

Job Requirements



Job Title	Reporting to	Responsible for
Deputy Chief Medical Officer	Chief Clinical Officer	Clinical Leads Clinical Admin Coordinator
Approximate Salary: £124,000		

This document outlines requirements of the job role and person specification. It is intended to give the post holder an appreciation of the role and range of duties to be undertaken. It does not attempt to detail every activity. Specific tasks and objectives will be agreed with the post holder at regular intervals.

Job Purpose

BPAS is an independent healthcare charity which, for more than 55 years, has been advocating and caring for women and couples who decide to end a pregnancy. We are the leading specialist of abortion advice and treatment in the UK, supporting over 100,000 women a year in over 50 healthcare clinics nationwide.

Over the last 12 months we have gone through significant organisational change and are putting in place a new leadership structure, supported by a Senior Operational Team. This role is a key member of the Senior Operational Team.

To ensure the development and delivery of BPAS services is informed by evidence and best practice and is consistent with strategic objectives and charitable aims; and, to provide effective clinical leadership to BPAS managers and doctors.

Principle Duties and Responsibilities

1. Provide professional leadership to the organisation

- 1.1. Be a highly visible leader, particularly of the medical workforce. Taking specific responsibility and professional leadership of the medical workforce at all levels.
- 1.2. Contribute to the corporate management of BPAS, particularly the formulation of BPAS strategies, targets and priorities and be accountable for their delivery jointly with the whole Executive Leadership Team
- 1.3. To provide advice and guidance to the BPAS Board on all client / patient care and medical issues, ensuring the achievement of targets, and delivering the highest quality and safe care, and ensure that the voice of clinicians is heard at Board
- 1.4. Take a lead role in the shaping of clinical services strategy, working closely with the Chief Clinical Officer and the Deputy Chief of Nursing, Midwifery & Quality.
- 1.5. Provide a professional reference for BPAS in liaison with external stakeholders and professional bodies, such as British Medical Association, Royal College of Obstetrician and Gynaecologists, Faculty of Sexual & Reproduction Health and British Society of Abortion Care Providers
- 1.6. Engage with key stakeholders such as ICBs, acute Trusts and other provider organisations and other external agencies to ensure an integrated health and care approach.
- 1.7. Provide assurance to the Board on clinical quality and take specific responsibility for ensuring safe medical practice, including leading on medical workforce strategy and compliance, succession planning and professional standards such as revalidation.

- 1.8. Provide necessary, accurate and timely data and reports to the Board and subcommittees to assist decision making and inform improvements.
- 1.9. Assist in ensuring that the BPAS meets its financial obligations each year and targets are met in accordance with the overall strategy and annual operational plan
- 1.10. Manage professional conduct and capability issues as well as statutory requirements, relating to the medical workforce in partnership with the Chief People Officer.
- 1.11. Work with other key members of the Strategic Operating Team to implement clear accountability and quality management systems within BPAS, ensuring that data on quality is open and transparent.
- 1.12. Take responsibility as the BPAS Responsible Officer for doctors' revalidation, working with the Chief People Officer to ensure systems, processes and monitoring are in place to meet statutory requirements.
- 1.13. Support the provision of clinical training and education and provide leadership and guidance to support doctors in their continuing education and professional development.
- 1.14. To be the organisational lead for medicines management, providing strategic oversight with the Lead Pharmacist.
- 1.15. Work with other executive colleagues to enhance the reputation of BPAS as a good employer, enhancing performance along with effective resource and skill utilisation. To take the lead role on specific issues/topics, as agreed with the CEO/ board annually.
- 1.16. Inspire staff – particularly medical and clinical staff – to embed a culture of continuous improvement and the delivery of client-centred care
- 1.17. Provide leadership and a professional point of reference for doctors working for BPAS
- 1.18. With the Deputy Chief of Nursing, Midwifery & Quality, organise and supervise the administration of, and act as an ex-officio member of the Quality Governance Committee and Research & Ethics Advisory Committee.

2. Contribute to development and delivery of clinical strategy

- 2.1. Together with Deputy Chief of Nursing, Midwifery & Quality, provide clinical leadership in planning and developing services, ensuring adherence to clinical governance arrangements.
- 2.2. Provide advice on professional issues in developing a clinical workforce
- 2.3. Lead the development and implementation of a system for individual performance review and personal development plans for clinicians
- 2.4. Develop a framework for clinical risk management and implement a programme of audit and review of clinical performance, including monitoring of clinical complications to contribute to continuous quality improvement
- 2.5. Contribute to investigation of serious incidents relating to clinical practice
- 2.6. Act as Caldicott Guardian
- 2.7. To be the Responsible Officer for BPAS
- 2.8. Lead and develop the Clinical Strategy to ensure implementation of agreed annual clinical governance objectives to enable BPAS to meet the requirements of the CQC and other relevant external standards / bodies

3. Clinical Risk and Governance

- 3.1. In conjunction with the Deputy Chief of Nursing, Midwifery & Quality, share responsibility for leading and implementing clinical governance across BPAS and for high standards of clinical practice and performance, in particular ensuring the contribution of clinical staff to the overall requirements of the organisation

- 3.2. In conjunction with the Deputy Chief of Nursing, Midwifery & Quality, ensure that BPAS' statutory obligations in clinical services are met and, in doing so, ensure safe and appropriate standards of clinical practice
- 3.3. Encourage, support and develop evidence-based practice, promoting and developing innovative and creative approaches to clinical quality and quality performance, establishing appropriate targets and scope for continuous improvement
- 3.4. Contribute to implementing best practice and actively lead on disseminating learning from critical / serious incidents, clinical risk management and complaints, taking action to prevent the recurrent of events
- 3.5. Ensure the dissemination of best practice and achievement of excellence in communication, professional behaviour, staff attitudes and client care
- 3.6. With other members of the Strategic Operating Team, ensure compliance with CQC standards of quality and safety

4. General

- 4.1. Ensure that colleagues are treated fairly and can speak openly, behave at all time in a non-discriminatory way and challenge any behaviour of others that does not reflect the BPAS values.
- 4.2. Leads by example reflecting the organisational values, committed to equity and inclusion and passionate about the development of others
- 4.3. Understands the nature of a Senior Leadership appointment, particularly responsibilities towards the governance of the organisation in line with Charities Commission, CQC and NHS England expectations and regulations.
- 4.4. Adheres to BPAS Information Governance requirements, treating all information as confidential and abides by the Data Protection Act.
- 4.5. Complies with the policies of the organisation including BPAS health, safety and environment.
- 4.6. Adheres to BPAS Infection Control Policies and makes every effort to maintain high standards of Infection Control at all times (recognising that Infection Control is everyone's responsibility, whether clinical or non-clinical)
- 4.7. Takes responsibility to safeguard young people and to protect vulnerable adults. Ensures that policies and legislation relating to child protection and safeguarding of children, young people and vulnerable adults are adhered to. Embodies and promotes an approach where all staff are aware of their individual responsibilities to report any safeguarding concerns and ensures they know the correct escalation and referral mechanisms in their area of work.
- 4.8. Demonstrates personal commitment and contribution to effective teamwork across the full range of BPAS activities including the maintenance of effective liaison with internal and external key people and organisations.
- 4.9. Values, promotes and commits to equality of opportunity, equity, diversity and inclusion. Endeavours to integrate these values into all activities.
- 4.10. Attends training relevant to role and as provided, and actively and continuously reviews all work-related activities to contribute and suggest areas for improvement.
- 4.11. Undertakes any other tasks which are commensurate with the level and responsibilities of the post.

Person Specification*(‘Desirable’ Criteria are marked in Italics)***Education / Qualifications / Training / Experience**

- Medical degree, GMC registration with demonstrable evidence of continuous personal and professional development
- Membership of specialist college and / or faculty (or overseas equivalent)
- Extensive experience of providing abortion / termination of pregnancy services
- Demonstrable clinical leadership in a healthcare setting
- *Experience of practicing abortions up to 24 weeks gestation.*
- *Experience of vacuum aspiration under local anaesthetic*
- *Experience of feticide*
- *Experience of female sterilisation*
- *Experience of scalpel and non-scalpel vasectomy*
- *Experience of working in multi-disciplinary teams*
- *Experience of operating as part of a senior leadership team, demonstrated ability to understand and engage in strategy development and execution, and understanding of business operating models*
- *Experience of programme and project leadership and driving positive organisational change*
- *Experience in working with Boards and building confidence and credibility at that level*

Knowledge

- Comprehensive understanding of current abortion laws, regulations, and ethical guidelines
- Technical understanding of clinical research and development in areas of abortion and contraception
- Revalidation and maintaining high professional standards
- In depth understanding of risk and clinical governance
- *Managing clinical risk*
- *NHS Structure and practices.*
- *Independent healthcare provision*

Skills

- Highly credible leader with ability to inspire and influence at all levels
- Ability to communicate vision and lead clinical change effectively
- Resilience and perseverance to ensure delivery and implementation of strategic objectives
- Able to maintain strategic direction while responding appropriately to short-term challenges and priorities
- Able to develop capability and confidence in colleagues ensuring targets are achieved and maintained
- Excellent negotiating and influencing skills with the ability to motivate and engage individuals and teams
- Track record of capability in analysing and designing innovative solutions to complex, multi-faceted problems

Disposition / Temperament

- Possesses a genuine passion for the organisation's charitable aims, mission, vision and values
- Able to maintain strict confidentiality
- Possesses drive, enthusiasm and energy
- Builds professional and personal credibility to gain support

- Confidence in ability to deliver
- Ability to work under pressure
- Committed to equality, diversity and inclusion

General

- Able to travel to other sites, and work additional hours as necessary
- Commitment to a woman's right to choose abortion

	Agreed by manager / employer	Agreed by job holder
Signature		
Print Name		
Date		

Date of last review: July 2024

How To Apply

To submit an application, please email recruitment@bpas.org with the reference DCMO and include the below:

- A Curriculum Vitae (CV) with education and professional qualifications and full employment history. Please include daytime and evening telephone contact numbers and e-mail addresses.
- A supporting statement that should outline your motivation for applying, what you believe you can bring to the role, and how your skills and experience align with the role description and candidate profile.
- Responses to the application questions below

Application Questions

1. What does 'Values Driven Leadership' mean to you and how has this shaped your career to date?
2. What are your views on abortion? How do you feel about patients returning multiple times for abortion care?
3. How will you ensure we have a clear strategy for our model of care and patient pathways that delivers safe, effective and person centred care to all patients?
4. Can you share your experience of leading clinical transformation programmes that improve outcomes, patient safety and patient experience?

Terms & Conditions of Employment

Location: Hybrid - Home working with days in Head Office Leamington Spa and BPAS Units when required.

BPAS Head Office, Orion House, Athena Drive, Tachbrook Park, Leamington Spa, CV34 6RQ

Salary: £124,000 Approximately

Hours Per Week: 36 hours Monday to Friday

NB: Shifts that are longer than 6 hours, will include a 30 minutes unpaid break.

On call

All members of the Senior Operating Team will be required to participate in an on-call rota. The On-Call policy and procedure is being reviewed and revised, however it is envisaged that participation will involve being available to receive emergency / on-call telephone calls up to 9pm Monday to Friday and on Saturdays and Sundays approximately 4 times per year.

Holidays:

34 days per year, including Bank Holidays. (Pro-rata for part time staff)

Life Assurance:

Cover equivalent to 3 times salary

Pension Scheme:

You will become an active member of the BPAS personal pension plan after 3 months of employment if you are an 'eligible jobholder' under auto-enrolment rules (or if not, you can choose to join). You will also have the opportunity to contribute more than the statutory minimum into the pension scheme, on a sliding scale, with BPAS contributing a maximum 5.5% of salary.

Training:

At BPAS our staff are our most important asset. It is policy that staff participate in appropriate training and development opportunities to enable them to perform their job to a degree that assures clients of a quality service and provides personal satisfaction to the member of staff. This may involve travelling to Head Office or other UK locations.

Working with us:

Alongside a supportive and friendly working environment, BPAS has generous benefits including life assurance cover at 3 times salary, 34 days annual leave per year and a defined contribution pension scheme you will also have access to our employee benefits programme through BHSF which includes special health and wellbeing services, as well as lifestyle offers for you and your family. This includes various salary sacrifice schemes, counselling services and free private GP appointments.

Safer Recruitment at BPAS:

BPAS is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people through the adoption of a safer recruitment framework in the hiring of new applicants which includes a number of pre-employment checks.

Safer recruitment at BPAS ensures a thorough review and assessment of the skills, qualifications, experience and values of all applicants in relation to working with vulnerable people. It is vital that candidates who are recruited at BPAS are safe and contribute to high standards of client care. The selection and recruitment of applicants will be conducted in a professional and responsive way in compliance with current employment and safeguarding legislation