

DEPUTY DIRECTOR OF QUALITY IMPROVEMENT

Applications are invited for this new, honorary role to support the Director of Quality Improvement within the Faculty. These should be made on the [application form](#) and returned to frances.quinn@fom.ac.uk by

10 00 am on Monday 1 June 2015

Please read the following information before making your application

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Registered Charity No 1139516
Scottish Charity No SC040060
Registered in England No 07461063
VAT Registration No 798 6604 62

The role

The main purpose of this new Faculty role is to support the Director of Quality Improvement in providing clinical leadership and co-ordination for the Faculty of Occupational Medicine's quality improvement work in occupational medicine and occupational health.

The first Director of Quality Improvement, Dr Simon Sheard, who was appointed in 2012, has taken forward the Faculty's commitment to improving the quality of occupational health practice and services. He has built on our existing partnership work with the Royal College of Physicians. A major achievement has been maintaining an excellent interface with regard to the successful SEQOHS accreditation scheme for occupational health services, culminating in the launch of newly revised SEQOHS standards earlier in 2015. However, the Faculty has high aspirations for supporting the quality agenda, including the development of a Quality Improvement Strategy. This strategy will articulate the 5 year plan for the Faculty to develop quality in occupational health further. This will include drawing together various strands of quality improvement, including accreditation, guideline development, audit (that is suitable for both individual occupational physicians for revalidation purposes, but also occupational health services), and benchmarking.

The Director of Quality Improvement will lead the Faculty's QI strategy but this new Deputy QI role will be the Director's main support in delivering the tasks required for FOM's strategic direction and also maintaining our important external relationships that are relevant for QI. The successful applicant will deputise for the Director of QI where needed and take responsibility for leading particular strands of the QI strategy – to be agreed with the Director.

Responsibilities

- Deputise in the leadership role for the Faculty's main quality improvement areas – SEQOHS and planning ways to replace the work of the Health and Work Development Unit.
- Assist the Director of QI with:
 1. Raising awareness of the importance of quality improvement to the membership and seeking views of the Faculty's members about their QI needs.
 2. Continuously improving the standard of occupational medicine and occupational health service provision in the UK.
 3. Seeking to improve quality through multidisciplinary working, clarifying and promoting the role of the occupational physician within a team.
 4. Working closely with the Society of Occupational Medicine with a view to ensuring a co-ordinated perspective within the specialty.
 5. Working closely with other quality improvement leads in the Royal College of Physicians and other professional bodies.
 6. Representing the views of the Faculty at a national level, including participation in the Academy of Medical Royal Colleges' quality improvement initiative.
- Keep abreast, and keep the Director of QI informed, of relevant external developments in quality improvement.

Reporting

The Deputy Director of Quality Improvement reports to the Director of QI. S/he will work closely with the senior Faculty Officers and Chief Executive and also with the Clinical Leads of SEQOHS and external stakeholders.

Person specification

Applicants must be:

- a Member or Fellow of the Faculty
- in good standing with the Faculty (paid all fees and subscriptions due from them to the Faculty, signed a declaration of faith and be fully engaged with revalidation)
- on the GMC Specialist Register under occupational medicine

The following attributes are desirable:

- a sound understanding of the quality improvement agenda both within and beyond occupational medicine
- a track record of seeking to improve quality
- proven networking and diplomatic skills
- the capacity to produce initiatives, develop plans for their implementation and motivate others to support their delivery
- the ability to work co-operatively as part of a team

Time commitment:

The time commitment of this new role will depend on how the Faculty's QI strategy develops, and on the Director of QI's requirements. It is therefore not possible to provide a definitive picture of the time commitment, but the following is likely (and in London unless otherwise indicated):

- attending the FOM QI strategy group meetings, two half day meetings per year and two telephone conferences
- progressing the work strands allocated by the Director of QI, equivalent of four days per year, but worked flexibly and mainly remotely from own base.
- attending the Academy of Royal Medical Colleges Quality Group: to be shared with the Director of QI up to four half days per year
- other networking: four days per year
- occasionally deputising for the Director of QI at FOM Executive Committee or FOM Board if Director is unable to attend: up to three half days per year

Appointment

The Deputy Director of Quality Improvement is appointed by the Board, on the recommendation of an appointment panel, for a period of three years in the first instance. Applicants may be invited to attend for interview. The appointment may be extended up to a maximum of six consecutive years.

Expenses

The role of Deputy Director of Quality Improvement is an honorary one; travel and other necessary expenses incurred in travelling to meetings and carrying out the role will be reimbursed in accordance with the Faculty's business travel and expenses policy. The incumbent will be covered by the Faculty's professional indemnity policy for the work involved in this role.

Further information

The Director of QI, Dr Simon Sheard, and the President, Dr Richard Heron, will be happy to speak in confidence to anyone considering applying who would like more of an insight into the role. Please arrange this by email with Frances Quinn at frances.quinn@fom.ac.uk.