

DIRECTOR OF SERVICES STRATEGY

THIS IS MAINLY A STRATEGIC ROLE TO HELP SHAPE THE DIRECTION AND FUTURE OF LMHC, WITH ADDITIONAL SUPPORT TO THE DIRECTOR OF NURSING AND THE SENIOR MANAGEMENT TEAM TO ENSURE THE QUALITY OF ONGOING SERVICE PROVISION

INDIVIDUAL JOB PLAN RECORD

Date		Review:
No of sessions	4 per month managed flexibly	

1. SCHEDULED COMMITMENTS

- BOARD MEETINGS ½ DAY EVERY OTHER MONTH
- CLINICAL GOVERNANCE SUBCOMMITTEE MEETINGS ½ DAY QUARTERLY
- SENIOR LEADERSHIP TEAM MEETINGS (FOR CLINICAL STRATEGY PART ONLY) MONTHLY

2. Explanation of Duties and Calculation of Weekly Remuneration (PAs)

DIRECT CLINICAL CARE (DCC)

Activity	Frequency and other information	PAs per week
Work with the CEO and Director of Clinical Services to develop and implement LMHC Clinical services strategy	From the Joint Palliative Care Working Group meetings, LMHC existing strategy and professional knowledge, identify recommend and advise on development opportunities and initiatives to develop new and existing services to maximise partnerships for the benefit of best practice and care for people across the county Develop and update the LMHC strategy annually with quarterly reviews against progress achieved, identifying gaps in service provision that LMHC need to address	
Support the Director of Clinical Services to allow the operational delivery of the services strategy	Attend ad hoc MDT meetings Attend meetings with Director of Clinical Services to facilitate, champion and drive the implementation of strategic improvements and provide progress reports for CEO and Board	

SUPPORTING ACTIVITIES

Activity	Frequency and other information	PAs
General	<ul style="list-style-type: none"> • Preparation and delivery of occasional education sessions as requested • Support clinical audit and contribute to clinical governance • Undertake Personal job planning and appraisal • Undertake mandatory training • Maintaining knowledge of hospice developments, policies and QA. • Non-clinical administration (deal with correspondence, write reports, provide specialist advice, attend meetings) etc. • Represent LMHC in the East Dorset and Purbeck Palliative care arena • Presentations to the Board and / or Stakeholders where appropriate 	Unscheduled
		Flexible
		Unscheduled

Total PAs per week		Programmed activities
		Supporting professional activity

TIMETABLED FLEXIBLY WORKED ACTIVITY

Activities marked as ^{flexible} are grouped and timetabled as Flexibly worked activity
 It is recognised that certain activities cannot be accurately timetabled on a weekly basis to occur at a specific time. These activities are marked as ^{flexible} and grouped and timetabled as Flexibly Worked Activity. and may be undertaken interchangeably to suit the service during the time scheduled in the timetable.

UNSCHEDULED ACTIVITY

Activities marked as ^{unscheduled} are not timetabled
 These activities may be carried out at a time to suit the service and individual but where such activity requires meeting with other individuals, it is expected that wherever possible, such meetings be held at times scheduled for other Flexibly Worked Activity in which case, displaced activity will be carried out at a time to suit the individual.