****

**Person Specification and Job Description**

**Post:** Clinical Knowledge Administrator Lead (CKAL) for openEHR International.

**Contractual and employment**

For day-to-day contractual, employment and performance management, the CKAL will report to the CEO of openEHR.

**Activity and objectives**

The CKAL will report to the chairs of the Clinical Program Board (CPB). The CPB will agree, direct, and support the CKAL's work to ensure that it aligns with the openEHR community’s priorities and objectives.

**Membership of CPB(Clinical Programme Board)**

The CKAL will be a member of the Clinical Program Board. The CKAL is not permitted to be a co-chair or chair of CPB.

**Hours and engagement**

This post will initially be for 20 hours per week. One of the first objectives will be to scope and assess the resource requirements for the role, and subsequent reviews may increase (or decrease) the required hours.

The post holder will be engaged by openEHR International via an agreed contracting method (independent contractor or employee – if eligible to work in the UK), the salary will be in line with the applicants experience.

# Job Summary

This is a senior role acting as the lead for clinical content management on the international Clinical Knowledge Manager. The CKM is the repository of openEHR content models for use by the global community and contains the core knowledge base of openEHR models for international use.

The primary objectives for The CKA Lead are to ensure the CKM content is maintained to a high quality and level of coherence, that published artefacts remain current and suitable for use in openEHR deployments, and that processes for new content, change and version management operate effectively.

The CKA lead will further act as the coordinator for regional and organisational CKMs or equivalent content repositories to encourage and direct an approach of convergence and reuse where appropriate.

The CKA lead will keep up to date with developments in the Education and Specification Boards and highlight these to the CPB when they have relevance to the CPB scope.

The CKAL will also be required to provide liaison with other health care standards and specifications bodies, such as HL7, and to collaborate on work where required.

The CKAL shall provide advice on and analysis of openEHR tooling and the openEHR specifications in regards to their impact on the international clinical content models.

### Specific responsibilities and tasks:

* Scope and resource requirements recommendations - the CKAL will be required to assess and refine the resource requirements for the broad scope of the required work.
* Manage the governance
  + of CKM organisational structures
    - ensuring these remain current and relevant, are adequately documented, and are appropriate for international use.
  + of Content models
    - responsible for deciding/recommending the publication and other lifecycle stages of content models, supported by the CKAs
    - providing senior advice on modelling approaches and design decisions to the community and CPB
    - leading in resolving new and emerging challenges to content modelling
    - ensuring the quality and processes for the language translation of models
    - ensuring/directing the editorial guidelines for models and the conformance of published content to this.
    - managing change requests
  + of CKM users
    - This would entail ensuring CKM onboarding processes for new users are permissive and easy to follow, with signposting to educational materials on how to use CKM.
    - Providing guidelines and processes for the management of new content and reviews.
    - Assisting editorial groups in their formation and processes
    - If necessary, helping users manage their accounts on CKM
  + of CKAs and Editors
    - Overseeing development by CKAs of processes and work within their areas of primary responsibility
* Managing the impact of updates and changes to tooling (consider how change requests to tooling providers will be managed)
* Affiliated CKM Co-ordination
  + The CKA lead will further act as the coordinator for regional and organisational CKMs or equivalent content repositories to encourage and direct an approach of convergence and reuse where appropriate.
  + CKA Lead will ensure there is a process in place for the governance of affiliated CKMs to reduce the risk of duplication and maintain commonality where appropriate.
* openEHR International Cross Board co-ordination
  + CKAL will keep abreast of developments in other openEHR International Boards, specifically the specifications and education boards, to communicate and manage the requirements of the CPB where it participates on those boards.
* Quality Management
  + CKA Lead will work with CPB to ensure editorial guidelines for content models are maintained and applied.
* Process Management
  + Being responsible for the design of processes for content management and ensuring these are applied by CKAs and Editors to models on international CKM through their lifecycle.

# Role Reviews

The role will be reviewed at regular intervals with the aim of ensuring the post holder is able to meet the objectives. In particular, the time required by Clinical Knowledge Administrators and the CKAL to effectively progress the required work may need to be revised as the role evolves.

**Criteria**

|  |  |
| --- | --- |
| **Education, Training and Qualifications** | |
| Essential | BSc in clinical Informatics or equivalent experience |
|  |  |
| Desirable | MSc in Informatics / Clinical Informatics. |
| **Experience** | |
| Essential | Current experience with managing and using Clinical Knowledge Manager(CKM).  Three+ years experience of clinical modelling – archetypes and templates.  Experience in creating and maintaining openEHR knowledge resources.  Experience in setting up governance arrangements for significant informatics projects and programmes.  Experience in communicating with stakeholders at all levels. |
|  | Experience in healthcare / social care environments.  Ability to prioritise complex requirements.  Ability to plan and created associated documentation.  Experience in leading in complex project and programme environments.  Experience of working with teams to encourage participation and contribution.  Experience of evaluating clinical risk. |
| Desirable | Working with International openEHR modelling teams.  Experience of managing resources in a complex matrix environment.  Experience of working with other standards (e.g. HL7) and their communities. |
| **Skills, Competency and Disposition** | |
| Essential | Experience in leading communities of practice.  Understanding of the clinical/social care domain.  Evidenced leadership experience.  Ability to facilitate conflicting priorities to resolution.  Ability to build and maintain high trust relationships with a variety of stakeholders.  Ability to lead improvement and innovation.  Ability to make decisions based on evidence. |
| Desirable | Experience in developing pipelines of talent. |