



Medical Director



The Post

This job description is intended as a guide to the general scope of duties and is not intended to be definitive or restrictive. It is expected that some of the duties will change over time and this description will be subject to review in consultation with the post-holder.

This is a whole time Medical Director post. The employing body is the Health and Community Services (HCS) of the Government of Jersey. The post consists of 10 programmed activities. It is based at the General Hospital in St Helier. It is a replacement post that has arisen due to standing down of the previous post-holder.

The Medical Director will hold a clinical role within HCS, and will undertake clinical work, the exact amount to be agreed with the Chief Officer. The Medical Director may undertake clinical on-call duties as part of their clinical role. On standing down from the post there would be opportunity to return to this clinical role.

The Medical Director is accountable for creating partnerships, an environment and ways of working that enables clinicians and the extended professional team to work together in an integrated way, which keeps more people safe and well in the community. The role is focused on the whole health and care community, promoting a person-centred model that promotes parity of esteem and delivers integrated physical and mental care.

The details

Job title:	Medical Director
Employment status:	Substantive
Managerially accountable to:	Chief Officer for Health and Community Services (Tom Walker)
Professionally accountable to:	General Medical Council
Salary scale:	Consultant £110,257.50 - £198,134.61 (Dependent on experience. However, points 18-20 are by application and panel agreement only)
Basic programmed activities:	10
Total Public Programmed Activities:	10
On-call commitment:	Executive Director On-call Rota

Job Summary

The Medical Director at HCS is an Executive Director and full voting member of the HCS Advisory Board. The purpose of the job is to provide strategic clinical leadership to the executive team and board and act as the Responsible Officer for the organisation. The post holder will be required to work closely and collaboratively with the Chief Nurse and Chiefs of Service to ensure that a clear and coherent clinical strategy is developed and translated into service improvements.

The Medical Director is a key contributor to overall strategy and decision-making within HCS, with responsibility for the clinical vision and strategy. Providing exceptional professional leadership for medical staff across HCS, the Medical Director will take the lead for education, training and development and revalidation of medical staff and provide effective advice on medical issues and quality and clinical governance matters.

All Executive Directors are expected to work as part of a cohesive team, contributing to HCS's Strategic Leadership and direction and, when necessary, take lead responsibility for corporate issues outside their immediate sphere of responsibility.

Key results areas

- work closely with Chief Officer and the Executive team to provide strategic direction on medical management and contribute to the key business decisions of the organisation
- Provide expert, innovative and proactive advice to the Chief Officer and HCS Board on medical issues and with the Chief Nurse on quality and governance to support HCS's overall clinical strategy, vision and values
- Provide professional advice and leadership to HCS relating to medical practice and lead the development and delivery of patient centred care through effective role modelling and professional development activities
- Line Manage the Chief Pharmacist
- Undertake the role of "Responsible Officer" for HCS
- To foster and nurture constructive working relationships with GPs, Primary Care and Public Health.

Act as a system wide clinical leader supporting the development of integrated health and social care models, to enable the development of multi-speciality community provider models.

Job Specific Outcomes

1. To manage the Medical Directors Office and line manage the Deputy Medical Director
2. To provide clinical leadership to HCS and contribute to the work determining and monitoring strategies, plans, policies and programs
3. To provide information and professional advice to HCS Executive and Board regarding all medical matters whilst ensuring

that the organisation is always advised on major professional medical issues, practices and policies affecting HCS

4. To be (or delegate) the Caldicott Guardian
5. To be the executive director with responsibility for the Mortality agenda (Patient Safety Director as defined by national guidance on learning from deaths, NQB 2017)
6. Develop relationships with the local community, including GPs, health organisations, interested groups, patient reference groups and local media
7. Take a lead in ensuring that effective clinical networks are formed with colleagues, Clinical Commissioning groups and educational institutions
8. Work with Health Education England and other educational and training institutions to enhance capability and develop effective working relationships with the relevant medical schools and Deans of Faculty to ensure excellence within undergraduate and postgraduate programs
9. Ensure regulation of medical staff is robust and that they always act in the best interests of patients and that professional standards of care are within the GMC Good Medical Practice
10. Liaise with resident medical staff in conjunction with the Co-Chiefs of Medical Education to evaluate their experience at HCS and act accordingly
11. Act as the Responsible Officer for HCS and lead for medical revalidation
12. Work with the Director of Workforce to:
 - ensure recruitment, retention and working conditions for medical staff are in line with organisational requirements and national directives
 - Lead and develop the Local Negotiating Committee for Doctors and Dentists
 - Take lead responsibility for all performance management and disciplinary issues involving medical staff in accordance with HCS's policies and procedures
 - Develop and implement a strategy for the management of excellence among the medical workforce and ensure patient and quality are the top priorities
13. Ensure arrangements are in place for the provision of multi professional education training and development
14. Ensure medical staff participate in multi-professional clinical audit and the development of clinical effectiveness strategies
15. Play an active part in the HCS's service improvement programme, fostering a learning culture and spirit of innovation in all that we do
16. Ensure constructive relationships with NHS England, the General Medical Council, the Jersey Care Commission and other regulatory bodies
17. Develop effective links with medical directors of other key organisations
18. To undertake the professional leadership and management role for employed medical staff in respect of:
 - Clinical effectiveness
 - Undergraduate and post graduate education
 - Clinical professional development, lifelong learning and appraisal
 - Clinical supervision
 - Review of job plan
 - Professional and personal conduct and competence
 - Medical workforce planning
19. To be responsible for an annual cycle of appraisal and final sign off for job plans for dentists and doctors
20. To ensure effective systems to support medical revalidation are in place including strengthened appraisal and to produce an annual report for the Board on revalidation
21. Chair the SIRP committee as required
22. To meet regularly with Chiefs of Service, Clinical Directors, Service lead clinicians providing strategic leadership and line management support where appropriate

Other

23. Provide such other services or duties as the Board and/or Chief Officer may determine and agree with you from time to time.
24. Take part in HCS's director on-call rota and provide support/advice to line management as required.
25. Support and promote a positive organisational culture for HCS and reflect this in own behaviour and decision making.
26. To develop, manage and foster an effective network of relationships with health and social care colleagues to build a strong culture of partnership working across the Jersey Government.

General Responsibilities (All Directors)

(The post holder is not expected to take part in the HCS's director on-call rota whilst participating in a Clinical On-Call rota)

Management and Leadership

Responsibility for ensuring that:

- Medical staff are managed and standards of work are maintained and that HCS policies for the management of staff performance are adhered to.
- Appraisals of staff directly managed are undertaken and that the appraisal process is maintained throughout the team.
- Staff receive appropriate health and safety and other mandatory statutory training as prescribed and that relevant records are maintained.
- Other records are maintained by the team ensuring compliance with the agreed record keeping systems of HCS.
- Informed consent is obtained where appropriate and documented in accordance with HCS procedures.
- Appropriate risk and other assessments are completed and documented in a timely manner in accordance with HCS Policy.
- Infection prevention and control procedures are followed by all staff within their area of responsibility.
- All staff follow HCS clinical governance requirements.

Education

- Undertake training and mentoring of staff and other groups as prescribed.
- To take responsibility for identifying own training and development needs, suggestions for improvements to the service and policy changes to the line manager.
- Compliance with HCS's arrangements for continuing professional development.

Ensure they and where appropriate their staff:

- Are familiar with and adhere to HCS policies and procedures at all times,
- Comply with HCS's standing orders, standing financial instructions, policies, procedures and guidelines,
- Follow any policies and procedures in relation to infection, prevention and control
- Are aware of their responsibilities in relation to safeguarding children, and vulnerable adults, and the specific responsibilities placed on individuals who care for such clients/patients. Adhering to any relevant safeguarding policies and acting in a way that safeguards the health, safety and well-being of children and vulnerable adults at all times.
- Take all reasonable steps to manage and promote a safe and healthy working environment which is free from discrimination,
- Comply with HCS's policy on confidentiality, and the Data Protection Act 1998 as amended, relating to information held manually or on computerised systems,
- Respect the confidentiality and privacy of clients and staff at all times,
- Maintain a constant awareness of health, welfare and safety issues affecting colleagues, patients, visitors and themselves, reporting any accidents or fault in line with trust policy,
- Fully participate in health and safety training,
- Participate in statutory/mandatory, personal training, development, appraisal, and attend all relevant training courses as required.
- Comply with the professional body code of conduct
- Protect the environment by reducing waste and unnecessary travel whilst at work

This job description seeks to outline the key duties and responsibilities of the post; it is not a definitive document and does not form part of the main statement of Terms and Conditions.

The post holder may, with their agreement, which should not reasonably be withheld, be required to undertake other duties as required, which fall within the grading of this post, to meet the needs of this new and developing service.

Individuals who are required to hold a professional registration in order to practice must continue to be a member of their professional body throughout the lifespan of this job description. Such individuals will be required to notify HCS immediately if their professional body limits or changes the terms of their registration.

This job description will be reviewed yearly as part of the annual individual performance review, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the post holder.

PERSON SPECIFICATION

Post: Medical Director

Requirement	Essential	Desirable
Criteria 1: Qualifications		
Full GMC/ GDC registration Appropriate College membership/ fellowship On the GMC specialist register	X	
Additional postgraduate qualification		X
Evidence of continuing professional development.	X	
Criteria 2: Experience		
Demonstrable experience of working at leadership level, including strategic planning across complex organisational infrastructure.	X	
Comprehensive knowledge and experience of patient safety systems and processes including clinical risk.	X	
Demonstrable experience of leading and effectively managing change in large complex environments.	X	
Demonstrate strong and credible leadership in being able to pull people together across systems and inspire and motivate them to deliver common aims and targets.	X	
Strong track record of working in partnership and managing external relationships to optimise performance.	X	
Proven ability to drive positive performance culture placing patients and quality at the heart of decision making.	X	
Experience of clinical engagement and the ability to influence transformational change and empower clinical leadership.	X	
Criteria 3: Knowledge, Skills & Behaviours		
Engaging leadership style that exemplifies HCS's values and empowers staff to uphold standards of excellence.	X	
Significant influencing and negotiating skills. Ability to engage, build and sustain relationships within HCS and with external organisations.	X	
Exhibits energy, enthusiasm and resilience to drive through change and required outcomes and improvements.	X	
Strong in building relationships at all levels with the ability to develop a collegiate approach across the organisation and with external stakeholders.	X	
Self-motivated, tenacious and resilient to pursue organisational goals and persist through difficulties.	X	
Excellent written and verbal communication skills, able to deliver complex messages to a range of audiences. Excellent presentation skills, ability to give high level presentations to Board and on behalf of the organisation to other organisations.	X	
Ability to interpret, develop and implement plans in response to local, regional and national policy.	X	
Lifelong learner and role models leadership as a journey of self-awareness, feedback from others, and course correction.	X	
System thinker – able to understand the drivers and constraints of partner organisations. Thinking outside of the organisational box whilst being cognisant of the impact on sovereign organisations.	X	
A skilled networker, promoting brand and reputation; experienced in representing organisations at external events and creating strategic partnerships.	X	
Ability to think strategically, develop strategic plans and translate into objectives and action.	X	
Assimilates information from a wide range of sources to provide insight, anticipate risks, form strategies and implement effective solutions that meet future needs.		
Remains calm under pressure and adept at dealing with unexpected situations and resolving conflict.	X	
Digitally savvy	X	
Criteria 4: Equality		
An understanding of the principles of equal opportunities as it relates to staff and patients and able to demonstrate personal commitment to challenging discrimination and promoting equalities.	X	
Criteria 5: Other		
Is able to work legally in Jersey	X	

Is able to work with children and vulnerable adults	X	
Ability to travel daily for meetings across a range of sites Jersey	X	
Holds a valid full driving licence which enables them to drive in the UK	X	

Core accountabilities, attributes and behaviour indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 1 to 3 core accountabilities, attributes and behaviour indicators

Government of Jersey's Core Value



