Interim Programme Director: Trauma & Orthopaedic Registries

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<th>Job Title:</th>
<th>Interim programme director: Trauma &amp; Orthopaedic Registries</th>
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<td>Reporting to:</td>
<td>CEO</td>
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<tr>
<td>Salary:</td>
<td>Salary dependant on experience and qualifications</td>
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<td>Duration:</td>
<td>Full or part-time (at least 4 days per week), short-term role for 7-8 months; some flexibility for the right person. Ideally to commence in June.</td>
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<td>Location:</td>
<td>The BOA office is based in London</td>
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<td>Deadline:</td>
<td>Applications to be submitted by 5pm 27th April</td>
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<td>Interviews:</td>
<td>First interviews likely to be held on 4th May</td>
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<td>To apply</td>
<td>Please provide a CV and covering letter to Julia Trusler: <a href="mailto:j.trusler@boa.ac.uk">j.trusler@boa.ac.uk</a></td>
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Please note: We will not accept agency enquiries.

In brief

A 7-8 month opportunity has arisen for an experienced programme lead to join the British Orthopaedic Association team to oversee the development stage of the BOA’s new major programme, the ‘TORUS’, Trauma & Orthopaedics Registry Unifying Structure. The position has arisen due to maternity leave for the current post-holder and would ideally commence in June 2016.

The TORUS Programme is working with six emerging registries that have been set up to collect data on patient outcomes from trauma and orthopaedic surgery. This data is collected in order to be used for promoting high quality outcomes for patients, providing units and individuals with outcomes data for audit and service evaluation purposes, and supporting research. These registries, in collaboration with the BOA, are setting out to work more closely together and establish shared infrastructure to support key elements of governance and approach. We see this as a strategically important programme of work given the growing focus nationally on collecting and using outcome and registry data, which has been called for in, for example, the Francis and Carter reports.

The TORUS Interim Programme Director will oversee all aspects of the TORUS preparatory and implementation stages for the duration of their time with the BOA. This is the sole staff member employed on the project and the individual will undertake oversight and implementation activities across a wide range of issues and areas.

Background about the BOA

The British Orthopaedic Association (BOA) is the professional body for Trauma and Orthopaedic (T&O) surgeons practising in the UK. We are a membership organisation, a charity and the largest of the ten recognised Surgical Specialty Associations.
In addition to our strapline of Caring for Patients, Supporting Surgeons, we have three core strategic objectives of excellence in professional practice, research and training and education. In recent years policy development and programmed implementation work have become an increasingly important element of what we do – particularly in the area of professional practice. This is supported by a small and highly agile staff team.

**Background about the BOA’s registries work and TORUS**

TORUS is a new work programme which has arisen out of the Quality Outcomes work stream that we commenced in 2014. TORUS is the ‘Trauma & Orthopaedic Registry Unifying Structure’ and has come about following the establishment in recent years of a large number of new registries in the T&O field, each initiated by specialist societies and lead clinicians in their field. The opportunity was identified to set up a support and governance infrastructure for these, to improve the efficiencies of running them, provide support to the volunteer clinicians leading them and promote a harmonisation of approach across them wherever it makes sense to do so. The purpose of all the registries is to collect data on patients and their outcomes with the aim of promoting quality of outcomes; as such the data collected is used by surgeons and hospital trusts to review their practice and compare to their peers, as well as supporting surgeons’ revalidation and wider research objectives.

A preparatory phase of activity is currently underway to develop the TORUS. This postholder will join the programme at a crucial time, to cover the final aspects of the preparatory work and early aspects of the implementation stages. This will involve considerable amount of liaison with stakeholders (particularly registry clinical leads, hospital trusts and the database supplier), establishing and implementing policies for operating the TORUS, and wide-ranging administration and communications activities to support the process and people involved. More specifically, the main work packages within these two phases are as follows.

**Preparatory stage:**

1) Due diligence regarding the set-up of the TORUS, including current registry policies, processes, contracts and governance.
2) Establishing collaboration agreements between parties
3) Establishing data sharing agreements for joint data controllership
4) TORUS implementation planning
5) Monitoring of emerging policy (and other) developments, particularly in relation to European data regulations, National Data Guardian and Carter report recommendations

**Implementation stage:**

1) Data governance policies and processes
2) Other policies and processes besides data governance
3) Infrastructure and internal preparation (including project governance and communications)
4) Contractual/supplier related issues
5) Monitoring of emerging policy (and other) developments (ongoing)

**The Role – TORUS Interim Programme Director**
The TORUS Interim Programme Director will oversee all aspects of the TORUS preparatory and implementation stages for the duration of their time with the BOA. This is the sole staff member employed on the project and the individual will undertake oversight and implementation activities across a wide range of issues and areas. They will be required to work relatively independently, but will work closely throughout with the BOA CEO, BOA Executive Group, TORUS Clinical Lead, and TORUS steering committee to deliver the new programme. The project is a collaboration between the BOA and six other societies within the T&O field, and the post-holder will need to foster strong relationships with all partners.

We are looking to appoint an individual with experience in a similar role, strong project management skills and a keen interest in healthcare sector. They will be an excellent communicator, capable of undertaking multiple work strands at any one time, and with the flexibility to adapt if priorities change or opportunities emerge at short notice. In order to undertake their work effectively, they will need to establish good working relationships with colleagues internally, lead clinicians, suppliers and external stakeholders and organisations.

It will be particularly important for the individual we appoint to have:

- The interpersonal and diplomacy skills to work collaboratively with the large number of stakeholders involved and manage their different expectations in this development stage of work, particularly where seeking to reach agreement on important, complex issues;
- The strategic insight to see the bigger picture of the aims and objectives of TORUS, as well as an eye for practical details in order to identify and develop solutions that would overcome difficulties and achieve these aims;
- An understanding of data governance issues relevant to health or research projects (for example regarding Data Protection Act compliance, data sharing agreements, consent, data security etc.);
- Considerable experience of working closely with senior clinicians, academics and patients;
- Experience of contracts and other formal agreements, ideally including both supplier-customer contracts and agreements between partners/collaborators.

For this short-term role, it would be advantageous for the candidate to demonstrate previous experience of undertaking an interim appointment, and/or of their involvement in taking on and handing over responsibilities for complex projects smoothly and swiftly.

For further details or discussion regarding the role and work programme, in the first instance, please contact Julia Trusler (j.trusler@boa.ac.uk).

**Person Specification**

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<td>A strong academic background, educated to at least degree level.</td>
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<tr>
<td>A strong background in healthcare related policy development and project management (at least five years).</td>
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<td>Proven track record of managing high-profile and complex projects from planning, through implementation to successful completion</td>
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Proven track record in preparing communications for a range of audiences, conveying sensitive and/or complex information.

At least five years experience of working with senior clinicians and/or other senior stakeholders

Significant experience of working collaboratively with various stakeholders, for example in a partnership project, and being able to appreciate the expectations and requirements of different individuals or organisations.

Proven experience in building good working relationships with individuals at partner/collaborating organisations

Proven experience in developing and implementing new policies and processes that are robust and well-executed internally.

Experience of working with high level Boards and Committees, including minute taking and report writing

**Knowledge**

Significant awareness of current health care issues, particularly in relation to NHS England, NHS Improvement and other bodies’ work on quality, outcomes and data collection.

In-depth knowledge of data governance issues relevant to collecting and using personal identifiable data

**Skills and Abilities**

Strong team-working skills and ability to work effectively with individuals across organisations and at different levels of seniority

Adroit influencing and good people management skills

Fluent in English, with excellent written and spoken communication skills

Ability to present and network at a senior level

Exceptional attention to detail and accuracy

Strong organisational and administration skills

Proven ability to implement strategies and to manage, monitor and evaluate progress.

Diplomatic and negotiating skills

Ability to prioritise and work under pressure with good time management

Excellent IT skills

**Other**

A professional appearance and the social skills necessary to deal with a range of stakeholders

Willingness to work flexibly and occasionally be available for evening and weekend work and to travel throughout the UK.

The ability to work with volunteers and an appreciation of the pressures on clinicians’ time

A creative, lateral thinker and energetic team player with a high level of drive and enthusiasm