JAG Accreditation – Clinical Lead

Reports to – JAG Endoscopy Chair

Tenure – Fixed term agreement for 18 months in the first instance (with possible further agreement for 12 months)

Hours – Average commitment is the equivalent of half a day a week - rising to a full day as needs permit

Location – Applicants will need to be based within the UK and will be expected to work flexibly to meet the requirements of the role. Much of the post holder’s work may be delivered from their own location remotely with occasional meetings in London and Liverpool.

The purpose of your role

The JAG accreditation clinical lead will work in partnership with the JAG programme manager (based at the Royal College of Physicians) to ensure the successful delivery of JAG accreditation.

Working with the JAG Programme Manager you will be responsible for delivering the main aims of the JAG accreditation scheme as agreed within the JAG governance framework including the accreditation steering group and the JAG stakeholder group. You will oversee developments to JAG accreditation and provide high quality guidance and advice.

You will promote JAG accreditation within the gastroenterology community, including all participating services and stakeholders in devolved nations, to communicate and support the aims of accreditation. You will encourage dialogue and debate with a wide range of stakeholders to develop ideas to transform endoscopy services and care through accreditation.

You will represent JAG in external meetings and act as a key point of contact on behalf of JAG for relevant medical colleges, societies, and professional and regulatory bodies. You will maintain and enhance the reputation of the JAG accreditation programme and ensure its proper governance.

Responsibility for the day-to-day management of JAG lies with the JAG team based at the Royal College of Physicians.

About the JAG Endoscopy Accreditation Programme

JAG was established in 1994 in response to the expanding multidisciplinary nature of endoscopy. JAG now works across three main areas: endoscopy training, accreditation of endoscopy services and accreditation of screening endoscopists. JAG also spearheads improvement initiatives to drive up standards of care for patients.

In 2004, JAG introduced the Global Rating Scale as an improvement tool for endoscopy services to self-assess against measures associated with safe, high-quality, patient-centred care.

This system was rolled out nationally by 2005 when it became compulsory for any services wishing to contribute to bowel cancer screening in England. There are now over 50% of services in England who are currently JAG accredited, with a total of 581 services registered with JAG in the UK and Ireland. You can find more about the history of JAG on our website: https://www.thejag.org.uk/our-history

Job Ref –
You will work closely with:

- The JAG accreditation team based at the RCP which is led by the JAG programme manager
- Head assessor, nurse lead and a wider pool of assessors
- JAG clinical leads
- Endoscopy services nationwide and internationally that are engaged with the programme
- JAG accreditation steering group
- JAG stakeholder group, consisting of representatives across organisations with an interest in endoscopy
- Professional bodies, the NHS, and patient groups
- Representatives from the devolved nations and Republic of Ireland

**How we’ll measure your success**

Success in the role will be established through the quality of relationships that the post-holder nurtures with key stakeholders and within the organisation.

We will measure this based on:

- Your support for the JAG Programme Manager to deliver priorities
- Achievement of objectives (agreed with the Accreditation Unit Manager) and as part of an annual appraisal process with the JAG Chair
- Your ability to work in a team alongside other JAG clinical leads and the wider JAG team
- Your ability to work autonomously, use initiative and problem solve
- Your contribution to and support our values

**What you’re responsible for**

**Leadership and management**

- To provide overarching leadership of JAG accreditation working in partnership with the JAG Programme Manager to identify and manage risks and opportunities
- To deliver of the aims of JAG accreditation as agreed within the JAG governance framework including the accreditation steering group and the JAG stakeholder group
- To provide advice and guidance to the JAG team, registered endoscopy services and the JAG assessors based on detailed knowledge and understanding of the JAG standards, evidence requirements and accreditation process working in conjunction with the JAG programme manager
- To work with the JAG programme team and assessors to ensure plans are delivered and KPIs achieved
- To liaise with the clinical leads of other accreditation programmes at the RCP to share best practice and learning between programmes
- To chair the JAG accreditation steering group to drive strategic direction of the programme as per the terms of reference, and hold the group accountable for the delivery of arising actions and outcomes (which meets 3-4 times per year).
- To attend regular meetings with the JAG programme manager, head assessor and nurse lead and to be responsive to communication from the JAG team

Job Ref –
Strategy and development

- To identify areas of potential development and improvement to the programme
- To lead on developments and improvement initiatives, and support initiatives where delegated to others
- To attend development review and strategy meetings
- To maintain an awareness of the resource allocation that supports delivery and contribute towards the long term sustainability of the programme

Stakeholder engagement

- To work with stakeholders to maximise engagement and influence of the JAG accreditation programme. This will include attendance and participation in JAG stakeholder meetings
- To develop and maintain good working relationships with key stakeholders, including contracted third parties, professional bodies, devolved nations, assessors and contacts from government and patient groups
- To promote the JAG programme with the gastroenterology community, communicating and supporting the programmes aims, for example by presenting to relevant groups
- To encourage dialogue and debate with a wide range of stakeholders to develop ideas to transform endoscopy services and care through accreditation
- To work with the programme manager to contribute effectively to the JAG stakeholder group

Accreditation, assessment and training delivery

- To work collaboratively in support of the head assessor in delivering accreditation to high standards
- To act as a point of escalation and provide support for the head assessor for any issues that arise through the assessment process
- To provide feedback to assessors on performance related issues and work with the head assessor and JAG programme manager to ensure relevant feedback into the annual performance reviews of assessors, which inform the contract renewal process for assessors.
- To be part of the assessment team (there is a expectation for delivering a minimum of two assessments as part of the duties of role)
- To perform assessments as a lead assessor, as per the assessor role description
- To assist with the assessment of annual renewal submissions from accredited services
- To assist with the quality assurance (QA) process, in conjunction with the head assessor
- To participate as part of the training team at service training days and assessor review days
- To provide ad hoc training support for services and assessors as agreed with the programme manager.

General

- Any other duties as may be reasonably expected, and which are commensurate with the responsibilities of the post.
- Adhere and comply with the provisions of the RCP’s health and safety policy.
- Adhere and comply with all RCP data protection and security policies and procedures

Job Ref –
• Undertake all duties and responsibilities in compliance with the rules and regulations encompassing equal opportunities.

Your experience includes:

Essential Qualifications

• Consultant level doctor or equivalent
• Unblemished record with the General Medical Council or equivalent
• Evidence of continued professional development relevant to this post
• Membership of a relevant professional body

Experience and skills

• NHS leadership experience with good understanding of the NHS, healthcare management structures and systems with experience of holding a management role in a larger provider.
• Highly experience in leading endoscopy services and delivering service improvement
• Demonstrable experience in delivering multi-professional, collaborative clinical effectiveness projects
• Understanding and ability to interpret relevant legislation and accountability frameworks for the management of data.
• Ability to work effectively as part of a team, encouraging contributions from others, and reviewing and supporting the performance of the team to promote development and ensure outcomes are met
• Experience of managing underperforming individuals, leading to enhanced support and supervision for individuals where needed and acting as a point of escalation for others when concerns arise about the performance and capability of clinical and lay assessors.
• Working with others to build and maintain relationships; successful initiation and facilitation of multi-professional strategic partnership working and alliances
• Understanding of change management processes to improve clinical care
• Experienced in constructively challenging poor or adequate care leading to improvement
• Experience of drafting reports
• Demonstrable and relevant experience in leading an endoscopy service through the JAG accreditation process

Desirable

• Management or leadership qualification desirable
• Previous experience as a JAG assessor or other experience of leading quality assurance processes
• Understanding the methodological requirements for healthcare quality improvement
• Experience of drafting papers for submission to peer reviewed academic journals
Personal attributes

- Effective leadership through demonstration of personal qualities such as self-awareness, integrity and self-management
- Acts in a manner consistent with the values and priorities of their organisation and profession
- Demonstrates 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.
- Ability to build effective relationships with a range of internal and external stakeholders
- Articulates the need for change and its impact on people and services: to develop and communicate aspirations to others
- Ability to collect data and information, analyse against evidence-based criteria to challenge existing practices and processes: to influence others to use knowledge and evidence to evaluate and achieve best practice
- 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.
- Ability to work with a high degree of flexibility with regular meetings held in London and Liverpool.
- Willingness to travel (nationally and internationally) with possible periodic overnight stays

Financial aspects

Candidates for this role should be aware that it is the duty of a candidate to obtain advance agreement from his/her employing authority that they will be given adequate time to perform the duties of this role. The RCP will not fund Clinical Excellence Awards at local or national level. Remuneration for this post is in line with the RCP’s clinical release supplement policy. The RCP will not make any additional reimbursements as part of the agreement related to this role. Appointees can also claim reimbursement of all eligible expenses incurred in carrying out their roles, in line with RCP Accreditation Unit’s policy.

Our values

We are committed to taking care, learning, and being collaborative. These values drive the way we behave, how we interact with each other, and how we work together to achieve our vision and improve patient care.

We value taking care

This means we behave respectfully towards people, whatever their role, position, gender or background. It means we act as representatives of the RCP and take decisions in the interests of the organisation as a whole.

We value learning

This means we continuously improve through active learning and honest reflection, so that we grow personally and as an organisation, while striving for excellence. We support learning and development opportunities.

We value being collaborative
This means we work together towards the RCP’s vision in a collaborative and professional way, understanding that individuals bring different strengths and approaches to our work. We value diversity and each other’s contributions.

As an employee/volunteer/temporary contractor you are expected to comply with all RCP data protection and security policies and procedures.

The Royal College of Physicians (RCP) believes that equality of opportunity is fundamental in whatever way individuals become involved with the RCP, whether as physicians, physicians-in-training, volunteers or staff. It welcomes and actively seeks to recruit people to its activities regardless of race, religion, ethnic origin, disability, age, gender and sexual orientation. The RCP aims to reflect the diversity of its members in all its committees, senior roles and staff.