

## BRITISH COLLEGE OF OSTEOPATHIC MEDICINE

### New Clinic Positions June 2010

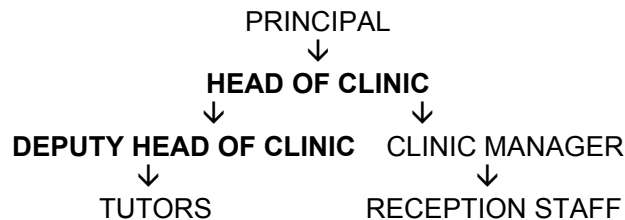
Arising from a review of the clinic management structure at BCOM and suggestions made over time by members of the BCOM clinical staff, the College is offering two new positions in its management structure. To clarify these new roles and how they will fit into the wider College/Clinic structure, find below a diagram showing the line management that will replace the current line management structure.

**INTERESTED CANDIDATES** e-mail cover letter and CV to: [rp@bcom.ac.uk](mailto:rp@bcom.ac.uk)

Or Mrs Rakhi Pai, British College of Osteopathic Medicine, Lief House, 120-122 Finchley Road, London NW3 5HR. Tel: 0207 435 6464

**CLOSING DATE:** 25 June 2010

### New Clinic Management Structure



### Head of Clinic

Salary: £40,000-48,000 per annum

The new post of Head of Clinic will provide a departmental and institutional focus for the overarching and strategic clinic management and a clearer through-line of managerial responsibility. The postholder will be active within the wider osteopathic education and regulatory framework, taking on issues of educational and public affairs, and will actively engage with stakeholders such as PCTs and the GOsC. This will be a senior administrative and strategic role within the College management structure and the successful postholder is likely to be a member of the Senior Management Group and several major committees. The postholder will have experience of, or be able to show the ability, to take part in engagement with the validating and accrediting bodies. The post will attract some tutorial and/or academic duties.

The primary functions of the Head of Clinic will include but not be limited to:

1. ultimate responsibility for the staff clinic roster and roster planning
2. ultimate responsibility for the student clinic roster and roster planning
3. line management of Session Leaders and thus all tutorial staff
4. line management of Deputy Head of Clinic and the Clinic Manager
5. liaison with Head of Academic Studies to ensure appropriate/punctual delivery of taught and other material
6. formal stakeholder reporting and representation, e.g. with PCTs, including strategic analysis and written reporting of patient data and feedback
7. active strategic and chairing roles in much of the institutional management

8. clinic profile and business planning (with Principal & Communications team)
9. to liaise with other academic heads to actively promote clinical research and to ensure that clinic auditing is at an appropriate standard for research
10. to periodically meet with student groups to discuss their clinical learning

The postholder will hold an osteopathic degree-level qualification, be GOSc-registered and have significant teaching experience and significant experience of dealing with management issues and management-level personnel, including professional decision-making.

### **Deputy Head of Clinic**

Salary £35000-42000 per annum

The new post of the Deputy Head of Clinic will provide daily support to the Head of Clinic in the good management of the Clinic, the tutorial staff and the clinical education of the student body. This post will be managerial, dealing with day-to-day issues raised by the clinical curriculum, clinical tutors and students. The postholder is expected to develop a “hands-on” role, attracting significant contact time in Clinic and undertaking limited amounts of formal upwards reporting to the College management. The post is likely to attract some (non-tutorial) academic duties. The great majority of the postholder’s time will be spent in clinic though administrative contact with the rest of the clinic management team, line-management issues and student contact and support will necessitate time away from clinic.

The primary functions of the Deputy Head of Clinic will include but not be limited to:

1. effective responsibility for the staff clinic roster and roster planning
2. effective responsibility for the student clinic roster and roster planning
3. to liaise with Clinic Manager re daily staff and student roster issues
4. line management of clinic tutors
5. daily management of the clinical environment (with Session Leaders) and day-to-day maintenance of legal and professional standards
6. senior point of daily contact with clinical students
7. responsibility for ensuring the daily completion of data and reports by students and clinic tutors
8. to regularly meet with student groups to discuss their clinical learning
9. to normally be available for supervision during clinic sessions
10. to ensure effective and efficient communications by clinical students, staff and clinic reception staff, regarding clinical matters (i.e. referral letters, PCT acknowledgement letters, medico-legal reports etc)

The postholder will hold an osteopathic degree-level qualification, be GOSc-registered and have significant clinical-teaching experience. They should ideally possess experience of clinical team teaching and interaction within a clinical team together with professional decision-making.

Both new posts will form a well-integrated and mutually supportive departmental team, along with the existing post of Clinic Manager, which will regularly liaise and share information in the good management of the BCOM Clinic and effectively representing it and departmental staff within the wider College structure. They will also individually and collectively develop close working relationships with members of staff outside the Clinic, including the Principal and his office, Registry, Communications teams, facilities staff and other academic staff.

A primary aim of the new team will be to increase the patient base at BCOM and to extend the PCT contract base as well as supporting the research commitment of clinical staff.