

## POSITION DESCRIPTION

|                     |                                       |                    |                  |
|---------------------|---------------------------------------|--------------------|------------------|
| <b>Title:</b>       | Clinical Governance and Audit Officer | <b>Location:</b>   | Abu Dhabi        |
| <b>Department:</b>  | Clinical Services                     | <b>Reports to:</b> | Medical Director |
| <b>Salary:</b>      | Salary package                        | <b>Band:</b>       | 2                |
| <b>Prepared by:</b> | Medical Director                      | <b>Date:</b>       | July 2014        |

### Overall Purpose:

To support Medical Director and other physicians in achieving clinical governance excellence against elements of the clinical governance framework and policy. Facilitate, promote and undertake clinical audit and clinical effectiveness and evidence-based practice

### Roles and Responsibilities

The roles and responsibilities of Clinical Governance and Audit Officer:

- Oversight of all clinical performance related to issues to support the Medical Director and ensure that all NA health professionals achieve clinical excellence.
- Advise on clinical regulatory requirements with regards facilities and professionals, DOH, MOH, NQA
- Advise on clinical accreditation requirements (JCIA, ISO, OHSAS) with regard to facilities and professionals
- Oversight of all clinical and patient related policy and procedure development and review using an agreed policy framework.
- Ensure the clinical guidelines are current and appropriate to the model and level of care delivered and will improved safely and quality care
- Oversight of liason with Education team to ensure that any clinical governance related policies and procedures are communicated to staff through a Learning management system and that any additional training developed and rolled out.
- Develop process to monitor and report on the effectives of clinical improvement strategies
- Oversee the implementation of quality monitoring system including routine interpretation of clinical performance information, and process to support improved performance.
- Recommend and communicate strategies to address shortfalls of performance, including performance against standard
- Ensure recommendations from clinical governance reviews are evaluated and implemented where appropriate.
- Work with the Clinical Complaints Investigation and Data Analysis to integrate incident monitoring data into clinical governance system.
- Establish and manage system collection and dissemination of clinical performance information including reporting against clinical measures

## الإسعاف الوطني National Ambulance

- Oversee management of governance related clinical projects
- Manage the production of health performance agreement KPI's
- Provide support to the ongoing development of NA clinical effectiveness and audit program.
- Undertake clinical audit projects
- Assist in design and set-up projects; collect, input and analyze data; write reports and formulate recommendations for changes to practice
- Support other staff undertaking clinical audit
- Plan data collection, inputting, analysis and report writing
- Deliver reports according to the proposed timescales
- Design data collection tools for each project
- Perform literature searches and obtain relevant evidence from published scientific articles to prepare scientific papers for publication
- Liaise with and attend meetings colleagues in NA to gather the data
- Review, interpret and extract information from a variety of sources
- Set-up spreadsheets and accurately input data for each project
- Prepare and submit applications for ethical and other approvals
- Undertake data analysis
- Interpret findings to develop recommendations for changes to clinical practice
- Providing evidence that demonstrates where services are clinically and cost effective.
- Providing opportunities for training and education.
- Enabling better use of resources and, therefore, increasing efficiencies.
- Improving communication and liaison between clinicians, managers, patients and service users and organizations.

### QHSE:

- Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System Compliance and Improvement
- Participate in QHSE Risk Assessment/ Inspection and conduct investigation into non-conformance, near misses, incident, or compliance

### Professional and Academic Expertise

- Minimum Bachelor's degree in a clinical field with 5 years' experience in a healthcare setting, with 2 years' experience in clinical governance or related field
- Experience planning, coordinating, evaluating and delivering a range of significant program's and new initiatives.
- Experience of communication with governmental companies, mainly with MoH and DoH
- Knowledge of Audit and evaluation process
- Demonstrated understanding of the ambulance service as a health and emergency service.
- Comprehensive interpersonal, communication (written and oral) and resolution and negotiations skills
- Ability to prompt synthesize and analyze complex information to identify the issues and meet deadlines
- A high level of cultural sensitivity and awareness in an educational and clinical setting
- Fluent in English (written and oral), Arabic speaker is an advance

Chief Administrative Officer

Change Brief

| Version | Date         | Changes   |
|---------|--------------|---|
| 1       | July -2014   | New PD  |
| 2       | Oct-2014     | Update template   |
| 3       | October 2016 | Update reporting line, position band and Professional and Academic Expertise  |
| 4       | April 2019   | <ul style="list-style-type: none"> <li>- Change the position from Clinical Auditor to “Clinical Governance and Audit Officer”</li> <li>- Removal and Additional in roles and responsibilities</li> <li>- Change the reporting line from Clinical Governance manager to Medical Director</li> <li>- Change the prepared by from CMA to Medical Director</li> <li>- Additional task in QHSE Section</li> <li>- Removal and additional in Professional and Academic Expertise section</li> </ul> |
| 5       | May 2021     | - Due to review no changes  |