

National Cardiac Audit Programme

Domain Clinical Lead Job Description

Job title	Domain Clinical Lead for the National Cardiac Audit Programme (NCAP)
Department	National Institute for Cardiovascular Outcomes Research
Grade	Consultant
Reporting to	<ul style="list-style-type: none"> • Director of NICOR and NCAP Operational & Methodology Group Chair or their deputy • NICOR Chief Operating Officer • Relevant linked professional specialist society • Professional Liaison Group
Commitment	<p>One PA per week paid at a fixed amount of £10,000 per annum.</p> <p>Board and Committee membership:</p> <ul style="list-style-type: none"> • Domain Expert Group (DEG) – four meetings per year (two formal and two by remote) plus any ad hoc subcommittee meetings, as required. • NCAP Operational and Methodology (NOM) Group - up to twelve meetings per year. • NICOR Professional Liaison Group membership - up to four meetings per year.
Tenure	The post is offered as a fixed term contract for an initial period of three years, conditional on continued funding of the National Cardiac Audit Programme by NHS England and GIG Cymru (NHS Wales). With continued funding, the tenure may be extended for an additional three years with the agreement of the president(s) of the relevant professional society(ies) and NICOR management.
Direct reports	<p>There are no line management responsibilities associated with this role.</p> <p>Each domain has an internal NCAP support/delivery team consisting of a systems developer, analyst and project manager.</p>

Background to the role

The National Institute for Cardiovascular Outcome Research (NICOR) manages the National Cardiac Audit Programme (NCAP), providing a direct service used by the NHS in planning, monitoring and delivering day-to-day care.

Each audit is managed by a project team working in partnership with a domain clinical lead who has a major role in the provision of expert clinical leadership and knowledge for the domain.

The domain clinical lead will provide direction, advocacy and enablement of the national cardiovascular audit programme; lead and work in collaboration with the multi-disciplinary Domain Expert Group (DEG) and will be supported by the NCAP delivery team.

Background to NICOR

NICOR is an institutionally agnostic, national organisation with multiple stakeholders. It is responsible for the delivery of the NCAP contract held by NHS Arden and Greater East Midlands Commissioning Support Unit (AGEM). NHSE and the Welsh Government have commissioned and funded AGEM to host NICOR in order to deliver NCAP.

NICOR works with national and international experts in audit and statistical methodology including the relevant professional societies and statutory organisations e.g. the Department of Health (DoH), Care Quality Commission (CQC) to undertake analyses and to develop risk adjustment models as well as developing a research programme involving linkage of the domain databases.

The previously called national cardiovascular audits, are now termed as the following specialist clinical domains of the NCAP:

- National Audit for Percutaneous Coronary Interventions (NAPCI)
- National Adult Cardiac Surgery Audit (NACSA)
- National Audit of Cardiac Rhythm Management (NACRM)
- National Congenital Heart Disease Audit (NCHDA)
- National Heart Failure Audit (NHFA)
- Myocardial Ischaemia National Audit Project (MINAP)
- Transcatheter Aortic Valve Implantation (TAVI) Registry
- Transcatheter Mitral and Tricuspid Valve procedure (TMTV) Registry
- Percutaneous Foramen Ovale Closure (PFOC) Registry
- Left Atrial Appendage Occlusion (LAAO) Registry.

It is intended that NICOR will link world-class paediatric and adult cardiovascular programmes for 'lifetime' management, providing national cardiovascular audit data and outcomes. These data will be used to develop new cost-effective strategies for prevention of cardiovascular disease. Delivery of these within the community will be developed to maintain 'wellness' and reduce clinical complications of cardiovascular disease.

NICOR is headed by the NICOR director, with the NICOR chief operating officer being responsible for the day-to-day operational activities. The NCAP governance structures include NHS England's Oversight Board, and the NOM Group.

Role Specification

The main function of the role is to provide expert clinical leadership for the NCAP to ensure there are systems in place to deliver the NCAP for NHS England.

The domain clinical lead is expected to lead the domain with appropriate project management and other technical/expert support from members of the DEG. The domain clinical lead will be expected to work with a high degree of flexibility and commitment (attending regular meetings remotely or when held face to face).

Key responsibilities

- Represent and be responsible to the appropriate professional specialist society in fulfilling the domain clinical lead role.
- Provide specialist expertise to ensure that the domain dataset, reports and work plans reflect up to date best practice guidance as issued by NICE, DoH, specialist medical societies or other relevant authoritative sources.
- Provide clinical leadership on the production of national domain reports and any other reports, including liaison with analysts, providing advice on use of charts and interpretation of results.
- Chair an agreed national DEG, leading the group in decision making and taking accountability for the domain work plan and performance management, confidentiality and the arrangements for the conduct of business of the DEG.
- Lead discussions with the DEG on all major audit developments, ensuring all members contribute in a constructive manner and review all planned developments prior to implementation.
- Work collaboratively with the domain project team, in particular the project manager to ensure all documentation is prepared and accessible for DEG members.
- Co-lead data-set development and revisions, and data quality and completeness processes.
- Support project management, analysis methodologies and database developments, data validation processes, and risk adjustment models.
- Support the domain project manager and other members of the NCAP delivery team to ensure useful and timely feedback for participating hospitals.
- Act as first point of contact for lead clinicians of outlying hospitals (as part of the outlier process), collaborate on statistically based clinical diagnostic exercises where appropriate, and provide expert guidance and support to individual units in developing effective management strategies to effect change.
- Respond to interview requests from press, radio and TV in support of launch of national audit reports and enquiries relating to published audit results (as indicated in Appendix 1: Report Publication Media Queries - Flow Chart). This does not imply an obligation to give interviews and this decision will be at the discretion of the domain clinical lead.
- Promote and support the work of NICOR and act in an ambassadorial role for the organisation.

- Contribute to future developments of NCAP, including the production of educational material, patient and public engagement; ensuring developments reflect current best practice and national priorities.
- Advise and support the other domain clinical leads working on NCAP within NICOR.
- Establish clinical links within clinical commissioning groups, and relevant national or sector bodies.

Working Relationships

The domain clinical lead will work closely with:

- NICOR Director, NCAP Operational & Methodology Group Chair, NICOR Chief Operating Officer, NICOR Senior Project Manager and Head of Technical Systems Development, Data Services and Analysis.
- The domain delivery team (project manager, project coordinator, system developer, statistician/information analyst, communications manager and other members of NICOR team).
- The relevant professional society(ies).
- Other NCAP and NICOR domain clinical leads.
- NICOR Professional Liaison Group.

Appointment process

See Appendix 2 for the clinical lead appointment process.

Person Specification

	Essential	Desirable
Qualifications	<p>Consultant level.</p> <p>Participates in yearly appraisal at their clinical work organisation under direction of the Responsible Officer for Revalidation.</p> <p>Evidence of continued professional development relevant to this post.</p>	<p>Post-graduate certification in relevant sphere such as health service management or an academic discipline relevant to clinical service improvement</p> <p>Relevant indication of being held in high regard by professional peers, e.g. FRCP, FRCS</p>
Membership	<p>Be a member of the appropriate professional Specialist Society</p>	
Skills/ Abilities	<p>Working as part of a team; encouraging contributions from members, reviewing and supporting the performance of the team to promote development and ensure outcomes are met.</p> <p>Working with others to build and maintain relationships; successful initiation and facilitation of multi-professional strategic partnership working and alliances.</p> <p>Effective leadership through demonstration of personal qualities such as: self-awareness, integrity and self-management.</p> <p>Creates a climate of continuous improvement by acting as a role model for innovation, encouraging dialogue and debate with a wide range of stakeholders to develop ideas to transform services and care: formally and informally disseminates good practice.</p> <p>Acts in a manner consistent with the values and priorities of NICOR, their organisation and profession.</p> <p>Ability to build effective relationships with a range of internal and external stakeholders.</p>	<p>Ability to demonstrate awareness of political, social, technical, economic, organisational and professional environment whilst also anticipating and preparing for the future by scanning for ideas, best practice and emerging trends.</p>
Experience	<p>Practicing or recently retired healthcare clinician in the relevant field.</p> <p>Evidence of working as part of the national cardiovascular audit programme.</p>	<p>Media experience would be an advantage: responding to ad hoc queries from journalists, preparing and delivering TV and</p>

	<p>Understanding the NHS, healthcare management structures and systems, with experience of holding a management role.</p> <p>Experience of developing reports and papers for submission to peer reviewed academic journals.</p>	<p>radio interviews as required, constructing press releases etc.</p> <p>Experience of collecting data and information, analysis against evidence-based criteria to challenge existing practices and processes: to influence others to use knowledge and evidence to evaluate and achieve best practice.</p>
Knowledge	<p>Understanding and interpreting relevant legislation and accountability frameworks for example, the use of domain data within Section 251 approval, adherence to the General Data Protection Regulations (Data Protection Act).</p> <p>Understanding the methodological and statistical requirements for clinical audit.</p> <p>Understanding of change management processes to improve clinical care.</p>	

Approved by PLG

Name: Andre Ng
PLG Chair

Signature:

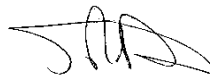


Date: 29 Aug 2024

Approved by NICOR

Name: John Deanfield
NICOR Director

Signature:



Date: 29 Aug 2024

Accepted by:

Postholder

Name:

Signature:

Date:

Affiliated Group President

Name:

Signature:

Date:

On behalf of NICOR

Name:

Signature:

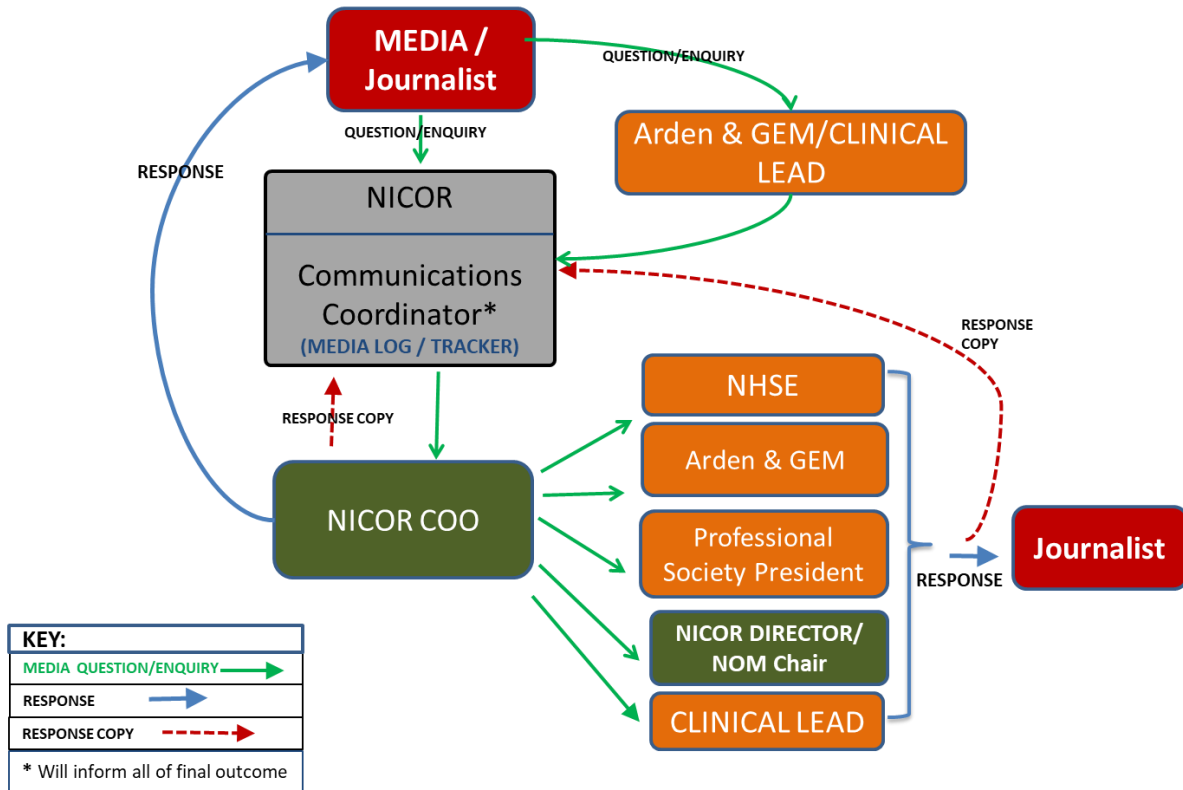
Date:

APPENDIX 1:

Report Publication Media Queries - Flow Chart



Version 1.0 (24 August 2022)



APPENDIX 2:

National Cardiac Audit Programme Domain Clinical Lead Appointment Process

Appointment

This is a publicly funded post. Therefore, it is essential that the Domain Clinical Lead appointment is made through an open, fair and transparent recruitment process managed by NICOR, with advice and support about the recruitment process provided by NHS Arden & Greater East Midlands Commissioning Support Unit (AGEM), the current NICOR host. The president of the relevant professional society is consulted and involved in the recruitment process.

Process for Recruitment

- Once the NICOR chief operating officer (COO) receives notice of the vacancy, the process of recruiting a replacement clinical lead through AGEM begins three to six months in advance of the start date.
- The NICOR COO is responsible for organising and coordinating the recruitment process.
- The NICOR COO formally informs the NICOR director and the president of the professional society of the resignation/vacancy and outlines the agreed recruitment process for the replacement.
- The agreed job description and advert are circulated to the president of the society and to the NICOR comms and engagement coordinator for advertising the post on the relevant professional society's and NICOR's websites for four to six weeks. The president of the society will be asked to ensure dissemination of the job description and advert through the society's communications systems.
- Any queries from potential candidates about the role are fielded by the outgoing clinical lead and the chair of the NOM Group.
- Shortlisting of all applications is carried out by the NICOR director, the NICOR COO and the president(s) of the relevant professional society(ies). Candidates who do not meet the essential criteria specified in the job description will not be shortlisted.
- Shortlisted candidates are invited to attend a panel interview (in person or via Teams) at which they will be asked standardised questions and to present a ten-minute presentation on what they will bring to the role and their vision for the audit. This interview stage should take around one hour.
- The interview panel consists of the president and one additional senior representative of the relevant professional society, the NICOR director and COO (or designated representatives) and an independent panellist (e.g. community representative group chair or AGEM representative).
- The panel meets pre-interview to discuss the interview process and any issues relating to any candidates.
- All candidates are assessed using a standardised set of questions and by the same panel. The panel is presented with an agreed list of questions and a scoring sheet on which the members score the candidates' performance.
- The panel reconvenes after all candidates have been interviewed to consider the outcome and agree on their preferred candidate (by consensus).
- Notes made at the interviews by panellists are kept on file in line with AGEM's document retention policy, along with all application forms, presentations and CVs.
- The successful candidate is contacted by the NICOR COO and conditionally offered the post.
- The NICOR business manager lists the vacancy on Trac and provides the AGEM recruitment team with the name and application documents of the successful candidate.
- The AGEM recruitment team carries out all pre-employment checks, including references.
- Once all pre-employment checks have been satisfactorily completed, the unconditional offer is made by the AGEM recruitment team.
- The post is offered as a fixed term contract for an annual flat fee of £10,000 for one session per week, for an initial period of three years, conditional on continued funding of the National Cardiac Audit Programme by NHS England and GIG Cymru (NHS Wales).

- With continued funding, the tenure may be extended for an additional three years with the agreement of the president(s) of the relevant professional society(ies) and NICOR management. Where the tenure extension has been agreed, the NICOR COO will formalise and confirm it in writing with the incumbent (and AGEM recruitment/payroll).
- During the recruitment process the successful candidate is asked whether he/she wishes to receive the annual funding. If the candidate declines the payment, the offer will be made annually for each year of the appointment.
- NICOR announces the successful appointment both internally and externally through email, website and newsletter.

Process agreed by PLG on 11/12/2023 (PLG Chair: John Greenwood)