



**The Clatterbridge
Cancer Centre**
NHS Foundation Trust

Clatterbridge Road
Bebington
Wirral
CH63 4JY

Tel: 0151 556 5000
Web: www.clatterbridgecc.nhs.uk

Date: 19 July 2019

Re: Freedom of Information Request
Ref: 170- 2019

Thank you for your email dated 24th June 2019 requesting information in relation to the job description and advertisement of Associate Director for Improvement role.

The information that you require is as follows:

Please can you provide me with the following information under FOI:

- **The job description for the Associate Director for Improvement.**

The job description for this post is currently in draft. However, the key function of the role was identified in the vacancy authorisation process that went to the Workforce redesign group as identified below:

The Clatterbridge Cancer Centre (CCC) has expanded significantly over the last few years throughout Cheshire and Merseyside. The trust acquired Haemato-oncology services in 2017 and is on track to open a new hospital in Liverpool in 2020. This enables CCC to focus services where 70% of the population resides. Currently the Trust is preparing to move all inpatient services to the Liverpool site in 2020, whilst also providing outpatient and day care Chemotherapy and Radiotherapy services in Liverpool.

CCC recognises the need to review, refresh, modernise and standardise its clinical risk and governance processes across all sites within Cheshire and Merseyside.

In addition the most recent CQC Well Led inspection (await final report) identified the need to strengthen risk and governance

processes as a priority.

The post holder will focus on the following:

Provide expertise in the management and improvement of clinical risk and governance at very senior level directly reporting to the Executive Director of Nursing & Quality.

Support the Associate Director of Quality in the development, implementation and sustainability of robust risk and governance for CCC. For example:

- Enabling the management of risk from 'floor to board'.
 - Provide quality information and leadership to Directorates and other corporate services that enable improvement and assurance of good risk and governance management.
 - Provide relevant, robust information to committees and meetings from 'Floor to Board'.
 - Review, refresh and strengthen processes that enable the introduction and updating of policies and procedures.
 - Enable appropriate training on risk escalation and effectiveness of Trust reporting systems (Datix) to Directorates and other corporate services.
 - Further develop an effective 'lessons learnt' culture and embed across CCC.
 - Support the Associate Director of Quality in role development and the development of the governance team on the journey to improvement of clinical risk and governance and sustainability of robust procedures and processes.
- The job advert for this post, where was this advertised and for how long?

The role is a fixed term post until December 2020 and was not advertised due to the need to recruit this skill set immediately. Originally the trust was looking for an urgent secondment into the role; this was not feasible therefore another trust agreed to release a member of staff with the required skill set as a matter of urgency to support CCC.

Should you require any further information please do not hesitate to contact me on the email address provided below.

Please remember to quote the reference number above in any future communications.

If you are dissatisfied with the handling of your request, you have the right to ask for this to be investigated internally.

If you are dissatisfied with the information you have received, you have the right to ask for an internal review.

Both processes will be handled in accordance with our Trust's Freedom of Information Policy and the Freedom of Information Act 2000.

Internal investigation and internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to: Freedom of Information Review, The Clatterbridge Cancer Centre NHS Foundation Trust, Clatterbridge Road, Bebington, Wirral, CH63 4JY

If you are not satisfied with the outcome of the internal investigation/review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

In order for us to ensure customer satisfaction and to monitor compliance with the Freedom of Information Act 2000, we would be grateful if you could take a couple of minutes to complete a short feedback form via the link below:

<https://www.surveymonkey.co.uk/r/H39RFMM>