

EXECUTIVE MEDICAL DIRECTOR

JOB DESCRIPTION

Job Title:	Executive Medical Director
Accountable to:	Chief Executive
Responsible for:	Director of Research & Development Medical Education Leads Clinical Directors (professional leadership) Director of Clinical Audit

Job Summary

As a member of the unitary Board of Directors, the Executive Medical Director is accountable for ensuring

- that the essential standards of quality and safety are at a minimum being met by every service the organisation delivers
- continuous quality improvement and outcomes
- the workforce is supported and enabled to deliver effective, safe and person centred care
- sound financial management in the Trust and the achievement of expenditure and income targets, including the delivery of cost improvement programmes

The Medical Director is responsible for the leadership of, and management of professional issues associated with the medical workforce and the services provided by doctors. This includes all relevant operational developmental and strategic matters.

Lead the effective management of medical staff and ensure that they deliver effective, safe and high quality care to patients.

Responsible for the development of the Trust's Quality Strategy and accountable for the overall achievement of safety and quality metrics.

Contribute to the development and implementation of the Trust's long term vision, strategic direction and governance arrangements.

As the most senior doctor in the Trust, provide strong and effective medical leadership and advice to inform corporate decisions.

In conjunction with the Director of Nursing & Midwifery, ensure that the Trust's clinical strategy is viable and effectively implemented.

Ensure that the Trust delivers its corporate clinical targets, influencing and maintaining alignment, on the part of the Trust's medical workforce, with the Trust's goals and objectives.

Act as 'responsible officer' in relation to the GMC'S revalidation requirements.

Work proactively to raise the profile of the Trust's reputation in the field of Women's services both nationally and internationally.

CORPORATE EXECUTIVE DIRECTOR RESPONSIBILITIES

1. **Trust Strategy:** As a member of the Trust Board and Executive Team to contribute to the overall direction and leadership of the Trust so that the Trust has a clear strategy and direction as the basis of corporate and clinical service business planning and prioritisation.
2. **Business Plans:** to contribute to the development and review of the Trust's business plans to ensure that they are consistent with Trust strategy and direction, NHS priorities and stakeholder requirements and that the plans are successfully delivered in accordance with agreed internal and external measures of performance.
3. **Leadership:** to provide clear professional leadership to the Trust and its staff, ensuring that performance is appropriately managed through an agreed framework, in order to ensure an efficient, effective and engaged workforce. Also to act as a role model for the application of the Trust's values.
4. **Continuous improvement:** to lead and encourage the development of new and innovative practice across the Trust to ensure the continuous improvement of Trust efficiency and effectiveness and the development of high standards of patient service and internal "customer" support.
5. **Risk and Governance:** to ensure that all regulatory and risk management requirements are satisfied and to direct the development of systems, control processes which will establish safe and consistent service delivery and monitoring arrangements. Also to ensure that remedial action is promptly taken where unacceptable risks are identified.
6. **Emergency arrangements:** to participate in the Trust's emergency and on-call arrangements, providing appropriate leadership in the event of unexpected service issues or major disaster in compliance with the Trust emergency planning procedures.
7. **Representing the Trust:** to act as ambassador for the Trust, ensuring that the needs and views of the Trust are fairly represented in external (including national and sector) forums and that opportunities are taken to enhance the reputation of the Trust and realise business development opportunities.
8. **Customer service:** To promote the development of a robust customer service culture reflective of the organisation's agree values to ensure that it is understood and delivered by staff across the organisation, for both internal and external customers.
9. **Performance management:** Oversee and monitor the delivery of high quality and safe patient services through robust performance management and reporting systems.
11. **Infection Control:** Establish and maintain the highest standards of clinical and environmental hygiene to assure infection control standards and eliminate hospital acquired infections and implement all statutory instruments e.g. Health Act 2006 (Hygiene Code).

12. **Equality:** Exercise corporate responsibility for ensuring the equality and diversity agenda is delivered and monitored, including production of equality impact assessments for all new policies and major pieces of work.
13. **Confidentiality:** In all matters to assure confidentiality of person identifiable information (PID) and all other data related to the good reputation and viability of the Trust.
14. **Policies:** Ensure that the Trust's core policies are integral to, and embedded in the practice of the Finance Directorate.
15. **Raising Concerns:** Ensure that staff, patients and their families/ representatives are able to raise concerns with confidence and openness and as a Director to actively promote candour and openness.
16. **Infection Control :** The Trust has designated the prevention and control of infection and the full implementation of the Health Act (2006) as a core component in the organisations clinical governance, managing risk and patient safety programmes. In consequence all employees are expected to:
 - Follow consistently high standards of infection control practice, especially with reference to hand decontamination, adherence to dress/ uniform code, and for clinical staff, aseptic technique.
 - Be aware of and follow all trust infection control guidelines and procedures relevant to their work.
 - Participate in mandatory training and annual updates

ROLE SPECIFIC RESPONSIBILITIES

Service Planning

Working jointly, with the Associate Director of Operations, ensure that the Trust delivers its contractual obligations in respect of service delivery in line with agreed clinical pathways, activity volumes, patient safety and quality.

Working jointly with the Associate Director of Operations, take the medical lead clinician role in formulating and implementing the Trust's clinical strategy ensuring that the range of services provided is appropriate and sustainable and that any proposed changes or developments are clinically sound.

Work closely with Director of Workforce & Marketing in the delivery of the medical workforce agenda and the formulation of a workforce plan which underpins the clinical service strategy and achieves compliance with regulations and professional guidance.

Medical Management and Leadership

Provide effective professional leadership and management to all medical staff working in the Trust via delegated authority to the Clinical Directors.

In conjunction with the Director of Workforce & Marketing, ensure that effective systems are in place for job planning, appraisals and revalidation of medical staff.

Through the Clinical Directors, ensure that the performance of medical staff is conducive to the delivery of the Trust's clinical strategy and wider objectives and values.

Directly manage the Medical Education leads and Director of Research & Development and Director of Audit and undertake annual appraisals and job planning for those individuals.

Through the Medical Education leads and Clinical Directors, ensure that systems are in place to monitor the adherence to continuing medical education requirements for all career grade medical staff.

In partnership with the Director of Workforce & Marketing, have responsibility for the application of procedures in relation to 'Handling Concerns about Conduct, Performance and Health of Medical Staff' and any associated Human Resources procedures.

Act as lead management representative on the Trust's (Medical & Dental) Joint Local Negotiating Committee (JLNC) and promote effective partnership working in respect of this group.

Lead and develop clinical engagement in the management and running of the Trust.

In conjunction with other Executive Directors, proactively identify and support development opportunities for Clinical Directors and their possible successors.

Clinical Governance, Patient Care and Safety

Act as Lead Executive Director providing professional advice and support to the Trust's Governance & Clinical Assurance Committee.

In partnership with the Director of Nursing & Midwifery, ensure the development and delivery of an effective, outcome focused clinical governance strategy across professional care groups and services.

Lead on the development and delivery of the Trust's Quality Strategy & Report.

Act as Executive co-lead for clinical governance with particular responsibility for clinical effectiveness, quality outcome measures and patient safety.

Ensure that procedures are put in place and are known to all doctors for reporting a colleague when they have concerns that their conduct, performance or health might be a risk to patients.

Be the 'designated individual' responsible for ensuring that the Trust complies with the requirements of the Human Tissue Act.

Be responsible for all matters relating to Medicines Management within the Trust.

Work with the Chief Information Officer to develop robust and intelligent clinical information systems and reporting.

Work with the Associate Director of Operations to identify and report appropriate performance measures for clinical service delivery; including patient reported outcome measures.

Professional Advice and Leadership

As the Trust's most senior doctor, provide appropriate professional and clinical leadership and be the officer responsible for supervising the conduct and performance of all doctors working in the Trust.

Represent the Trust on medical committees and other such bodies.

Working with the Clinical Directors to ensure that the views of clinicians are available to the Board of Directors.

Promote the need for continuous improvement and excellence in the provision of clinical services throughout the Trust,

Develop Clinical Audit throughout the organisation and develop and participate in national and international benchmarking activities to drive clinical improvement

As the Trust's 'medical voice', network and consult with local GPs and NHS medical colleagues in support of the corporate agenda and clinical strategy.

Advise the Board of Directors on the impact of professional issues, statutory requirements, changes in clinical practice and the provision of clinical services.

Education

Provide guidance on the development and implementation of a medical education strategy which supports the Trust's strategies and contributes to the wider NHS development agenda.

Work with the Medical Education leads and others involved in medical education, to provide post-graduate medical education and training and the professional development of doctors in the Trust.

Ensure that the Trust meets all its obligations for the training and education of its junior medical staff, and complies with Royal College and NHS guidance, regulations and recommendations.

Ensure action is taken following visits from Colleges, Post Graduate Dean, Taskforce etc, and help to promote close and effective relationship with these and the University and General Practitioners and other appropriate bodies and individuals.

Support Speciality Doctors in their continuing education and professional development.

Work with the University of Liverpool, the Director of Research and Development and other senior clinicians within the Trust to develop the Trust's overall R&D Strategy and enhance its reputation as a national and international centre of excellence.

Actively engage with the Council of Governors on issues across the breadth of the Medical Director's portfolio.

GENERAL

The duties and responsibilities in this job description are neither exclusive nor exhaustive and will be updated on a regular basis as part of the appraisal review process and may be amended in the light of changing circumstances following consultation with the post holder.

Objectives and personal development plans will be agreed and reviewed annually with the Chief Executive.

All Directors will be expected to participate as appropriate in external activities which contribute to the standing, reputation and perception of the Trust.

All Directors are required to work within the NHS Managers Code of Conduct, meeting the requirements of the Fit and Proper Person Test and to have due regard to the Duty of Candour

To operate with due regard to the Trust's values and in accordance with the Trust's agreed standards of behaviours.

Adhere to Trust strategies, policies, procedures and extant statutory and departmental guidance.

Take responsibility for personal and professional development supported by the Trust to achieve development needs as appropriate; this to include compliance with the Trust's Mandatory Training requirements.

Keep confidential all information and documentation relating to patients, members of staff or the directorates business, which the post holder comes into contact with. All staff are expected to respect the requirements of the Data Protection Act 1998, as this incorporates the need for high standards of data quality, confidentiality and information security.

Hours of work are those necessary to meet the needs of the post and the organisation.

Participate in the Executive on call rota.

Job Description developed :-	2010
Most Recent Review & Update:-	2014