

Clinical Audit Manager

Department: Health and Community Services

Division: Quality and Safety

Reports to: Head of Quality and Safety

JE Ref: HCS1133

Grade: CS12

JE Date: 03/08/2022

Job purpose

To manage and lead the planning and co-ordination of the Health and Community Services (HCS) Clinical Audit and Quality Improvement Strategy supporting all members of staff to participate in clinical audit and effectiveness activity.

To manage, lead and co-ordinate the team implementing the quality improvement and assurance programme, enabling the organisation to demonstrate evidence of compliance with local and national policies and guidelines related to best practice standards.

Job specific outcomes

1. To manage the development of the Clinical Audit Team in the co-ordination of the Clinical Audit Strategy, liaising with the Care Groups and Associate Medical Directors, engaging all HCS clinical staff in quality improvement activity e.g. audit.
2. Manage the Clinical Audit Team including managing their workload, absence, monitoring performance and providing advice and support.
3. Provide expertise and specialist advice and guidance in clinical audit, benchmarking and quality assurance activities e.g. surveys, questionnaires, audit design, analysis of data and report writing.
4. Develop, deliver and manage a clinical audit education and training programme to ensure clinical staff will routinely undertake good quality audit resulting in the implementation of best practice.
5. Participate in the development of Clinical Governance and assurance standards supporting Clinical Governance, strengthening, implementing and monitoring the quality assurance framework across HCS.
6. Facilitate the dissemination of evidence based standards, audit results and quality improvement initiatives by using a variety of media e.g. websites, presentations, patient and staff information leaflets and poster presentations for conferences.
7. Create partnerships with clinicians and clinical staff to optimise the impact of clinical audit and effectiveness across HCS, maintaining a high clinical profile and fostering strong working relationships across care boundaries.

8. Provide regular performance reports and statistical information to support departmental and HCS business plans and provide assurances to the Care Groups and Management Executive Team.
9. Manage the central register of Clinical and Social Care Audit and Quality Improvement Projects within HCS, carrying out reviews, monitoring and evaluation of service.
10. Liaise with internal and external service providers to commission National and International Clinical Audits, negotiating contracts on behalf of HCS and ensuring that audit data is collected and submitted nationally and internationally for reporting.
11. Produce a yearly Clinical Audit Programme including both National and local audits in collaborating with Care Group Leads

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<p>A professional qualification in a health related subject Educated to degree level (or working towards it) as a minimum</p> <p>A recognised qualification in Clinical Audit in Health and Social Care</p>	<p>A broad working knowledge of medical terminology</p> <p>A recognised qualification in Quality Improvement and/or Project Management</p> <p>A recognised qualification in teaching</p> <p>Qualification in Advanced Clinical Audit</p>
Knowledge	<p>Able to demonstrate an extensive knowledge of clinical audit, clinical effectiveness and audit assurance frameworks, including a working knowledge of clinical guidelines and standards</p>	<p>Political and risk awareness</p>
Technical / Work-based Skills	<p>Ability to deliver an overarching audit programme across HCS</p>	
General Skills/Attributes	<p>The ability to organise, prioritise and successfully support the management of strategic change and to monitor sustainable improvements in health care</p> <p>Possess skills of persuasion, influencing and negotiation</p> <p>Excellent communication skills working with the highest level of integrity and confidentiality</p> <p>IT literate, particularly in Word, Excel and Power Point and comfortable in the use of external databases.</p>	<p>An ability to analyse and interpret complex data</p>

	<p>Skills in audit design, analysis and interpretation of results, report writing presenting data, co-ordinating clinical involvement</p> <p>Able to motivate key stakeholders to participate in continuous quality improvement</p> <p>Able to work autonomously and with multidisciplinary teams</p>	
Experience	<p>A minimum of 3 years clinical experience in a health related field</p> <p>Experience in delivering and evaluating robust education and training programmes</p>	

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier ** core accountabilities attributes and behaviour indicators.