



JOB DESCRIPTION

Job Title	Chief Medical Officer	Employing Organisation	Devon Doctors
Directorate and / or Dept	Shared Services / Governance	Location	Exeter
Pay / Band	£120k p/a pro rata	Hours / Days	24 Hours

Type of Contract	Permanent
Direct Line Manager:	CEO
Key Account Manager:	CEO

Qualifications:	See Personal Specification
Computer Skills:	MS Office applications

Key Working Relationships	<ul style="list-style-type: none"> • Board of Directors • CEO and Executive Team • Managers and Staff at all levels and locations within the Devon Doctors Group • Patients and their Carers / Representatives • GPs and Allied Health Professionals within the Devon Doctors Group. • Local Health and Social Care Providers and Leaders
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Job Summary:

As an Executive Director, the Chief Medical Officer will be a full member of the Devon Doctors Board, the Executive Management Team and will share corporate responsibility for the decisions of the Board.

The Chief Medical Officer will be the most senior strategic clinical leader in the organisation and will provide advice to the Chief Executive and Board on all medical issues in relation to urgent and primary care and lead clinical collaboration within the organisation and with partner providers. The Chief Medical Officer has a key role in developing clinical leadership through the management model which will deliver a robust clinical strategy that supports effective and efficient models of service delivery and high-quality patient care. They will work alongside the Chief Nurse to demonstrate strong joint clinical leadership that is visible to medical and clinical colleagues as well as commissioners and all our partners.

The Chief Medical Officer will contribute to the development and delivery of the wider clinical urgent and emergency care systems and organisational agenda, and to work with the Director of Operations to ensure effective service delivery.

The Chief Medical Officer will work with the Chief Nurse to provide a medical viewpoint to elements of Patient Safety and Patient experience including all aspects of clinical governance.

The Chief Medical Officer, with their clinical colleagues and the Head of Human Resources, will support the development and enhanced clinical practice of the registered professional groups in the Devon Doctors Group. They will be innovative in maximising clinical productivity and safety and be able to scan the horizon for opportunities which will benefit clinical delivery of services immediately and in the future using networks and strong partnerships to identify such opportunities as well as influence the delivery of urgent care at a regional and national level.

The Chief Medical Officer must also work clinically in the IUCS and be part of the on-call MD out of hours clinical on call rota.

Key Responsibility Areas

Leadership:

- To lead the development of and monitor the delivery of strategic plans to promote collaborative working across the Group in conjunction with the CEO, Clinical Leads and the senior leadership team.
- To lead clinical education and develop research opportunities.
- To provide visible clinical leadership to our workforce, leading by example and ensuring the highest professional standards and evidence-based practice.
- To ensure that clinical objectives are achieved in line with company strategy and operational priorities.
- To explore and exploit the use of technology and informatics to provide the best clinical care.
- Provide visible leadership at all times to all clinicians in the Group, which is focussed on the delivery of a high-quality service to patients.
- Providing medical input on the development of policy, patient pathways and business strategy.
- Provide clinical leadership and innovation recognising financial constraints and develop innovative solutions with partners to overcome potential barriers.
- To work with the Chief Nurse to further develop our clinical workforce strategy in partnership with our ICS providers to enhance recruitment and retention and strengthen our position as organisation of choice to work for in the South West.

Clinical Governance

- To provide medical advice and guidance on quality and safety issues alongside the Chief Nurse, ensuring that adjustments to working practices are embedded based on learning.
- Ensuring our valuable team of clinicians are supported and managed in a way that maximises their effectiveness and clinical skillsets. Provide advice to the CEO and the board on how clinicians are best supported including appraisal and revalidation. To lead on the performance management of staff when needed.
- Review outcomes and policies with the Chief Nurse.
- Ensure that our clinicians have the relevant competencies and systems to deliver a safe and effective service to our patients.
- To provide leadership for clinical audits in line with group audit processes to a consistently high clinical standard and embed learning at every opportunity.
- Identify and maintain internal SLAs with other business areas.
- Supporting the CEO and the operational teams to achieve KPIs and bring innovation and creative solutions where performance is challenged.
- Act as group clinical lead on any complaints received.
- Assist in the implementation of new services, contracts and initiatives.

Line Management:

- Line manage the Deputy Medical Director and provide clinical support for all clinicians working within the group
- Responsibilities as Line Manager to include:
 - Recruitment including interviewing
 - Induction and coordination of training
 - End of probation reviews
 - Annual Development Reviews, performance management, clinical appraisal
 - Development of employees/ roles
- Dotted line management of Project Management/Account Management for the delivery of project work
- To offer peer support to the Chief Nurse to provide aligned, consistent clinical leadership to staff and the wider system

Corporate:

- Build relationships with key contacts with Devon Doctors colleagues to enable consistent communication and processes within the organisation
- Promote Devon Doctors and its subsidiaries at all times
- Ensure consistency with processes
- Work in partnership with all our stakeholders and commissioners to promote Devon Doctors but also the wider importance of team work and partnership working in the two ICS systems of which we need to be seen as a key player
- Any other reasonable duties as requested by a senior manager within the Devon Doctors Group

Organisational Responsibilities for the Post Holder:

- To report and act on any incidences of safety breaches, including but not limited to accidents, complaints and defects in equipment.
- To ensure familiarisation with disaster recovery and emergency procedures
- Complete all paperwork and maintain administrative systems appropriate to Company needs.
- Provide assistance to colleagues ensuring smooth operations and to provide effective responses to both individual and group needs.
- The post holder must maintain a safe environment, taking care to avoid injuries and assist the company in meeting statutory requirements.
- Undertake all mandatory training and other training as required by the Employing Organisation and / or Line Manager.
- Attend Staff meetings, check e-mails regularly and read all communications from the organisation in order to keep up-to-date with operational practices.
- Wear Identification Badges when on duty / carrying out duties on behalf of the organisation.
- Be conversant with local and organisational regulations and Health and Safety responsibilities.
- To conform to and actively commit to and promote Devon Doctors Group Customer Service Standards both with internal and external stakeholders.
- Apply infection control measures within the organisation according to local and national guidelines and Standard Operating Procedures
- Abide by the NHS Code of Conduct
- Comply with the Duty of Candour
- Always adhere to the highest professional standards of being a doctor
- There must be compliance with all policies, protocols, procedures including specific training on:
 - The safeguarding of children and vulnerable adults.
 - Infection prevention and control.
 - Equality and diversity.
 - Health and safety.

Information Governance

Data Protection Act 1998

All staff are under a personal and legal obligation to comply with information governance requirements. These include statutory responsibilities (such as compliance with the Data Protection Act 1998), following national guidance (such as the NHS Confidentiality Code of Practice) and compliance with local policies and procedures. Staff must also comply with the Caldicott Principles and common law duty of confidence.

Staff are responsible for any personal and commercially sensitive or confidential information, belonging to individuals including patients, and must ensure it is processed in a secure and appropriate manner. Failure of any staff member, contractor or third party to adhere to this instruction can be regarded as serious misconduct and may lead to disciplinary action in accordance with our HR policies/procedures and any relevant criminal legislation. Where the incident is serious, this may result in dismissal.

Confidentiality

You will process personal details and information relating to patients, staff, visitors and other individuals. This information is highly confidential and must not be discussed or divulged to any unauthorised person or in an unauthorised way. You are required at all times to comply with our rules, policies and procedures including guidance contained in any staff handbook(s). From time to time the company will exercise the right to change or update existing these documents and introduce new ones. Any breach of confidentiality could result in disciplinary action, including dismissal.

Other terms and conditions of your employment are detailed in our organisational policies that are available to all staff on SharePoint. These include our remote access and off-site working policies, code of conduct, IG and IT policies. All staff are responsible for adhering to our policies and procedures at all times. This includes taking appropriate measures to comply and enforce our expected standards in information sharing, records management and information quality.

This is an outline of the Job Description and may be subject to change depending on the needs of the service, in consultation with the post holder.

Does this post requires a Disclosure and Barring Service (DBS) Check? – Yes

If Yes - Level of DBS Check required – Enhanced

PERSON SPECIFICATION

Medical Director

Factor	Essential	Desirable
Qualification	<ul style="list-style-type: none"> • Medical graduate. • Postgraduate medical qualifications • Educated to Masters Level in a relevant qualification or equivalent level of experience • On the Specialist or GP register • Evidence of continued professional development • Unblemished registration with GMC. • Valid licence to practice 	<ul style="list-style-type: none"> • Management qualification. • Registered GP with minimum of five years' experience
Knowledge	<ul style="list-style-type: none"> • Understanding of the wider strategic issues affecting the NHS • Political awareness, with the ability to understand the wider interest groups and stake holders within the system and to work sensitively to overcome their differing positions and interests. • Computer literate. 	<ul style="list-style-type: none"> • Understanding of clinical service reconfiguration and related issues • Drive for improvement with the proven ability to set and meet ambitious targets and monitor against targets.
Experience	<ul style="list-style-type: none"> • 5 years' experience of leading at a senior level • Experience at deputy/associate/assistant director level, or equivalent, in a relevant healthcare organisation. • Excellent reputation as a clinician and clinical leader, with a proven track record of producing high quality results in the management and leadership of clinical services. • Experience in building organisational capabilities, including establishing a clear strategic vision and translation into successful outcomes. • Experience of managing clinical governance. • Evidence of continuing professional and managerial development. 	<ul style="list-style-type: none"> • Previous Medical Director experience. • Experience of managing postgraduate training. • Experience of leading a large complex organisation through significant change.
Communication & skills	<p>Must be able to demonstrate:</p> <ul style="list-style-type: none"> • Successful team leadership/motivation of others. • Innovation and vision, including an ability to 	

	<p>build organisational capabilities.</p> <ul style="list-style-type: none"> • A proven ability to plan strategically. • Financial awareness and business acumen. • Excellent interpersonal skills. • Professional credibility and respect at local and regional level. • Ability to function as an effective member of the Executive team. • Intellectual flexibility, including the ability to understand operational detail and wider strategic vision, and to articulate these to others; and the ability to cope with ambiguity and perform through uncertainty. 	
<p>Personal Attributes & Abilities</p>	<ul style="list-style-type: none"> • Enthusiasm/commitment and drive commensurate with working as an Executive Director. • Has a visible, inclusive and credible leadership style. • Satisfactory Occupational Health clearance • Satisfactory DBS and Independent Safeguarding Authority clearance throughout employment. • Meets the fit and proper persons test. • Commits to the values of the organisation. 	