

## Quality Improvement Strategy Working Group

The Faculty is keen to develop a strategy strengthening its role in supporting and promoting quality improvement in Occupational Health and Occupational Medicine.

We are keen to approach this in a systematic way and are therefore looking to set up a small working group (of 3-4 members) to lead on the development of this strategic plan.

The purpose of the group is to develop a focused QI strategy, with a view to articulating the various strands of quality improvement activity that the Faculty wishes to engage in over next 5 years, and to develop a targeted action plan and deliverables for each strand. The QI strategy working group will be led by the Director of Quality Improvement, Dr Simon Sheard. The main output, a QI strategy document, will be co-ordinated by Dr Sheard, but members of the working group will contribute to its drafting and refinement. The group members will also take a part in mapping the key stakeholders in the occupational health quality agenda, and in helping to engage them in the strategic development. It will be important for members to help with communications with the wider Faculty membership around their needs and aspirations for quality improvement, and the Faculty's role in achieving these.

We envisage this to be a project lasting 6-12 months, with two face-to-face meetings and additional direct contact by email and teleconference.

If you are thinking of joining or wish to lead the group please fill in the [application form](#), highlighting your experience and motivation to join this initiative. Completed application forms should be sent to [frances.quinn@fom.ac.uk](mailto:frances.quinn@fom.ac.uk) by **10 00 am on Monday 1 June 2015**. It would be helpful if the subject of your email could be "QISWG application" followed by your surname.

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### The role

To provide input and guidance (as a member of the working group) to quality improvement in Occupational Health and Occupational Medicine, with the group aim to;

- develop a plan that will help to improve methods of measuring and assessing quality
  - for individual occupational health practitioners, to help with appraisal and revalidation
  - for services, to demonstrate quality to their commissioners and clients
- articulate streams of work, and for each stream describe clear goals and a plan of how to achieve them;
- ensure that quality in occupational medicine and occupational health is better understood by our stakeholders, including clients (patients) and commissioners
- report to the Faculty Board

3rd Floor, New Derwent House  
69-73 Theobalds Road  
LONDON  
WC1X 8TA

t: 020 7242 8698  
f: 020 3116 6900  
e: [fom@facocmed.ac.uk](mailto:fom@facocmed.ac.uk)  
[www.facocmed.ac.uk](http://www.facocmed.ac.uk)

Charity Commission No 1139516  
Scottish Charity No SC040060  
VAT Registration No 798 6604 62

## **Person specification**

### Knowledge

- Occupational health service delivery

### Skills

- QI methods (including audit, benchmarking and performance indicators development) – theoretical knowledge
- QI methods – practical application
- Critical thinking
- Team working
- Experience of stakeholder engagement

## **Appointment**

Group members will be appointed by the Board, on the recommendation of an appointment panel, for a period of one year in the first instance.

## **Expenses**

This an honorary appointment; 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.

## **Further information**

The Director of QI, Simon Sheard, and the Registrar, Dr Julia Smedley, will be happy to speak to anyone considering applying, especially those who unsure about being able to offer the full time commitment. Please arrange this by email via [frances.quinn@fom.ac.uk](mailto:frances.quinn@fom.ac.uk).

*May 2015*