



Department of
**Health, Social Services
and Public Safety**

www.dhsspsni.gov.uk

AN ROINN

**Sláinte, Seirbhísí Sóisialta
agus Sábháilteachta Poiblí**

MÁNNYSTRIE O

**Poustie, Resydènter Heisin
an Fowk Siccar**

Information Checklist for a Clinical Manager

April 2008

Information Checklist

Clinical Manager:

- € Quantity and quality targets for the directorate and performance against them by the team and individually in the previous year
- € Knowledge of the relevant priorities within local delivery plan
- € Changes in services being required of, or offered by, the directorate
- € Clinical audit and clinical governance issues affecting the directorate
- € Knowledge of the resource base of the directorate including numbers of staff, changes in skill mix and those services, space and equipment available
- € Understanding of current and new initiatives within directorate or Trust

In addition, the doctor and/or the clinical manager may require information from other sources in order to complete the job plan accurately. Such information might include:

- € Activities for other employers in the case of joint appointments
- € Changes in practices and/or services of other directorates
- € National clinic audit or clinical governance issues
- € Changes in the health provision requirements of the local health community
- € Workload and changes in clinical practice, in association with the clinical team
- € The requirements of medical schools
- € The needs of doctors in training
- € Feedback from trainees