and development of clinical staff
- Work with colleagues from other organisations in local authorities in which the Centre is a service provider to maximise benefits for the organisation and for young people accessing services
- To support managers to ensure all clinical staff have an annual appraisal and that training and development needs are identified and met for all clinical staff
- Ensure that systems are in place for appropriate clinical supervision for clinical staff
- To ensure adequate staffing of the clinical services, including developing and implementing strategy with managers for emergency and out of hours cover.
- To ensure a programme of staff training is promoted and organised as part of improving and developing the Centre's services
- To ensure that any professionals in training who are on clinical placements in the Centre are managed and assessed appropriately, including ensuring quality of training experience and access to education.

- To support the Service User Involvement Lead in promoting service user involvement and participation
- To support service managers in ensuring that systems are in place for clinical staff to use outcome and feedback measures appropriately with young people, and that this information is used both the individual clinical level to monitor progress as well monitoring the service
- To work with staff and managers to ensure that our staff are developed and supported

6. Performance Management

- Support the CEO in developing the Centre's strategy from a clinical perspective
- To represent the Centre's Psychotherapy Services in meetings with commissioners regarding the activity, performance and developments of the services
- To work together with Clinical and Service Leads to ensure services meet clinical contractual requirements

6. Clinical Governance, Quality and Patient Safety

- To ensure that effective clinical governance, quality and patient safety procedures are in place. To write reports for the CEO and Council of Management.
- To promote a culture of learning from critical and other clinical incidents. Ensure that all serious incidents are reviewed and reported internally and externally according to the Centre's policies.
- To ensure that service user feedback is regularly reviewed, reported and service are responsive to it
- To ensure that all clinical staff are aware of Centre policies and procedures and their application to the specific needs of their services
- To work together with all staff to ensure that all services meet the CQC or other regulatory inspection standards

To oversee the data manager to ensure the implementation of data collection systems, data analysis and data provision as required by HSCIC, commissioners and grant managers.

7. Supervision and Support

- The Clinical Director will provide management supervision to the psychotherapy service managers
- The Clinical Director will provide some clinical supervision to psychotherapist managers, as appropriate to the postholder's clinical training and expertise
- The Clinical Director will receive management supervision and support from the CEO and will also undertake an annual review/appraisal as appropriate to the profession.
- The Clinical Director will access clinical supervision from an appropriate professional, which may be outside of the organisation
- To ensure structures and processes are in place that mean all therapy staff have regular line management, clinical supervision and professional supervision as per the Brandon centre's policy

Miscellaneous

- Perform any duty specifically designated by the Council of Management as being properly the responsibility of the post holder.

General responsibilities for all Brandon Centre staff

All employees of the Brandon Centre are required to observe legislation, Brandon Centre policies, standards and guidelines relating to confidentiality, information governance, risk management, safeguarding children, safeguarding adults, equal opportunities, data protection, freedom of information, health and safety, infection control, and the Health and Social Care Act 2008 (previously known as the Hygiene Code).

Confidentiality and data protection

All Brandon Centre employees are required to ensure that personal data and personal information concerning service users and staff is protected at all times, to maintain confidentiality in accordance with the Brandon Centre's policy on confidentiality and information governance, and data protection legislation.

Staff are required to obtain, process and/or use personal information in a fair and lawful way, to hold personal information only for the specific registered purpose, and to only share or disclose data to authorised persons or organisations following the strict guidelines and principles as outlined in Brandon Centre policies as instructed.

All Brandon Centre employees are expected to sign a confidentiality agreement on taking up their post at the Centre.

Safeguarding of children and adults

All staff have a responsibility to safeguard and promote the welfare of all children and adults that they come into contact with during the course of their work at the Brandon Centre. The post holder will receive the appropriate level of training, both at induction and on an ongoing basis. She/he is responsible for ensuring that they are familiar with, understand and always work within the safeguarding policies of the organisation.

Health records, record keeping and record management

All staff have an obligation to ensure that patient records (both paper and electronic) are maintained in accordance with Brandon Centre policies, to facilitate clinical care and effective administration, and to ensure that confidentiality is protected at all times. All staff are advised to compile records on the assumption that they are accessible to patients in line with the Access to Health Records Act 1990.

Equality and Diversity

The Brandon Centre is committed to equality in employment and service delivery. Its Equal Opportunities Policy aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, colour, religion, marital status, sexuality, age or disability and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justified. All those working for Brandon Centre are expected to actively promote equality and diversity in all aspects of their work.

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Infection Control

The post holder will ensure compliance with the Brandon Centre's Infection Prevention and Control policies and procedures, and the Health and Social Care Act 2008, ensuring that the risk of healthcare associated infection to service users and staff is minimised.

Waste disposal

All staff must ensure that waste produced within the Centre is disposed of in such ways that control risk to health or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the policy.

Smoke free environment

There is a no smoking policy in operation in the Brandon Centre. In accordance with this policy smoking is positively discouraged and is not permitted on the premises.

This job description is designed to reflect duties currently incorporated in this post. These may change in light of a change in the service provided by the Centre, but any such change will be fully discussed with the post holder. This job description is subject to an annual review.

**BRANDON CENTRE FOR COUNSELLING AND PSYCHOTHERAPY
FOR YOUNG PEOPLE**

PERSON SPECIFICATION

Clinical Director

	ESSENTIAL	DESIRABLE	TESTED
TRAINING & QUALIFICATIONS	Professional qualification in Clinical/Counselling psychology or Child and Adolescent Psychotherapy or Adult Psychotherapy Experience of managing a service that works with Young People aged 13 upwards Evidence of continuing professional development Post graduate degree		Professional qualification certificates Application form Evidence of courses attended or results

KNOWLEDGE, UNDERSTANDING AND EXPERIENCE	Clinical leadership experience	Consultant level experience	Application form
	Experience of initiating and/or delivering change to and managing clinical services	Further qualifications or appropriate training in management or leadership	Application form/ interview
	Knowledge and experience of working in NHS and 3 rd sector structures at a senior level.		Application form/ interview
	Good IT skills Research Skills		Application form/ Interview
	Experience of working as safeguarding lead or in depth experience of managing safeguarding issues within a multidisciplinary team or service working with children and young people	Experience of clinical research and/or clinical audit	Application form/ Interview
Training in and respect for different theoretical approaches to therapy - person centred rather than model centred	Experience of setting, and working to budgets.	Application form/ interview	

PEOPLE/ PERSONAL LEADERSHIP	Inspirational leader of people across professional boundaries		Interview
	An ability to manage people to help them to develop their performance		Interview
	Continuously aims for self-development		Interview
	Is effective role model for others		Interview
	Commitment to the Brandon Centre's values: Compassion, Clinical Excellence, Respect, Empowerment		Interview
QUALITY LEADERSHIP	Demonstrates commitment to quality of care and outcomes for services users		Interview
	Effectively prioritises the safety of service users		Interview
	Has a planned approach that involves working with all clinical and frontline staff on a daily basis to ensure that governance standards are maintained		Interview
		Understands drivers of financial pressures and problems	Interview
	An ability to think and develop ideas at a strategic level		Interview
DAY TO DAY SERVICE LEADERSHIP		Identifies and prioritises opportunities to improve how the service operates to adapt to the needs of those using the services	Interview
		Delivers specific strategies and objectives	Interview
		Develops and communicates a strategic vision	Interview

COLLABORATIVE LEADERSHIP	Acts within the overall interest of the Centre		Interview
	Communicates and collaborates effectively with senior staff		Interview
	Engages and works collaboratively with CEO		Interview
	Effectively engages with external stakeholders		Interview