



Role Description of General Secretary / Deputy Chair of the National Quality Improvement (inc. Clinical Audit) Network (N-QI-CAN)

1 Role summary. The general secretary is an elected member of the National Quality Improvement (inc. Clinical Audit) Network (N-QI-CAN). The general secretary is responsible for ensuring: internal assurances for governance and membership are being followed; probity, openness and transparency are upheld; N-QI-CAN activities comply with relevant legislation; oversight of the process of sponsorship and declarations of interest. The role of General Secretary is an N-QI-CAN Officer position and requires an individual to have gained the knowledge and experience of chairing a Regional Network and having supported the N-QI-CAN Forward Plan (as outlined in the document 'Routes Of Engagement and Leadership Progression in Regional Networks & N-QI-CAN' available on the N-QI-CAN website)

1.2 Responsibilities. The general secretary has the following key responsibilities:

- To work with and support, the N-QI-CAN Chair regularly (fortnightly) to take forward day to day activities and the Forward Plan
- To provide internal assurances that the governance and membership arrangements set out in this document are being followed
- To be responsible for the monitoring and evaluation of these arrangements
- To ensure probity, openness and transparency
- To ensure fair and equitable elections to officer positions
- To oversee a process by which members of N-QI-CAN must declare possible conflicts of interest
- To maintain a record of any offers of hospitality accepted by members of N-QI-CAN in relation to the group's business
- To ensure that N-QI-CAN activities comply with relevant legislation
- To act up in the absence of the chair and cover duties where applicable

1.3 Person Specification:

- Existing member of N-QI-CAN for at least 12 months or previous member who has stepped down in the last two years
- Current or previous Regional Network Chair
- Must currently hold responsibilities for clinical audit/quality improvement in a health or social care organisation
- Evidence of commitment in attending N-QI-CAN quarterly and development meetings, supporting and taking forward task and finish groups to realise the Forward Plan
- Evidence of leading the Regional Network meetings and actively supporting the Clinical Audit and wider Quality Improvement community
- The ability to present the work of the group coherently, accurately and confidently to commissioners and providers
- Commitment to following due process, and a willingness to challenge actions and behaviours which deviate from this
- Proven skills in delivering consensus
- Being a completer/finisher
- Ability to deliver complex tasks across a number of organisations or departments
- Experience of identifying programmes of work using inclusive approaches
- Understanding of the codes of behaviour required of staff in healthcare and consistently acts within these - All members represent their own organisation, working within their contractual requirements and following the NHS values and behaviours



1.4 **Accountability.** The general secretary is accountable to the N-QI-CAN chair and to core members of the N-QI-CAN

2 **Re-imbursements.** The general secretary post is able to claim re-imbursements for time up to two days a month from NHS England to undertake the elements of the role as outlined above. The monies are paid directly to the department / organisation of the postholder to enable backfill time.

2.1 **Appointment and period of office.** As outlined in the N-QI-CAN terms of reference, the general secretary will:

- be sought from within the existing membership of N-QI-CAN and members who have stepped down within the last two years
- be elected for a period of two years, after which they may seek re-election
- be able to reapply to stand for a further two year period of office. The total number of terms a post holder can stand is three periods
- required to give two months' notice

Should there be no forthcoming suitable post holder for the position after the post holder has served three periods, they will continue until a suitable alternative post holder is identified. ·

N-QI-CAN members reserve the right to give notice for the post holder to step down should the role descriptor not be met.