



JOB DESCRIPTION

Job Title: Medical Director

Grade: Consultant Pay Scale/ Trust Executive Director

Reporting to: Chief Executive

Accountable to: Chief Executive

Location: B1, Trust Headquarters

Job Purpose:

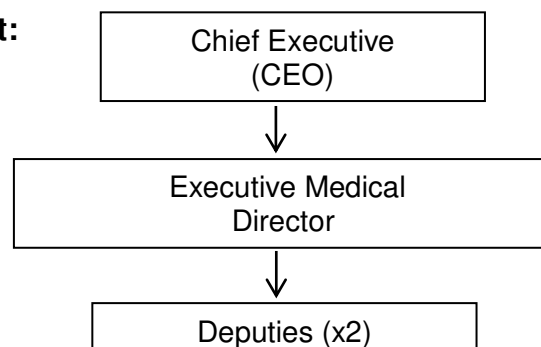
The Medical Director will be responsible for ensuring a high quality of patient care which is safe, effective and involves the patients and public in its design.

With the Director of Nursing, the Medical Director will lead, direct and develop clinical practice within the Trust, with particular focus on the development of the medical workforce and performance management of doctors.

Provide advice to the Trust Board on clinical issues and via Clinical Directors and Lead Clinicians, ensure effective medical involvement in the management of clinical services.

Liaise with internal and external leads in developing strategies for maintaining healthy population via prevention of ill health.

Organisational Chart:



Key Communications and Working Relationships

Internal: Trust Board, Council of Governors, Executive Team, Staff Networks, Assistant Directors, Clinical Directors and Professional Groups.

External: STP Partners, MPs, Local Authorities, Professional Bodies.

Job Summary

Key Tasks (Key Result Areas)

Management and Leadership of Medical Staff

1. Provide dynamic leadership for the medical profession within the Trust.
2. Be responsible for ensuring a high standard of medical practice within the Trust, taking appropriate action as necessary, to ensure the Trust gives the best possible care to its patients.
3. Ensure a robust annual appraisal/performance review and job planning system is in place for all medical staff.
4. Ensure the Trust's medical workforce is appropriate to its need to provide the best possible care to its patients, leading the development of medical workforce plans as required and ensuring the appropriate training and development of all grades of doctors.
5. Develop a medical workforce strategy covering the next 3 years that takes into account the future needs of the organisation
6. Work with the Director of Organisational & Workforce Development and the medical workforce function to: 1) deliver effective recruitment and retention approaches to secure the necessary medical staffing resource, and to develop best practice HR management of medical staff, and 2) ensure the Trust complies with the requirements of the European Working Time Directive and other legislation/national agreements applicable to medical staff.

Quality of Care

1. Lead and develop the Trust Clinical Governance Strategy and ensure implementation of agreed annual clinical governance objectives to ensure that the Trust meets the requirements of the Care Quality Commission, NICE and other relevant external standards/bodies.
2. Work with Directors of Strategic Delivery and Clinical Directors to bridge the gap between strategic development and oversight into operational delivery of care standards
3. Ensure, with the Director of Nursing, that standards of patient care are developed and maintained at a high standard ensuring the Trust provides a safe, effective and efficient service for its patients.
4. Work with relevant external bodies to ensure that services within the Trust meet or contribute to meeting requirements of external accreditation.
5. To act as a role model for embedding and maintaining a culture of safety including all aspects of safety: patients, staff, environment, processes, service developments and infection prevention and control.
6. As a member of Trust Board to be collectively responsible for the legal duty to ensure that patients, healthcare workers and others who may be at risk of acquiring a healthcare associated infection, are protected against identifiable risks of acquiring such an infection.

7. As an Executive Director to provide the necessary support, resources and systems within your defined responsibilities to meet this duty and ensure these are reviewed and achieved.

Corporate Management

1. Contribute, as an executive member of the Trust Board to the Trust meeting its annual objectives and strategic goals.
2. Advise the Chief Executive and Trust Board on all clinical matters to ensure the Trust best meets the needs of its patients.
3. Lead on the development of clinical outcome measures and clinical information in the organisation.
4. Keep Trust Board abreast of important developments in national policy which affect how clinical services should be delivered.
5. Support and lead, as appropriate, lean methodology in achievement of efficiencies and service transformation.

Areas of Management/Responsibility

1. Medical Directorate
2. Spirituality function, via Head of Spiritual Care
3. Pharmacy
4. Please refer to structure charts for key areas of accountability
5. Board accountability for Research & Development
6. Information Governance - Board level lead on Information Governance and to
 - Ensure robust Trust-wide information governance arrangements and to sign-off the annual submission of the IG Self Assessment Toolkit
 - Act as Trust Caldicott Guardian, championing confidentiality requirements and issues at Trust Board and ensuring that all personal information is managed appropriately, in line with legal, professional and ethical standards
 - Act as the Senior Information Risk Owner advising Trust Board on the key information risks and actions being taken to mitigate these risks and providing formal advice for the Statement of Internal Control

Key Communications and Working Relationships

With the Head of Clinical Governance & Directorate Staff establish and maintain good working relationships to enable objectives to be met.

With Clinical Directors liaise with Clinical Directors on a regular basis to ensure they are enabled to meet their objectives and fully contribute to the objectives of the Trust. Also develop a close working relationship with the Director of Medical Education to ensure the Trust's commitment to medical education and training is delivered.

With other Trust Staff establish and maintain good working relationships and promote harmonious working relationships with staff at all levels within the Trust.

With External Bodies work collaboratively with GPs, Primary Care Trusts, Strategic Health Authorities, Deaneries, PMETB and other external bodies as necessary (e.g. NCAS) in the pursuit of high standards of patient care.

Most Challenging Part of the Job

1. Ensuring the Trust provides the highest quality of care possible in an environment of financial constraints and a drive for greater productivity.
2. Achieving substantial change to improve the way services are delivered, in particular the role of medical staff in service delivery.
3. Managing the performance of consultant colleagues and other medical staff firmly but sensitively.
4. Promoting multi-disciplinary education and working within the Trust as an aid to service improvement.
5. Ensuring the development and implementation of a robust workforce plan that supports the delivery of excellent quality of care, provides highly regarded training opportunities and does so within an agreed financial budget.

Qualifications, Skills, Knowledge and Experience Required

1. Medically qualified and currently registered with GMC as a consultant (i.e. included in the GMC's Specialist Register).
2. Significant experience working as a clinical consultant.
3. Significant previous management and leadership experience, e.g. Clinical Director, Director of Medical Education.
4. A sound understanding of current NHS issues and the Darzi report 'High Quality Care For All'.
5. An ability to actively contribute to the Trust's strategic direction and corporate objectives.
6. Able to be an active and effective member of the Executive Team and Trust Board.
7. An ability to lead on corporate issues across the Trust.
8. Able to demonstrate an in depth understanding of and commitment to the quality, safety and clinical governance agenda.
9. A track record of developing strategies and policies that demonstrably improve the service provided to patients.
10. A commitment to public and patient involvement in the design of service improvements.
11. Knowledge and experience of the job planning and appraisal system for medical staff.
12. An understanding of the conditions of employment and current workforce issues for medical staff.
13. An understanding of research.
14. A sound understanding of clinical information/quality accounts.
15. An ability to work with and gain the respect of staff from all areas across the Trust.
16. An ability to lead groups of staff from a variety of professional backgrounds.
17. An ability to demonstrate a commitment to team and multi-professional working.
18. Ability to develop strong working relationships externally, for example with the SHA, PCTs, GPs etc.
19. An aptitude for Innovation personally and inspiring others to innovate.
20. Excellent communication skills – verbal and written.
21. An ability to correctly analyse large amounts of complex information.

22. To lead or provide advice on the development of appropriate policy and strategy.
23. To work within the existing Trust policy framework, taking advice as necessary.
24. To actively contribute to the development of multi-professional teams that best meets the needs of patients.
25. To facilitate good communication and working relationships across the Trust.

General

Every member of staff has a responsibility to be aware of and follow at all times, the relevant national and local policy in relation to safeguarding children, safeguarding adults and the prevention and control of infection.

Clinical Posts only

Candidates should demonstrate a commitment to working with families and carers and to practicing family intervention according to government and Trust policies.

Confidentiality

It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The postholder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant trust policies are met in respect of information held on the Trust's computerised systems.

Equal Opportunities

The Trust is committed to being an equal opportunities employer and welcomes applicants from people irrespective of age, gender, race and disability. All staff are required to comply with current legislation, trust policies and national guidance good practice.

Conduct

It is expected that all members of staff will conduct themselves and represent the Trust in a responsible manner complying with policies and procedures.

Health and Safety

Staff must ensure that they are familiar with the requirements of the Health and Safety at Work Act (1974), the Trust's Health & Safety policies/codes of practice or regulations applicable to the work place.

Training, Education and Development

All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards of the post. As part of the appraisal process every employee is responsible for participating in identifying his or her own training and development need to meet their KSF outline.

Research Governance.

Research and Development is at the heart of providing effective treatments and high quality services, supporting a culture of evidence based practice and innovation amongst staff. All staff have a duty to be aware of and comply with their responsibilities for research governance, whether as researchers, as part of the team caring for those participating in research, or as research participants themselves.

Smoking

This trust operates a no smoking policy.

This job description is indicative only, and the post will continue to evolve as the Trust's priorities develop. It will therefore be revised in consultation with the post holder from time to time, and not less than annually. You may also be required to provide cover in other areas following appropriate discussion.

Job Description Agreement

Budget Holder	Signature
	Name
Post Holder	Signature
	Name
Date	

Birmingham and Solihull Mental Health NHS Trust is a major NHS Trust located conveniently to the centre of Birmingham, as a Trust we pride ourselves on the unique environment, which exists, for all our staff.