

## Job Description

### 1. Job Details

**Job title:** Associate Medical Director for Acute & Diagnostics Directorate.

**Reports to:** General Manager, Acute & Diagnostics Directorate.

**Post Accountable / Responsible to:** Medical Director

**Location:** Dumfries and Galloway Royal Infirmary

**Band:** Consultant T&Cs

**Responsible for:** Medical Workforce

**Hours:** 40 hpw (With Flexibility to Maintain Clinical Sessions)

**Contract:** Permanent



(The new Dumfries & Galloway Royal Hospital, Garroch Loaning, Dumfries)

### 2. Job Summary

The Associate Medical Director [AMD] is a member of the Acute & Diagnostics Management Team providing medical leadership, clinical advice, and strategic oversight of all medical management issues. The AMD provides professional advice within the Directorate on all professional medical issues. In addition he/she fulfils a corporate role as a member of the Senior Leadership Team within NHS Dumfries and Galloway and is professionally accountable to the Medical Director.

They will have shared accountability for:

- The delivery of quality services around the core dimensions of safety, effectiveness and patient experience
- The development of strategic plans in line with overall integrated joint board strategy and in partnership with the transformational change structures being developed in Dumfries and Galloway.
- The performance management of all services in line with local and national performance targets and standards
- Ensuring clinical engagement, taking responsibility for clinical governance, safety and risk management
- Providing leadership, support and advice to managers and staff
- Advise the medical director on the implications of national and local strategies relevant to the appropriate services
- Advise the medical director on issues of clinical practice of which he needs to be aware
- Support and facilitate the development of appropriate managed clinical networks
- Ensure effective clinical input into the appropriate planning processes
- Lead job planning across the directorate in line with NHS D&G approaches, and guided by the directorate priorities.
- To take responsibility for addressing problems relating to all inpatient and out patient services delivered by medical staff across the directorate, supported by the relevant clinical director and specialty team leads.
- When required to do so to lead investigations in relation to clinical complaints and critical incidents, encouraging a patient centred approach.
- Support medical education and training initiatives across the directorate
- To support and develop the implementation of Realistic Medicine as a tool of transformational change

The Senior Leadership Team approach represents a very different way of working for managers and clinicians, and is one that will demand much from the incumbents of those posts. The team will be expected to work together to make it a success.

The Senior Leadership Team will be responsible for ensuring good working relationships with other Staff Groups across the Integrated Joint Board. They will be proactive in ensuring that safety, effectiveness and patient experience is at the forefront in dealing with any cross-boundary issue.

The Associate Medical Director will be a highly visible, proactive and accessible clinical leader, acting as a role model and clinical resource, and ensuring the sustained delivery of high standards of clinical care, to clinicians, patients and the public.

The AMD will maintain a region wide presence and will have specific responsibility on behalf of the organisation to provide clinical leadership across services.

The role will have a pivotal responsibility in ensuring there is a robust medical workforce plan. They will work closely with the Workforce Business Team and Medical Director in identifying and managing any performance concerns among Medical staff.

In fulfilling the role, the AMD will work very closely with Professional Leads to ensure the delivery of safe, high quality, effective and compassionate care.

### 3. Communication and Relationship Skills

The post holder will be required to develop, maintain and manage effective relationships with a range of stakeholders internally and externally, across all disciplines and including service users, carers and the media. The post holder will need to be visible to front line staff as well as to the Board.

### 4. Key Responsibilities

For the AMD, these key results areas will be developed, monitored and reviewed in the annual job planning meeting with the Medical Director.

### **1. Clinical Governance:**

- Be a highly visible champion for patient centred approaches to everything we do
- They will work closely with Professional Leads/Partner Organisations [eg. Education, Social Services and Third and Independent Sector]] to ensure there are high quality clinical governance arrangements and produce reports to the Clinical Governance/Other Committees as and when required..
- Understand clinical outcomes and respond to outlying performance
- Will ensure appropriate clinical supervision in place.
- Ensure clinical governance arrangements are established and developed across the relevant specialties for the Acute & Diagnostics Directorate.
- Oversee the clinical incident reports and issues raised as complaints to ascertain where improvements in the service can be made and share learning from critical incidents.
- The day to day responsibilities for the delivery of care will be vested in the Specialty Team Leaders supported by the Associate Medical Director, Clinical Director, General Manager and Professional Leads.

### **2. Care Standards:**

- Ensure that clinical practice is effective, evidenced based and complies with SIGN/NICE and other relevant guidelines.
- Investigate any unwarranted variation in intervention rates and outcomes
- Ensure that genuine shared decision making occurs as part of the consent process.
- To take account of national developments in high quality services
- Ensure maintenance of confidentiality standards for clinical records.
- Realistic Medicine.

### **3. Workforce planning:**

- Design and implement a medical workforce plan that takes into account strategic objectives and short, medium and long term challenges.
- Will work with the professional leads to design and implement a workforce plan for other clinical professions.
- Lead the recruitment and retention of doctors and other skilled clinicians.
- Ensure systems are in place to assure the professional regulation of all doctors.
- Contribute to decisions regarding medical workforce requirements, taking into account service and budgetary constraints.
- Ensure system of local induction is in place.
- Ensure that the study leave process meets the development needs of the medical workforce, is equitable and fair, and leads to improved patient and organisational outcomes.
- To maintain good staff relationships and morale amongst the staff reporting to him / her, through effective feedback, recognition, appraisal and development.
- To take such action as may be necessary in disciplinary matters in accordance with organisational policy and relevant circulars.

### **4. Job planning:**

- The Associate Medical Director reports to the Medical Director with whom objectives will be agreed on an annual basis. Agreements on clinical objectives will take into account these additional responsibilities.
- Ensure a robust system is in place for annual job planning ensuring relevant key members of team are involved in the process.
- To promote a culture of team based job planning to allow systemic problem solving and a well-

supported workforce.

#### **5. Professional Regulation:**

- Support the Clinical Directors for Revalidation and Appraisal.
- Proactively manage doctors experiencing difficulties.
- Liaise promptly with the Medical Director about any concerns about a doctor's practice.
- Ensuring a robust process is in place for all medical staff revalidation.

#### **6. Clinical Effectiveness:**

- Ensure that systems are in place for effective and evidence based medical practice and prescribing
- To promote high quality systems for continuing professional development.
- To encourage doctors to maintain close links with colleagues in other Boards.
- Realistic medicine
- VBRP
- Patient Experience

#### **7. Clinical risk management:**

- To provide clinical leadership for the implementation of patient safety initiatives within the Directorate.
- To support the development of speciality specific adverse incident reporting and investigation of adverse incidents by all clinical staff.
- Identify problems in delivery of services and identify and implement patient centred solutions.
- Contribute as an effective member of Clinical Governance Committee / QPSLG.
- To ensure clinical engagement and compliance with the Organisation's complaints management arrangements and targets.
- To assist the General Manager and Directors in providing appropriate reports as and when required eg for the Scottish Government, IJB, Acute Management Board and others relevant to service.

#### **8. Clinical Audit and Service Improvement:**

- To promote a culture of widespread clinical audit and active service improvement amongst the Organisation's medical staff.
- To ensure that there is organisational support for a developing service improvement culture.

#### **9. Strategy and Policy**

- Accountable for strategic direction as part of the Directorate.
- Engage with national agenda and translate into local plans [eg Regionalisation].
- Engage with transformational programmes in Dumfries and Galloway to ensure that Directorate Services are aligned to support the emerging ways of working that are necessary to deliver comprehensive and sustainable healthcare
- To take a clinical lead role on behalf of the Organisation and Directorate.

#### **10. Leadership and Management of Staff**

- Maintain a high visibility amongst staff in order to provide appropriate leadership.
- Ensure implementation of the Locum Monitoring process. This will include a monthly report to the Acute Management Board.
- Ensure medical staff within areas of responsibility are managed and supported.
- Engagement of medical staff in Organisation's business and promotion of staff well-being.
- Ensure performance review and feedback systems are implemented.
- Ensure the recruitment and retention of medical staff with the required competences to meet service requirements.
- Ensure medical staff training and development takes place.

- To provide senior medical leadership opinion and advice within the Directorate, and as a member of the senior leadership team for the Directorate.
- Contribute to and participate in Directorate performance reviews.
- Ensure effective communication between clinicians, the Senior Leadership Team and the Medical Director's Office.
- To actively promote the development of clinical and professional networks across primary, secondary and social care.

#### **11. Responsibility for Financial & Physical Resources**

- Joint responsibility for budget covering a large area of activity; monitors budgets.
- Encourage involvement of medical workforce in CRES agenda
- Joint responsibility for the delivery of the Directorate CRES agenda as part of the Senior Leadership Team/
- Realistic Medicine
- Support Senior Leadership Team with difficult decision making process around service transformation. The current financial challenges of the Board will make this a key role to identify, support & implement areas for consideration.

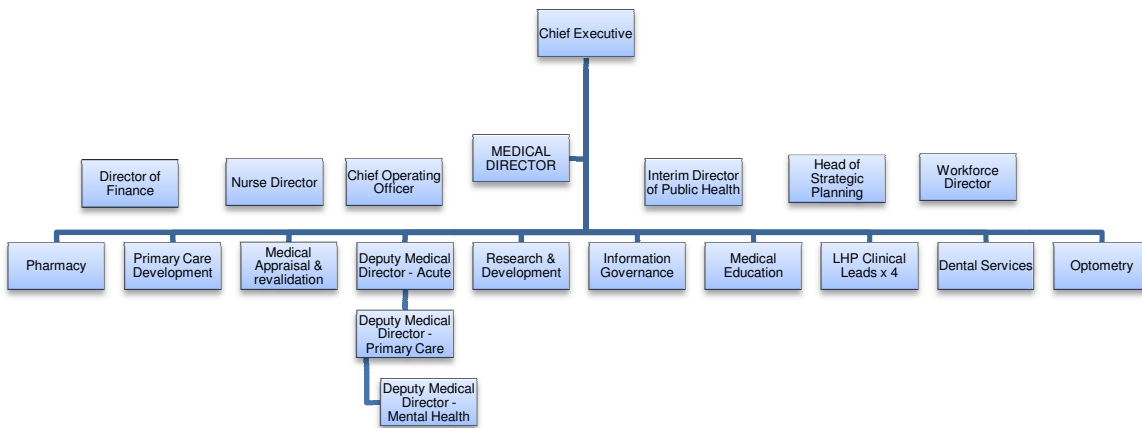
#### **12. Analytical and Judgemental Requirements**

- Analyses performance in area of responsibility in relation to performance targets, strategic objectives; develop strategies, business plans, advice in areas where expert opinion differs

#### **13. Corporate Role**

The Associate Medical Director will be a member of the IJB Management Team, together with the Chief Operating Officer, General Managers for the Directorate and other department representatives/leads. As a member of this group the Associate Medical Director's particular responsibilities are to take on duties as delegated by the Medical Director.

## 5. Organisational Chart



## 6. Freedom to Act

Works within codes of practice and guidelines, accountable for own professional action, lead practitioner /Interprets national policies for specialist area.



## Person Specification

### POST TITLE:

**Associate Medical Director for Acute & Diagnostics Directorate.**

Factor	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> <li>• GMC registered with licence to practice or working at a Consultant/Specialty Doctor level within another clinical discipline.</li> <li>• Evidence of continued professional and managerial development</li> <li>• Further theoretical training &amp; experience to master's level equivalent</li> <li>• Clinical experience in acute specialty</li> </ul>	Post Graduate Business/Medical Management qualification
Knowledge and Experience	<ul style="list-style-type: none"> <li>• In depth understanding of the NHS and the current environment in which it operates</li> <li>• In depth understanding of the clinical governance and quality agenda for the NHS</li> <li>• Knowledge of medical workforce issues and wider clinical workforce</li> <li>• Knowledge of developments around medical revalidation</li> <li>• Significant experience of working at senior clinical level.</li> <li>• Experience in a clinical management role</li> <li>• Leadership experience</li> <li>• Experience of delivering significant change within a clinical</li> <li>• Experience of successfully building robust effective relationships and networks across a wide range of organisations and professions</li> </ul>	Experience of managing clinicians having difficulties

Factor	Essential	Desirable
Skills and Aptitudes	<ul style="list-style-type: none"> <li>• Ability to share accountability within a Senior Leadership Team model.</li> <li>• Proven leadership skills; record of achievement as a clinical leader.</li> <li>• Excellent interpersonal and communication skills with well-developed negotiating and influencing skills to engage effectively with a range of stakeholders and staff including service users, carers and the media including contentious situations.</li> <li>• Able to engage staff at all levels to become involved in transformational change</li> <li>• Effective written/report writing skills.</li> <li>• Ability to critically appraise and interpret complex data/statistic and information to support the improvement of services and clinical practice.</li> <li>• Positive, professional approach and image; a role model to front line staff.</li> <li>• Expert within field of clinical practice</li> <li>• Resilient, able to challenge as well as deal with challenge</li> <li>• Able to work under pressure and to tight deadlines.</li> <li>• Manage own workload – self-starter, work with autonomy, able to prioritise and also to know when to escalate concerns and ask for help.</li> <li>• Politically astute.</li> <li>• Ability to negotiate and influence others.</li> <li>• Establish visibility and credibility in equal measure across Dumfries and Galloway.</li> <li>• Proactive and able to find solutions to problems</li> </ul>	Well-developed group facilitation skills
Personal Qualities	<ul style="list-style-type: none"> <li>• Personal integrity and commitment</li> <li>• Flexible</li> <li>• Able to travel.</li> <li>• Empathetic approach both with patients and staff</li> </ul>	
Other requirements	<ul style="list-style-type: none"> <li>• Awareness of CRES agenda</li> </ul>	