**JOB DESCRIPTION**

**Deputy Medical Director – South Coast Hospitals**

**Clinical Lead for Anaesthesia – Surgical Centre, Portsmouth**

**PROFILE:** This is an exciting opportunity to join the senior management team (SMT) and provide clinical leadership to the Surgical Centre, Portsmouth, and to PPG Southampton. In conjunction with the Medical Director for South Coast Hospitals, the successful applicant will help shape the strategy for increasing engagement between the Portsmouth and Southampton PPG sites.

A senior doctor with managerial experience, excellent leadership skills and the ability to command respect from clinicians, the post holder must have the ability to work across two sites and be a positive force in clinical, operational and financial performance.

**RESPONSIBLE TO:** NationalMedical Director for Secondary Care.

**ACCOUNTABLE TO:** The Deputy Medical Director reports directly to the Medical Director for the South Coast Hospitals.

As part of the SMT on the Portsmouth site, accountable (dotted line) to the Hospital Director, Surgical Centre, Portsmouth.

To work closely with members of the central governance team as well as Clinical Directors and Clinical Leads.

**JOB SUMMARY**

The job holder will work collaboratively to strengthen and further develop the medical workforce between the two sites. This includes:

* Work with the Medical Director to deliver the clinical strategy and vision for leading service transformation.
* Provide medical leadership to the workforce of the Surgical Centre (Portsmouth) to ensure it consistently delivers the highest standards of clinical and professional healthcare practice.
* Work collaboratively to further develop the reputation locally of both the Hospital and the Surgical Centre, as well as contributing positively to the commercial performance of both sites.
* Play a vital role in shaping culture and strategic vision, and communicating this to staff on the front line.
* As a member of the SMT, Portsmouth, share responsibility with the Medical Director, Hospital Director and the Head of Nursing for decisions about the management of the site and its’ services.

The working hours for this role are 2 days per week.

**SPECIFIC RESPONSIBILITIES**

As a full member of the Surgical Centre SMT, to contribute to aspects of governance, quality, productivity and operational decisions.

* **Quality and Safety:**
  + Chair the local Quality and Governance meetings.
  + Lead clinical teams and multidisciplinary teams in all specialties to ensure that clinical care is up to date, evidence based, multi-professional and patient centred, initiating new Standard Operating Procedures and local Guidelines as necessary.
  + Lead and support clinical teams in service transformation and quality improvement programmes.
  + Share responsibility for delivery of clinical strategy as well as developing the private patient pathway.
  + Risk management:
    - To ensure all staff are aware and comply with the requirement to report all clinical and non-clinical incidents promptly and when requested, co-operate with any investigation undertaken.
    - To review and update the risk register on a regular basis.
* Ensure compliance with National NHS programmes, such as Getting it Right First Time (GIRFT), Joint Advisory Group on GI Endoscopy (JAG), and PROMS.
* **Medical Leadership:** 
  + Ensure compliance with the GMC’s codes of conduct across all medical disciplines.
  + To undertake annual job planning and set objectives to medical staff In the Surgical Centre.
  + Liaise with the Medical Director (South Coast) if concerns arise re. underperformance or conduct of a medical professional, to determine best course of action.
  + To take an active part in investigating conduct or capability concerns of medical colleagues.
  + Ensure compliance with the four pillars of the MPAF.
  + Approval of professional and study leave
* **Governance:**
* Accountable for the delivery of robust clinical governance, ensuring compliance with all relevant regulations and accreditations and data entry to national reporting databases e.g. NJR.
  + Support the investigation and management of incidents involving patients, complaints about consultants, and letters of claim.
  + Accountable for ensuring best practice in medical prescribing and the use of medical devices.
* **Collaboration and Innovation:**
  + Work collaboratively across the two sites in the pursuit of PPG’s clinical strategy.
  + Contribute to service development, establishing appropriate clinical networks across the two sites and the wider PPG sites.
* **Medical Workforce:**
  + Manage annual leave/other leave of medical professionals working at the Surgical Centre using the Manager Self-Service portal.
  + Assist in supporting the induction of new recruits.
  + In conjunction with the Medical Director South Coast, implement a robust performance review and job planning process.

**Clinical Duties**

In addition to the 2 days work required of this role, the post holder is expected to undertake clinical duties to take the total commitment up to 4 or 5 days (FTE or 80%FTE), in agreement with the Surgical Centre Hospital Director and Medical Director for the South Coast.

In addition to the clinical duties the post holder will undertake the administrative duties associated with the care of their patients.

**Appraisal**

Practice Plus Group operates a system of individual performance review/appraisal to support the GMC relicensing and revalidation processes and for the purpose of agreeing performance objectives and discussing development needs in line with requirements of service need in the operational plan. The appointee will be expected to undergo an annual appraisal in line with Practice Plus Group policy.

**Conflict of Interests**

The post holder may not without the consent of Practice Plus Group engage in any outside employment and in accordance with Practice Plus Group Conflict of Interest Policy must declare to their manager all private interests, which could potentially result in personal gain as a consequence of their employment position in Practice Plus Group.  Interests that might appear to be in conflict should also be declared.

**Disclosure and Barring Service (DBS)**

It is a requirement of this position that a DBS disclosure at the enhanced level is undertaken.

**Equity, Diversity and Inclusion (EDI)**

The post holder is required at all times to carry out responsibilities with due regard to Practice Plus Group EDI Policy framework.

**Health and Safety**

As an employee of Practice Plus Group, the post holder has a duty under the Health and Safety at Work Act 1974, to:

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the sites, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

**Data Protection**

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act and the General Data Protection Regulations. This includes, if required to do so, obtaining, processing and/or using information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorized persons or organizations as instructed.

This list of duties and responsibilities is not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description.

Name of Post holder ……………………………………

Signature …………………………………...

Date ……………………………………

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| **PERSON SPECIFICATION**  **Local Medical Director** | | | | |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | * Qualified doctor licensed by the GMC and on the Specialist Register. | * MBA or equivalent management qualification. |
| Experience | * Minimum of 5 years Consultant experience or equivalent practice. * Previous management experience in the private sector or NHS. * Significant experience of effective leadership of medical staff. * Demonstrable experience of Quality Improvement in clinical services. * A strong commitment to multi-disciplinary working. | * Training in Management. * Clinical Director /Lead Experience. * Efficiency projects or initiatives. * Experience of management of budgets. * Proven success in business planning. |
| **Skills and Knowledge** | * Excellent communication skills, including the ability to negotiate effectively with external agencies. * The ability to work co-operatively and develop effective working relationships. * Quality focused with innovative approach, the ability to solve problems and implement action plans. * Excellent computer skills. * An understanding and experience of staff development. * A facilitative and inclusive approach to management. * Knowledge of Evidence based practice. * Innovative approach to provision of Clinical Services with ability to embrace change. | * Quality improvement and process methodologies. * Leadership training. * Communication Skill training. |
| **Other Factors** | * Commitment to self-development and an understanding of current national healthcare policy. * A commitment to promoting equality, diversity, and inclusion in the workplace and in service delivery and development. * Fit to undertake the duties of the post. * Ability to be flexible with regard to working hours. |  |