

**Trauma Unit Director**

**Job description & Person Specification - Guidance**

**Title:** Trauma Unit Director

**Responsible to:** According to local agreement

**Accountable to:** Medical Director

**Tenure:** 3 years (with option to renew subject to satisfactory performance)

**Hours per week:** 1 PA

**Notice period:** 12 weeks

**Job purpose**

Working in partnership with the designated Trauma Unit Manager and Medical Director, the Trauma Unit Director will provide leadership to the development and delivery of clinical care for patients on a trauma pathway. They are also responsible for overseeing the local governance processes and preparing and presenting the Trauma Unit’s peer review evidence.

**Post summary**

The Trauma Unit Director will provide clinical leadership within the Trauma Unit and will inform the Trauma Unit Manager and Medical Director of any clinical and operational issues. They will work collaboratively to develop internal pathways and integrate the Trauma Unit into the North East London and Essex Trauma Network (NELETN). The successful post holder will work closely with other healthcare professionals to support all aspects of clinical care and enhance the overall patient experience.

The Trauma Unit Director will support the Medical Director and work with NELETN to help the network achieve its overall aim of improving the quality of trauma services to patients in the region.

Trauma Unit Director appraisal responsibilities sit with the Medical Director according to local practice and NELETN can be approached at any time for feedback on performance.

**Key Working Relationships**

* Trauma Network Executive Team
* Trauma Coordinator and/or Rehab Coordinator
* Lead Nurse for Trauma
* Occupational Therapy and Physiotherapy teams
* Psychiatry liaison team
* Heads of Nursing in ED and Surgery
* Practice Development Nurses
* Consultants and specialities within the Trauma Unit
* All AHP and nursing staff
* Trauma Unit Leads across the NELETN
* TARN Data Coordinators
* Theatre staff
* Bed and clinical site management teams
* Radiology and radiography teams

**Main duties and responsibilities**

***Leadership, Staff Management and Communication***

* To provide strong clinical leadership for all staff associated with trauma services and to champion the Trauma pathway within (insert name of hospital).
* In conjunction with the Trauma Unit Board, to define the strategic direction for the Trauma Unit, gaining agreement with colleagues regarding areas for service development.
* To ensure national trauma unit peer review TQUIN, Pan-London and Network measures are adhered to and to ensure that up-to-date guidelines/protocols exist and are followed.
* To establish and chair monthly/bimonthly Trauma Board and Trauma Governance meetings.
* As part of the development of trauma provision, to attend the NELETN meetings (minimum 75% attendance required each year).
* To have overall clinical responsibility for the submission and analysis of TARN and the subsequent use of that data to improve care pathways
* To take overall responsibility for the collation and submission of peer review evidence and be prepared to present this to the NELETN executive team on an annual basis.
* To oversee the use of Referapatient within (insert hospital name here) and ensure correct usage, monitoring the quality of referrals to the MTC.
* To oversee the repatriation process inhouse, ensuring that repatriation pathways are in place, reducing delays to repatriations by resolving local disputes, and providing timely responses to repatriation escalations.

***Training/Teaching***

* In conjunction with the Clinical Director/Trauma Unit Manager, ensure that practitioners are compliant with their statutory/mandatory training.
* Identify the training needs of staff involved in trauma care provision, and with the appropriate bodies, develop plans to address these needs
* Where training is provided at network level, support the attendance of staff working withing the trauma pathway and promote education opportunities widely within the Trauma Unit.

***Clinical Risk Management***

* To maintain a Trauma Specific risk register and incident log
* To ensure that clinical protocols are adhered to and are regularly reviewed to ensure that they meet Trauma Unit requirements.
* To attend the Division’s clinical governance and audit events and/or meetings as required
* To ensure that regular audit takes place, and that records of attendance and topics are kept and copied to the Divisional Clinical Governance lead. This includes network mandated audits.
* To work closely with clinical leads and within the Trust clinical governance structure to ensure a coherent and robust approach to governance within the Trauma pathway
* In conjunction with the Trauma Unit Manager, ensure that relevant health and safety issues are addressed.

***Induction***

* In conjunction with the Trauma Unit Manager ensure and document that all newly appointed medical practitioners working within the Trauma Pathway are inducted to trauma care within (insert hospital name here) and are familiarised with NELETN.
* To complete a checklist of technical competence and assess training requirements.
* To establish and update (annually) a trauma induction for junior doctors, to include clinical and non-clinical practice.

**THIS JOB DESCRIPTION WILL BE SUBJECT TO PERIODIC REVIEW AND AMENDMENT IN CONSULTATION WITH THE POST HOLDER**

**Person Specification**

Trauma Unit Directors are clinicians recognised for their leadership abilities, who have the support of clinical colleagues and who can work effectively with the Trauma Unit Manager and Medical Director. They will be expected to demonstrate an understanding of the management process. They will possess good communication skills; knowledge of current issues relating to the NHS and their service and will have the ability to drive forward the clinical strategy for the specialty. In order to fulfil these requirements, it is essential that the Clinical Lead possesses the following core competency skills:

**Qualifications and Training:**

* Qualified Clinical professional with a professional registration from an appropriate recognised body
* Evidence of continued professional development
* Post graduate qualifications
* No outstanding/live disciplinary or significant competency concerns

**Experience and Knowledge:**

* Must be or have worked at Hospital senior level with exposure to trauma workload
* Broad general understanding of medical management responsibilities
* Successful record of partnership working
* A good understanding of the health and social care environment in the NHS, and of national targets

**Abilities and Personal Qualities:**

* Good communication skills
* Strong service focused approach
* Ability to build effective relationships with a range of healthcare professionals
* Demonstrable leadership skills
* Team player, able to develop a culture that promotes clinical engagement in decision making
* Able to lead continuous change and improvement in services, encouraging the use of new clinical and service technologies.