

Job Description

Job title:	<i>London Cancer</i> Expert Reference Group Chair
Responsible to:	UCLH Cancer Collaborative Chief Medical Officer
Accountable to:	UCLH Cancer Collaborative Chief Medical Officer
Hours per week:	1 PA

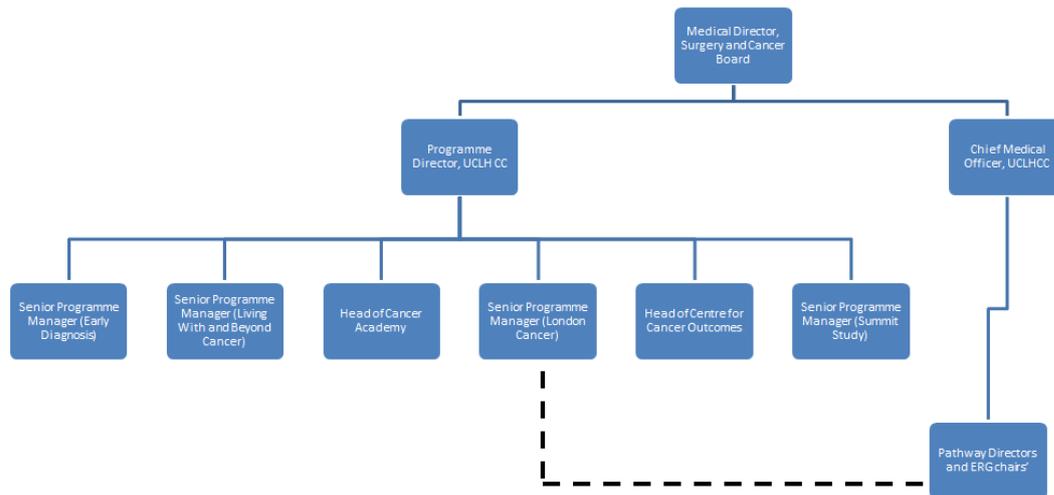
UCLH Cancer Collaborative

The [UCLH Cancer Collaborative](#) is the Cancer Alliance for north and east London and brings together hospital trusts, GPs, health service commissioners, local authorities and those affected by cancer to improve early cancer diagnosis, outcomes and care for patients in [our area](#). Our mission is to achieve world-leading patient outcomes and experience for the population we serve and to continue to be at the forefront of developing and testing new cancer care models that can be replicated nationally to accelerate delivery of the [national cancer strategy](#).

The UCLH Cancer Collaborative is hosted by University College London Hospitals NHS Foundation Trust to provide the system leadership for cancer. We work with our stakeholder organisational leads to understand cancer outcomes and patient experience for our population, identify opportunities for improvement, develop strategic priorities and obtain resources for delivery from relevant bodies, including NHS England cancer transformation funding, joint working with industry, our major charity partners and other grant giving bodies.

The work programme is delivered through six programmes, one of which is *London Cancer*, that continues to lead integrated pathway improvement work across all our cancer providers. *London Cancer* comprises 22 tumour pathway boards and expert reference groups, each of which is led by a senior cancer clinician, with support provided by the programme management team. The clinical leadership team is led by the Chief Medical Officer (CMO), and includes the clinical director of the Centre for Cancer Outcomes, the cancer clinical leads of the NCL and NEL STPs and primary care clinicians working within the Macmillan Integrated Cancer programme.

Organisational Chart



The main focus of this role is to provide clinical leadership for a specific element of cancer services relevant across tumour pathways across the UCLH Cancer Collaborative through chairing a clinical expert reference group (ERG). The areas of cancer services supported by ERGs are: chemotherapy, nursing, radiotherapy, diagnostics, acute oncology, living with and beyond cancer, rehabilitation and psychosocial. The role is significant in terms of geographical influence (across the 11 trusts, 13 CCGs and 3.5 million population) and scope (all tumour pathways). The post holder will be part of a unified clinical leadership team of Pathway Directors, other Expert Reference Group Chairs and other Clinical Leads that drive and support delivery of the objectives for the Alliance and also UCLH in its system leadership role for cancer. The role brings challenge to the traditional model of mostly in-hospital cancer care, making step changes in earlier diagnosis and radically reducing variation.

We work closely with [UCL Partners Academic Health Science Partnership](#), that includes world leading cancer researchers across the entire cancer spectrum at University College London, Queen Mary's University London, London School of Hygiene and Tropical Medicine and major specialist and local hospitals. We have strong partnerships with Cancer Research UK and Macmillan and work closely with our neighbouring cancer alliances (RM Partners and South East London Accountable Cancer Network), particularly for work programmes conducted at a pan-London level where the interface with primary care and the public are part of the capital's [Healthy London Partnership](#), and with East of England cancer alliance for projects that impact on the Essex population.

Job Purpose

To lead the delivery and development of services for a specific area of cancer services provision and thereby contribute to the delivery of the UCLH Cancer Collaborative and National Cancer Strategy.

Key Working Relationships

- Other ERG Chairs and Cancer Pathway Directors
- Chief Medical Officer of London Cancer
- The UCLH Cancer Collaborative management team
- The UCLH Cancer Collaborative Board members
- UCLP Executive
- Trust Cancer Leads and Managers
- Pathway Managers
- Members of the ERG
- London specialised commissioners
- Local GPs
- CCGs
- Educational providers, universities and research organisations
- User and patient representative organisations

Resources and support available

London Cancer is one of six programmes of the UCLH Cancer Collaborative. The *London Cancer* Programme is supported by Programme Management and Project Management professionals. A dedicated Project Manager will provide support to the post holder one day a week. The team also includes some additional patient experience, event management and administration support.

The other programmes of the UCLH Cancer Collaborative are detailed above.

Resource and expertise from these programme teams are also available to support ERGs with projects which meet the objectives of the UCLH Cancer Collaborative.

Post holders will also have access to clinical leadership peer support and training and development opportunities.

A small budget will be available to support ERG activities such as education events. ERG chairs will also be supported to write proposals and bids to fund related events and initiatives where relevant.

Main Duties and Responsibilities

Leadership

The ERG chair will:

- Have overall responsibility for the quality and patient experience of the service area across the UCLH Cancer Collaborative.
- Lead improvements in the patient experience and clinical outcomes of people with cancer treated within the UCLH Cancer Collaborative.
- Maintain an Expert Reference Group with full representation from all key partners in the care of patients with cancer.
- Organise, with the assistance of the support team, ERG meetings at least every three months unless otherwise agreed including preparation of an agenda, timely approval of minutes and attendance at the meetings.
- Ensure that the ERG meets its aim to improve cancer care, save more lives, put patients at the centre of care services, and improve patient experience. The board minutes and relevant important activities should be uploaded the UCLH Cancer Collaborative website for open viewing.
- Keep outcomes that matter to patients at the heart of the ERG and its objectives.
- Attend the quarterly clinical director forum.

Delivery

The ERG chair will:

- Ensure that objectives are set with a supporting ERG work programme which drives improvements in clinical care and patient experience that contribute to the delivery of UCLH Cancer Collaborative strategy. Ensure that effective efforts are continually made to minimise unnecessary variation in cancer care.
- Take responsibility and be **personally accountable** for the delivery of the work programme of the board.
- Develop and maintain a **risk register** for the ERG's objectives and work programme, reporting risks to the Chief Medical Officer. Trusts will maintain responsibility for clinical governance within cancer services provision.
- Attend regular meetings with the Chief Medical Officer to review progress and objectives for the ERG.
- Report regularly the progress on the ERG work programme to the UCLH Cancer Collaborative Board and **publish an annual ERG report** (a template will be provided).
- Work with all stakeholders, under the leadership and timetable set by the commissioners, **to co-produce and help implement optimal standardised care** for all patients in the UCLH Cancer Collaborative.
- Take responsibility for **defining outcome measures and metrics** to demonstrate that optimal services are being delivered to patients and monitor performance against these.

- **Obtain assurance** that care at all provider trusts meet necessary standards and outcome targets, and escalate through the Chief Medical Officer if required (e.g. waiting times standards).
- Promote and **improve research and development activity** across the UCLH Cancer Collaborative.
- **Promote the highest level of education and training** for all health care professionals across the UCLH Cancer Collaborative.

Service improvement

The ERG chair will:

- Gain a robust understanding of the key opportunities to improve outcomes and experience by gathering and reviewing intelligence about relevant services.
- Lead clinicians across the UCLH Cancer Collaborative to deliver clinically relevant improvements across the whole region.
- Identify best practice and support its roll-out via an active quality improvement programme and thereby minimise variation in clinical practice.
- Use outcome, experience and performance data to make recommendations to the Chief Medical Officer and local commissioners on changes that are required to improve patient care.

Engagement

The ERG chair will:

- Support full and active service user involvement in the work of the ERG and demonstrate how service user input has been used for the benefit of local people.
- Promote collaboration between partner organisations.
- Provide advice to commissioners as requested.
- Build relationships, including public health and public and patient engagement.
- Provide a mechanism for all provider organisations to be involved and contribute to discussions and planning for the work of the ERG.
- Host at least one annual engagement and education event each year, open to the whole of the UCLH Cancer Collaborative and beyond.
- Lead discussions with other ERG chairs, pathway boards and clinical leads in other regions on issues of common interest.

Person specification

Essential criteria

- Shows commitment to changing the culture of current cancer processes and systems to promote greater focus on patient experience and clinical outcomes and looking at the whole patient journey.
- Is prepared to be held to account for performance in leadership roles.
- Has the credibility to be a regional clinical leader by way of demonstrable clinical excellence and being able to command trust from colleagues.
- Is capable of leading a multidisciplinary team of clinicians (doctors, nurses and associated healthcare workers) within a complex organisational network, across provider trusts and into primary care.
- Demonstrates previous experience of leading clinical teams at a high level and leading change.
- Is able to confidently chair a UCLH Cancer Collaborative-wide speciality group, collating validated minutes and ensuring appropriate engagement, discussion and attendance.
- Is able to influence others to develop a shared vision.
- Shows an awareness of the wider strategic issues affecting health care delivery in the NHS, especially in North Central and East London and West Essex - thorough knowledge of national and local factors that may affect cancer care is essential.
- Is energetic and enthusiastic, capable of generating enthusiasm in others and gaining confidence among a diverse multidisciplinary team.
- Demonstrates enthusiasm for working collaboratively with other organisations, including trusts and primary care with users.

Desirable criterion

- Has held a senior clinical leadership/managerial position within the NHS in North Central and East London and West Essex where there has been demonstrable excellence in the monitoring and performance of cancer care.