

JOB DESCRIPTION

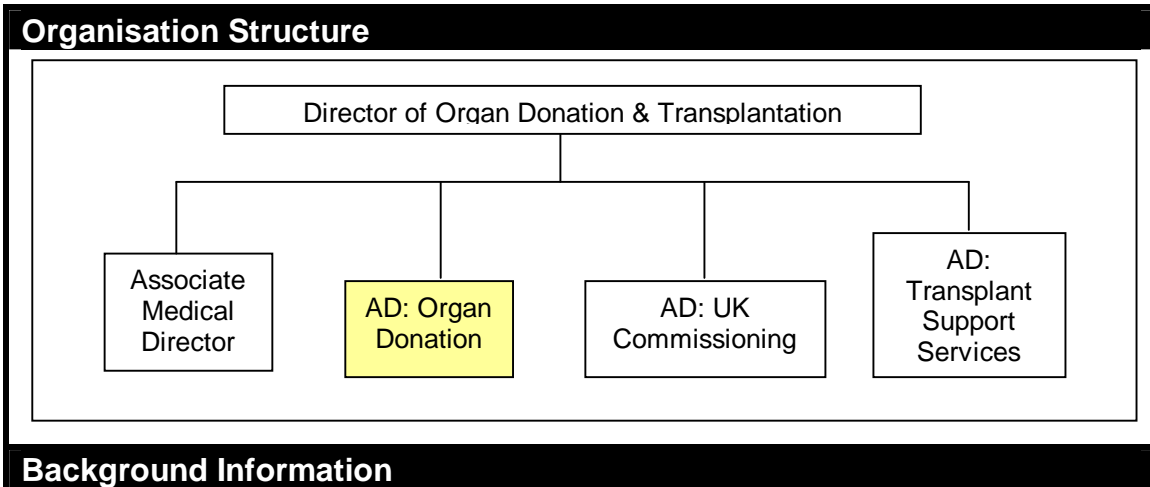
Post Details	
Title of Post:	Assistant Director: Organ Donation
Grade:	Agenda for Change Band 8d
Department/Directorate:	Directorate of Organ Donation & Transplantation
Location:	The successful candidate will be expected to live within daily commuting distance of Watford
Accountable to:	Director of Organ Donation & Transplantation
Responsible for:	Managing 266 transplant donor coordinator staff, influencing & supporting Clinical Leads for Donation in 200+ hospitals throughout the UK

Main Job Purpose
<ul style="list-style-type: none">• To increase the number of deceased organ donors in line with targets• To ensure that detailed mapping of the organ donation pathway is undertaken and used to guide prioritisation in developing donation.• To lead, manage, motivate and develop the Donor Transplant Coordination (DTC) workforce and ensure all staff deliver 'gold standard' practice.• To ensure that the Donor Transplant Coordination workforce has the capacity, capability and resilience to meet the growing number of deceased donors, commissioning external training as required.• To ensure that DTC's are embedded in UK hospitals and build productive working relationships with critical and emergency care staff.• To ensure that all supporting policies and standard operating procedures to support DTC's are in place and adhered to.• To lead the development of clinical networks for donation across all UK hospitals.• To ensure that hospital clinical leads for donation, non-clinical donor champions and hospital donation committees have the skills, information and support to increase deceased donation.• To lead development of the potential donor audit and other audit and performance management mechanisms.• To lead internal and stakeholder communications for the directorate.

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NHS Blood and Transplant is a Special Health Authority within the NHS, responsible for managing the National Blood Service, Organ Donation and Transplantation and Bio Products Laboratory.



NHS Blood and Transplant (NHSBT) was established as a Special Health Authority in October 2005. Its remit is the provision of a reliable, efficient supply of blood, organs and associated services to the NHS. The Organ Donation and Transplantation Directorate (ODT) has responsibility, with partners in the Department of Health and the devolved administrations for delivering the 14 recommendations of the Organ Donation Taskforce. Seven of the recommendations are the specific responsibility of NHSBT. The following recommendations are relevant to this post:

- **Recommendation 4:** All parts of the NHS must embrace organ donation as a usual, not an unusual event. Local policies, constructed around national guidelines, should be put in place. Discussions about donation should be part of all end-of-life care when appropriate. Each Trust should have an identified clinical donation champion and a Trust donation committee to help achieve this.
- **Recommendation 5:** Minimum notification criteria for potential organ donors should be introduced on a UK-wide basis. These criteria should be reviewed after 12 months in the light of evidence of their effect, and the comparative impact of more detailed criteria should also be assessed.
- **Recommendation 6:** Donation activity in all Trusts should be monitored. Rates of potential donor identification, referral, and approach to the family and consent to donation should be reported. The Trust donation committee should report to the Trust Board through the clinical governance process and the medical director, and the reports should be part of the assessment of Trusts through the relevant healthcare regulator. Benchmark data from other Trusts should be made available for comparison.
- **Recommendation 7:** BSD testing should be carried out in all patients where BSD is a likely diagnosis, even if organ donation is an unlikely outcome.
- **Recommendation 9:** The current network of DTC's should be expanded and strengthened through central employment by a UK-wide Organ Donation Organisation. Additional co-ordinators, embedded within critical care areas, should be employed to ensure a comprehensive, highly skilled, specialised and robust service. There should be a close and defined collaboration between DTC's, clinical staff and Trust donation champions. Electronic on-line donor registration and organ offering systems should be developed.

NHSBT provides services throughout England and part of Wales but has been designated as the Organ Donation Organisation for the whole of the UK. This new post is unusual in that it covers England, Wales, Scotland and Northern Ireland and will need the post holder to understand the government and legal differences in England and the devolved administrations. The post will require extensive travel throughout the UK.

Key Duties and Responsibilities

General responsibilities

- To make sure the directorate supports the increased identification and conversion of potential into actual organ donors to meet government targets.
- To ensure that detailed mapping of the organ donation pathway is undertaken and this information used to guide prioritisation in developing donation.
- To manage the budgets for the department, ensuring that advance resource planning enables the directorate to support budget proposals to the Department of Health.
- To act as Senior Responsible Office for projects established to implement ODTF recommendations within the post holder's area of responsibility.
- Together with the Associate Medical Director, to support and encourage research in the field of organ donation.
- To participate in the on-call rota.
- To act as media spokesperson for the department and directorate as required.

Management of Donor Transplant Coordinator Workforce

- To lead and manage the donor transplant coordination workforce (both clinical and administrative staff), making sure that all work to the 'gold standard' and that new developments and research (either nationally or internationally) in donor transplant coordination are adopted rapidly and universally.
- To ensure that department is structured, staffed and led to support best management practice and all staff have appropriate clinical supervision, performance management and personal development.
- To ensure that the donor transplant coordination workforce has the capacity, capability and resilience to meet the growing number of deceased donors and is EWTD compliant, devising appropriate recruitment and retention strategy with the support of HR services.
- To commission training and development for the workforce to enable them to fulfil their professional responsibilities and ensure that staff are fully trained, including all mandatory training.
- To ensure that all donor transplant coordinators are successfully embedded in intensive care or emergency departments.
- To ensure that the Potential Donor Audit and other forms of audit and data collection are developed and completed so opportunities for donation are maximised.
- To ensure that all donor transplant coordinators and their administrative staff have the facilities, IT and telecommunications required to undertake their role through liaison with the relevant group services.

Leadership and Development of the Hospital Organ Donation Networks

- To develop clinical networks for organ donation across all UK hospitals, together with the Clinical Lead for Organ Donation, leading and supporting hospital donation committees, non-clinical Champions and hospital Clinical Leads for organ donation.
- To ensure clinical networks have the training, development, information support and performance management to fulfil their responsibilities.
- To support the creation of a professional development programme and associated toolkit for hospital Clinical Leads.
- To put mechanisms in place to make sure that hospital Clinical Leads meet the requirements of their job description in return for reimbursement.

Communications

- To ensure, with the Communications and Public Affairs directorate that vehicles for stakeholder communication are reviewed and revised as necessary.
- To make sure that stakeholder communications are regular and effective

Client lead

As client lead for Communications and Human Resources, to ensure that the services provided by these directorates meet the needs of ODT; form part of the business plan for the relevant group service directorate; have proper arrangements in place to manage the relationship and that support is delivered as required.

Corporate Assistant Director Responsibilities

- Ensure the overall performance of the Directorate through delivering on agreed outcomes
- To work collaboratively as a senior team collectively and individually, accepting and owning accountability for the decisions made and offering assistance where required, even where this falls outside own specific remit.
- Provide leadership and management within the Directorate in line with the corporate purpose, mission, vision and values by acting as a leadership role-model and actively portraying and promoting these corporate behaviours.
- To develop a leadership and management culture within their own teams that ensures effective decision making at all levels. This culture will be characterised by strong mentoring support mechanisms, a consistency of management approach, acknowledgment and rewarding of good performance and the supporting of learning from sub optimal decisions.
- Assistant Directors will foster strong professional relationships with their peers respecting their knowledge and viewpoints whilst critically analysing outcomes to ensure that the service to Donors is paramount in decision making.
- To deputise for the Director and other Directorate Management Team colleagues as appropriate.
- To participate in media interviews – radio and TV in order to represent the Directorate in appropriate situations if necessary in the absence of the Director.

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Essential Qualities of an NHSBT Senior Employee

We expect all our senior employees, whatever their role, to have a core set of key competencies and attributes. These include always

- showing a passion for our core purpose - to save and improve lives
- demonstrating energy and drive in getting things done
- evaluating the quality of their service and always trying to do better
- focussing on what the customer or donor needs rather than what will suit the organisation
- being committed to personal development and learning for themselves and for their team
- showing insight into their own behaviour and the behaviours of others
- understanding how to embed change so that improvements are sustainable and consistent
- building, strengthening and empowering their team and planning for succession
- being committed to communicating the vision, goals, successes and lessons learned to their colleagues and team members

General Provisions for Managers

1. Ensure commitment towards Quality Standards, by maintaining an awareness of the relevance to GMP or similar critical control standards of any activities for which the post holder is accountable. Ensure compliance is maintained as a priority consideration.
2. Ensure that the induction, training and development needs of any staff the post holder is responsible for, are identified and addressed, and contribute generally to the development of a culture of lifelong learning in the Service. This will include being responsible for ensuring a Personal Performance and Development Review (linked to the Knowledge and Skills Framework) is carried out for all staff the post holder is responsible for, at least once a year.
3. Participate in and promote the establishment and review of appropriate Service Level Agreements (SLA) between the function represented and other functions, ensuring that delivery of agreed SLA standards is maintained.

General Provisions

1. Ensure information concerning donors, customers and other members of staff is treated as confidential.
2. Promote the Core Purpose and Communication Strategy.
3. Act as a role model and promote behaviours in keeping with the Mission & Values of the organisation.
4. Ensure that the Health and Safety Policies, Standard Operating Procedures and National Guidelines are adhered to at all times.
5. Adhere to and demonstrate commitment towards the implementation and continuing review of the Quality System.
6. Other duties within the general scope of the post may be required from time to time. Changes will be discussed with the officer before implementation.
7. The duties of the post and job description will be regularly reviewed through the agreed process.

Acceptance and Review

Accepted

Manager..... Date

Jobholder..... Date

Reviewed

Manager..... Date

Jobholder..... Date