



CHAIR

CANDIDATE BRIEFING PACK

- 1. Welcome**
- 2. Advert**
- 3. Organisational Profile**
- 4. Job Description**
- 5. Person Specification**
- 6. Application Process**



Welcome

Thank you for expressing an interest in the position of Chair.

This is a very exciting time for The RCCP as we build upon Professional Standards Authority (PSA) accreditation which we received in 2018 and as we start to embed our new status as a Community Interest Company (CIC).

The incoming Chair will be pivotal in RCCP's our journey to improve patient safety and raise the profile of Clinical Physiologists nationally.

I have been associated with RCCP for many years and I am proud that during my tenure I achieved my two main priorities:

- RCCP achieving PSA accreditation for its voluntary register as a precursor to statutory regulation for Clinical Physiologists.
- Updating the management structure and the support for RCCP to meet the requirements of the modern NHS and especially regulation.

RCCP seeks a new chair with a detailed understanding of work undertaken by Clinical Physiologists and a track record of leading change. This experience will be underpinned by a clear understanding of the key issues within healthcare regulation.

We are more committed than ever to the development of partnerships and collaborations, both existing and new, and exploring how these can be a vehicle for us to improve our services further. We are looking for somebody with real drive to work with our CEO to lead us through the next stage of our development.

I do hope you enjoy reading this pack and learning more about RCCP and its role in championing patient safety. If you believe you have the necessary experience and qualities, I hope that you will be inspired to make an application and we very much look forward to receiving it.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'T Watts', written over a light blue horizontal line.

Trefor Watts
Chair RCCP



Advert

Position:	Chair
Time commitment:	A commitment of c. four days a month, noting that time may vary across the year
Location:	Home based, with attendance at RCCP offices in Droitwich
Responsible to:	RCCP Council
Remuneration:	£12,000 a year
Tenure:	3 years. Maximum of two terms

The Registration Council for Clinical Physiology (RCCP) was formed in 2001 to campaign for Statutory Regulation for Clinical Physiologists and ensure the highest levels of safety for patients. Our profession is not yet regulated by the government, this means clinical physiologists are not regulated and monitored in the same way as other clinicians. Those on our register have volunteered to be regulated and this brings assurance of the highest standards of education, training and that no serious concerns have been raised about their work. As current governmental policy is to not increase the number of statutory regulatory bodies, RCCP applied and was awarded PSA accreditation for its voluntary register in 2018.

We hold a voluntary register for practitioners in six disciplines of Clinical Physiology; Audiology/ Hearing Therapists, Cardiac Physiologists, Gastro-Intestinal Physiologists, Neurophysiologists, Sleep Physiologists and Respiratory Physiologists. Today we have over 6000 registrants on our register and a turnover of £250k.

The RCCP has recently conducted a governance review and is pleased to announce our very recent conversion to a Community Interest Company (CIC) from January 2019. Becoming a community interest company demonstrates RCCP's commitment to the social goals of patient safety whilst also allowing it to focus on social enterprise and business development. It is to this backdrop that we now start the process to appoint our next Chair. The Chair will act as an ambassador for RCCP proactively developing relationships and engaging with key stakeholders. The Chair will be responsible for providing strategic leadership to ensure RCCP has a clear vision, values and strategic direction.

As a suitable candidate for this post you will be able to demonstrate previous non-executive leadership experience in a similar health or third sector organisation with a clear understanding of the key issues within healthcare and regulation. You will have a high degree of commercial and financial and political acumen. You must be comfortable leading a small organisation currently embracing change. You will support the CEO to engage with, and influence, a wide range of stakeholders and operate on a national stage as an ambassador for our organisation.

If you believe you meet the requirements above and would like to work with enthusiastic colleagues in an ambitious organisation, then we would welcome your interest and application. For a confidential conversation or further information regarding the position, please contact Zoey Innis (Office Manager) 01905 885350. Applications are by CV and Covering Letter and should be submitted by the closing date to Zoey Innis, RCCP Office Manager by email: ZoeyInnis@rccp.co.uk

Deadline for application:

14th February 2019 at 12:00 noon.

Final Interview Panel:

27th February 2019.



Organisational Profile

The Registration Council for Clinical Physiologists (RCCP) was formed in 2001 with the aim of ensuring the highest levels of safety for patients of Clinical Physiologists.

RCCP Council consists of both clinical and lay members. RCCPS holds a voluntary register for practitioners in six disciplines (Clinical Physiology: Audiology Therapists, Cardiac Physiologists, Gastro-Intestinal Physiologists, Neurophysiologists, Sleep Physiologists and Respiratory Physiologists) and holds over 6000 registrants.

Currently the annual turnover is approximately £250k and RCCP has significant capital reserves.

Our key work strands include:

- Maintaining and publishing a publicly accessible register of properly qualified members of the Professions.
- Promoting awareness of the Register among employers and education providers.
- Working in partnership with professional bodies to promote the highest standards of professionalism.
- Approving high standards of education and training and continuing professional development.
- Investigating complaints and taking appropriate action.
- Campaigning for the introduction of statutory regulation of clinical physiologists to ensure that nobody can opt out of the patient safety measures that we provide.

A new CEO and offices established in Droitwich (Worcestershire) have enabled RCCP to centralise previously outsourced administration functions (Register management, finance and general administration support).

RCCP gained Professional Standards Authority accreditation (PSA) in 2018 and this status is increasingly recognised by a growing number of stakeholders. The accreditation marks RCCP's ongoing commitment to provide the highest levels of governance, standard-setting, education and training, management of the register, complaints handling and information provision.

The RCCP continues to actively move forward as a company and is pleased to announce our conversion to a Community Interest Company (CIC) from January 2019. Becoming a community interest company demonstrates RCCP's ongoing commitment to patient safety.

<https://www.rccp.co.uk/>



RCCP Chair Job Description

Time commitment: A commitment of c. four days a month, noting that time may vary across the year
Location: Home based, with attendance at RCCP offices in Droitwich
Responsible to: RCCP Council
Remuneration: £12,000 a year
Tenure: 3 years. Maximum of two terms

Main Purpose:

- Provide strong non-executive leadership to Council.
- Provide leadership, support and advice, enabling Council to set policy, fulfil its purposes and execute its registration responsibilities.
- Encourage and support the Chief Executive Officer to ensure delivery of RCCP functions, strategies and objectives.
- Act as an Ambassador for RCCP, proactively developing relationships and engaging with key stakeholders.

Principal Responsibilities:

- Provide strategic leadership to ensure RCCP has a clear vision, values and strategic direction.
- Annually evaluate the performance of RCCP in achieving its strategy and objectives. Formally evaluate the performance of the Chief Executive and informally evaluate the effectiveness of Council members.

Chair, and proactively contribute to, Council, AGM and Executive meetings, ensuring:

- A balance is struck between time-keeping and space for discussions.
- Business is dealt with and decisions made.
- Decisions, actions and deliberations are adequately minuted.
- The implementation of decisions is clearly assigned and monitored.
- Discuss with the Chief Executive issues confronting RCCP and issues of concern to Council.
- Liaise with Treasurer, CEO and Council to ensure the financial viability of RCCP.
- Provide strong non-executive leadership and encourage open and proactive accountability to the public and the professions.
- Contribute to an organisational culture emphasising personal development, continual improvement and a 'can do' attitude.
- Develop and maintain constructive collaboration, networking and consultation with key stakeholders, and others when required.
- Uphold public interest in all that the RCCP undertakes.
- Support Council in ensuring compliance with all registration requirements identified by the Professional Standards Authority.
- Appoint any committee chairs, in consultation with CEO and Council members.
- Demonstrate a commitment to Equal Opportunities in all matters.



RCCP Chair Person Specification

Qualifications:

Degree level qualification (Essential)
Registered Clinical Physiologist practitioner (Desirable)

Experience:

Experience as a Registered Clinical Physiologist and/or another Healthcare Practitioner working at senior level (Desirable)
Experience as a non-executive director, lay member or trustee in a similar sized organisation or health-related professional body (Essential)

Knowledge/Competence

Healthcare

Able to demonstrate a track record of:

- Knowledge of health care regulation, registration organisations and professional bodies.
- Awareness of patient safety issues.

Board Leadership

Able to demonstrate a track record of:

- Strong lay/non-executive leadership with a proven ability to inspire, motivate, communicate vision and deliver results.
- Running effective Board meetings.
- Acting as an ambassador for a health-related professional body or register organisation.

Communication, Interpersonal and Influence

Able to demonstrate a track record of:

- Operating successfully as a non-executive director, lay member or trustee.
- Being a confident and credible organisational ambassador and spokesperson.
- Proactively building constructive professional relationships with external stakeholders whilst maintaining the organisation's interests.
- Successfully building and managing crucial relationships (Chief Executive, Council members, external partners) working effectively at a senior strategic level.
- Possessing the ability to innovate and develop sustainable ideas, an analytical and critical thinker with strong problem-solving skills, team-working skills, able to work in a flexible and adaptable way.
- Excellent communication skills, independent and confident in forming and expressing views clearly and succinctly, possessing tact, diplomacy and powers of persuasion.
- Awareness of own impact and achieving impact through gaining credibility and respect.
- Commitment to Nolan's seven principles of public service: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Accomplished verbal, written and IT Skills - able to use a full range of IT packages/software e.g. Microsoft Office.

Disqualification from appointment or post, Anyone:

- Disqualified under the Companies Directors Disqualification Act 1986 (CDDA).
- Filed for bankruptcy, had a bankruptcy petition served, been the subject of bankruptcy restrictions.
- Removed from a professional register.
- Anyone who has been removed from trusteeship of a charity.



Application Process

Application is by CV and covering letter, detailing your experience and personal qualities in relation to the Job Description and Personal Specification.

This should be sent to Zoey Innis, RCCP Office Manager ZoeyInnis@rccp.co.uk.

All applications will be acknowledged by a return email.

Key Dates in the Process

Applications will close on: **14th February 2019 at 12:00 noon.**

After the closing date, applications will be assessed against the Job Description and Personal Specification. Candidates will be informed whether they have been successfully shortlisted.

Interviews will be held on: **27th February 2019.**

For a confidential conversation or further information regarding the position, please contact Zoey Innis on 01905 885350.

Equality and Diversity

The RCCP is committed to eliminating discrimination and promoting equality and diversity which is reflected through its policies, practices and procedures. The RCCP values every individual and intends to treat everyone equally and with the same attention, courtesy and respect regardless of disability, gender, sexual orientation, marital or civil partnership status, pregnancy/maternity, race, colour, religion or belief, age, nationality, national or ethnic origin, or gender reassignment. Any allegations of discrimination on any of those grounds will be treated seriously and dealt with confidentially and speedily.

RCCP Office

The Middlewich Suite Droitwich Medical Centre Ombersley Street Droitwich WR9 8RD. Tel: 01905 885350

Email: rccpadmin@rccp.co.uk

Website: www.rccp.co.uk Limited Company No. 4324337