# Improving Quality in Liver Services (IQILS) accreditation schemeClinical lead role description

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| **Job title** | IQILS clinical lead |
| **Purpose and scope**  | The clinical lead will ensure the success of IQILS by providing expert leadership, direction and strategy and will be responsible for delivering the main aims of IQILS in accordance with the direction advised by the IQILS steering group. The post holder will lead on developments to the scheme, and will provide high quality guidance and advice to the scheme. The clinical lead will be the face of IQILS, representing IQILS and have high level communication with relevant medical colleges, societies, and professional and regulatory bodies. The clinical lead will maintain and enhance the reputation of the scheme and ensure its proper governance. The clinical lead will not be responsible for the day to day management of the scheme, which will lie with the Royal College of Physicians.  |
| **Reports to** | The RCP accreditation unit clinical director |
| **Works closely with** | * The IQILS programme/scheme manager
* The RCP accreditation unit manager
* The Accreditation Consultant
* The assessors
* Services engaged with the scheme
* The IQILS steering group
* Key stakeholders such as professional bodies, the NHS, and patient groups
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| **Major responsibilities** | **To provide expert leadership, direction, strategy and advice** * Identify risks, threats and opportunities for the scheme
* Lead on the delivery of the aims of the scheme, in accordance with the direction advised by the IQILS steering group
* Provide expert advice on the standards and clinical matters to the office, assessors and to registered services in conjunction with the programme manager
* Have expert knowledge of the scheme, the accreditation process, and the standards and evidence requirements
* Meet with the office team at least monthly to provide guidance and support in delivering the scheme’s aims
* Liaise with the clinical leads of other accreditation programmes at the RCP to share best practice and learning between schemes

**To lead on the governance of the scheme*** Chair the IQILS steering group to drive strategic direction of the scheme as per the terms of reference, and hold the group accountable for the delivery of arising actions and outcomes
* Attend and chair the Clinical Group (ACAG) who own the standards and ensure the correct process is followed for all amendments
* Attend and support the Quality Improvement Group, driving forward quality improvement and ways to assist services

**To support the development of the scheme*** Identify areas of potential development and improvement to the scheme
* Lead on developments and improvement initiatives, and support initiatives where delegated to others
* Attend development review and strategy meetings
* Oversight of finances of the scheme and contribute towards the long term sustainability of the programme

**To support the head assessor with the management of assessors*** Support the head assessor in developing and maintaining standards for assessors
* Support assessors with any issues that arise through the assessment process and adjudicate on decisions
* Provide feedback to assessors on performance related issues
* Contribute towards annual performance reviews of assessors, which inform the contract renewal process, in conjunction with the head assessor and programme manager

**To be part of the assessment team*** Perform assessments as an assessor, as per the assessor role description
* Assist with the assessment of annual renewal submissions from accredited services
* Assist with the quality assurance (QA) process, in conjunction with the head assessor

**To provide training support when required*** Participate as part of the training team at service training days and assessor review days
* Provide ad hoc training support for services and assessors

**To develop key relationships for the scheme and represent the scheme in an ambassadorial role*** Develop and maintain good working relationships with key stakeholders, including contracted third parties, professional bodies, assessors and contacts from government and patient groups
* Promote the scheme to its specialty, communicating and supporting the scheme’s aims, for example by presenting to relevant groups
* Attend meetings and events with other organisations on behalf of the scheme
* Ensure own service is working towards accreditation and is leading by example
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| **Person description** | * Ability to provide leadership at a national level
* Ability to work remotely from the RCP and manage conflicting priorities
* Ability to build alliances and working relationships; team-working skills
* Ability to deal with problems tactfully and constructively, and to negotiate with diplomacy
* Practising and highly competent consultant Hepatologist, preferably with experience in a lead role
* Demonstrable understanding of the standards and of accreditation
* Demonstrable understanding of both NHS and independent sector providers
* Awareness of the wider political context of the NHS, healthcare and issues affecting the specialty
* Commitment, drive and energy
* Highly organised
* Participation in continuing professional development.
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The post will be remunerated on a sessional basis, based on one PA per week, in line with national consultant pay rates. The appointment will be for a minimum of two years, with possible extension to a maximum of four years unless agreed by both parties.