

JOB DESCRIPTION

1. Job Details:

Job Title: Medical Director, NHS Borders

Accountable to: Chief Executive, NHS Borders

Date: September 2015

2. Our Values:

Our values - at the heart of all that we do:

Care and Compassion
Dignity and Respect
Openness, honesty and responsibility
Quality and Teamwork

“An NHS Organisation that is Striving Continuously to Improve Patient Safety, Experience and Outcomes”

3. Job Purpose:

As an Executive Director of the Board, the Medical Director will need to live and exhibit the values of NHS Borders. The Medical Director is responsible for the strategy for the delivery of high quality healthcare to the population of NHS Borders in accordance with local, national and regional initiatives.

The Medical Director will be required to lead, motivate and inspire medical, dental and pharmaceutical staff within NHS Borders to ensure delivery of clinical strategies and achieve corporate goals. Provides professional leadership and acts as the bridge between staff and the board, aligning the interests of NHS Borders and its doctors, dentists and pharmacists. This is a delicate task, especially where it is necessary to challenge medical colleagues when interests are in conflict.

The Medical Director will work with local clinical leaders and external partners to ensure that care pathways are redesigned and transformed to optimise healthcare delivery.

As a member of the Executive Team, share the corporate responsibility for creating, shaping and delivering the strategic values and objectives of NHS Borders.

The portfolio of responsibilities outlined in this Job Description can be subject to discussion and negotiation with the successful candidate.

The Job Description is intended to be indicative and will be reviewed periodically.

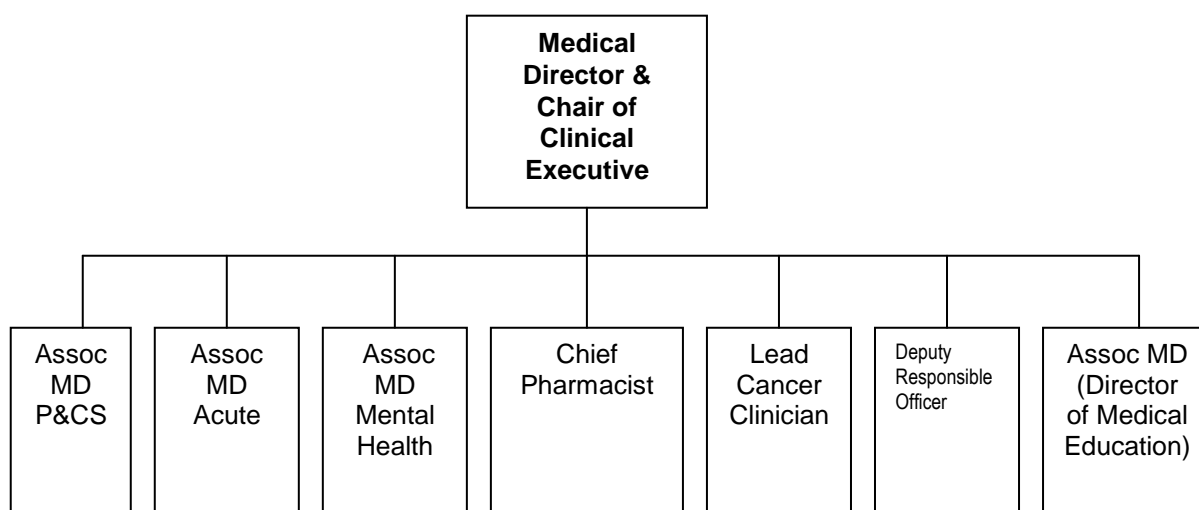
4. Dimensions:

Scottish Borders serves a population of approximately 114,000. The NHS Borders annual budget is £232M with a further £4.4M available for Capital. The area is geographically large (covering 1800 square miles) mostly rural with small burghs and very sparsely populated areas. The NHS Board area is coterminous with that of the local authority, Scottish Borders Council. Within NHS Borders there is approximately 3500 staff working over 50 different sites within Scottish Borders, including the Borders General Hospital in Melrose, and community hospital facilities in Hawick, Peebles, Duns and Kelso.

The Medical Director is one of six Executive Directors working together to discharge the Board's key responsibilities including:

- Leadership of policy and planning; strategic leadership for reducing inequalities and improving health;
- Resource allocation;
- Performance management and corporate governance.
- An executive on-call rota.

5. ORGANISATIONAL CHART



6. Role of the Directorate:

The Medical Director is responsible for developing effective policies and strategies to improve the health of people in NHS Borders through safe and effective care.

The Medical Directorate has lead responsibility for:

- Provision of expert professional advice to the NHS Board and its Committees on the quality of clinical services.
- The professional governance of doctors and dentists working within NHS Borders.
- Providing strong leadership for the medical workforce in Borders, ensuring a culture of openness and ownership of the Board's strategic direction, values and objectives.
- Medical workforce planning and the inter-relationships between undergraduate education and postgraduate medical and dental training.
- Providing executive leadership for key clinical areas and redesign projects
- The Directorate is responsible for ensuring that all doctors, indicating an intention to practice medicine in the Borders area are suitably revalidated. The Medical Director fulfils the role of Responsible Officer of NHS Borders in respect of fulfilling the Board's statutory responsibilities to ensure that appraisal for doctors takes place and GMC requirements of the revalidation process are met. The Medical Director will report to the GMC, usually every five years, about revalidation of individual doctors. As Responsible Officer you will also be responsible for ensuring that systems of clinical governance and appraisal in NHS Borders are working and are appropriate for revalidation.
- Representing the interests and influence of NHS Borders at appropriate regional and national venues

7. Key Result Areas:

- Providing professional medical advice to the Board and its officers, and coordinating and facilitating the communication of medical professionals' views on medical matters to the Board.
- Providing strong leadership to the medical, dental and pharmacy workforce
- Providing medical input to the development of strategy and strategic thinking.
- Communicating the organisation's perspective to external leaders, ie acting as the Board's ambassador.

- Supporting the work and development of Associate Medical Directors and other Senior Clinicians across NHS Borders.
- Taking the lead role in implementing medical revalidation and reviewing doctors' disciplinary and capability procedures to prevent, as far as possible, cases of poorly performing doctors.
- Contributing to the management of investigations of a clinical nature concerning doctors and dentists, such as those arising from complaints or untoward events where patients are involved.
- Jointly with the Board's Nurse Director, taking a lead role in supporting and implementing the Board's Healthcare Governance requirements and in the improvement of clinical quality through the application of clinical standards, practice guidelines, clinical audit, clinical effectiveness activities, risk management and staff development where appropriate.
- Supports development of undergraduate and postgraduate teaching of doctors, including the oversight of the role of the Director of Medical Education.
- Contributes to consultant and other senior level appointment procedures and Discretionary Points systems (or equivalent) as lead from the Board Executive Team as required.
- Along with the Board's other Clinical Executive Directors and leaders, facilitating and supporting multi-professional practice, and appropriate role re-design around changing patient pathways.
- Demonstrate and exemplify positive behaviours and attitudes which will support co-operative and partnership working to achieve progress in the redesign and provision of clinical and non-clinical services across the local health system.
- Acting as the management representative in discussions with the Local Negotiating Committee and leading the management-side of the Local Joint Negotiating Committee for medical and dental staff.
- To be responsible for all matters relating to conduct, capability or ill-health of medical staff and dentists, liaising with regulatory and advisory professional bodies, including General Medical Council (GMC), General Dental Council (GDC) and Royal Colleges.

8. Assignment and Review of Work:

This post reports to the Chief Executive of NHS Borders and is responsible for providing high level management and coordination at corporate and strategic levels. The postholder is accountable for leading and driving progress in identified areas of responsibility and within the parameters of established national and local priorities.

Review of performance is undertaken through the agreement of performance objectives and individual performance appraisal by the Chief Executive of NHS Borders, reviewed by the Board Chairman. Formal appraisal is on an annual cycle but informal reviews will take place between the postholder and the Chief Executive, NHS Borders.

9. Communications and Working Relationships:

The post-holder will communicate with a wide range of senior clinical and non-clinical staff in NHS Borders, the wider NHS Scotland and beyond, and with senior officials of external organisations. Excellent communication and influencing skills are required in order to persuade others and negotiate the implementation of change. Strong presentational skills are required as is the ability to express views convincingly and coherently using a variety of media.

Excluding the post-holder's immediate manager and his/her subordinates within NHS Borders, the following are key working relationships with examples of the purposes of these contacts:

- With non-executive directors of NHS Borders and in particular the members of the clinical governance committee to ensure the provision of information and support to enable them to effectively fulfil their roles as non-executives, particularly in relation to corporate and health and clinical governance, quality improvement (including patient safety), and modernisation/redesign of services.
- With other members of the Executive Team, senior managers and senior clinical staff within NHS Borders to ensure the development, implementation and review of clinical strategies.
- With executive directors of neighbouring NHS systems to ensure NHS Borders representation in regional planning of services.
- With the Chief Medical Officer and other members of the management board and senior staff of the Scottish Government Health Department to ensure high level input to national working groups, initiatives etc. and that NHS Borders is represented in discussions relating to service strategy.
- With representatives of local government, voluntary and independent sector agencies and private sector organisations to ensure NHS Borders representation in discussions in relation to clinical issues arising from a joint service provision.
- With MPs/MSPs/local health council chairs/public pressure groups/patient representatives/ etc. in order to impart information about or respond to questions or concerns about clinical issues within NHS Borders and to support patient/public engagement.
- With the media in order to respond to media questions about matters pertaining to clinical services in NHS Borders.
- With national and local representatives of staff side organisations and Partnership Fora.

10. Most Challenging Part of the Job:

To secure through effective leadership, genuine support, ownership and commitment from senior clinical staff for redesign, continuous improvement, values and efficiency of clinical services. Managing a broad portfolio of roles, responsibilities and delivering key results for NHS Borders locally and at Regional level. Contributing successfully at National level.

11. Knowledge, Training and Experience required to do the job

Qualifications

- Active on the General Medical Council register (GP or Specialty Register) and with a current Licence to Practice

Experience, Competencies and Personal Skills

- Considerable post qualification experience in the health service.
- Significant strategic leadership experience in the NHS or similar complex multidisciplinary public or private sector organisation
- Demonstrates a high level of competence in the leadership behaviours identified for NHS Scotland Senior Managers that is; Working in Partnership, Learning and Development, Caring for Staff, Improving Performance through Team Working, Effective Communication, Improving Quality and Achieving Results
- Detailed understanding of medical best practice, regulation and Government policy
- Ability to think strategically, corporately and act as a team player
- Demonstrable leadership and communication skills
- Demonstrable experience of managing major change within a large sector or organisation
- Demonstrated experience of staff management/development and multi-disciplinary working at peer level
- Demonstrated management, knowledge and competence in finance and managing people
- Evidence of successful partnership working

PERSON SPECIFICATION

Medical Director

Education/Qualifications	Essential	Desirable
Degree level qualification and postgraduate qualifications.	X	
Full GMC Registration with a licence to practice.	X	
Included in the GMC Specialist Register or General Practice Register.	X	
Knowledge		
High level of understanding of epidemiology and statistics, health economics and health care evaluation.		X
Understanding of health service and NHS in Scotland	X	
Knowledge of methods of developing clinical quality assurance, quality improvement and evidence based clinical practice	X	
Understanding of social and political environment	X	
Understanding of local authorities and social services	X	
Skills		
Strategic thinker with proven leadership skills	X	
Excellent oral and written communication skills (including dealing with the media)	X	
Effective interpersonal, motivational and influencing skills	X	
Ability to respond appropriately in unplanned and unforeseen circumstances	X	
Good presentational skills (oral and written)	X	
Sensible negotiator with practical expectation of what can be achieved	X	
Substantially numerate, with highly developed analytical skills using qualitative and quantitative data		X
Computer literate, including the use of MS Office applications	X	
Ability to design, develop, interpret and implement policies	X	
Ability to concentrate for long periods (e.g. analyses, media presentations)	X	
Resource management skills		X
High standards of professional probity and integrity	X	
Experience		
Significant experience in a strategic leadership role in the NHS or similar complex organisation.	X	
Demonstrates high level of competence in the NHS Scotland leadership behaviours.	X	
Evidence of successful partnership working.	X	
Project management skills	X	
Staff management and people development	X	
Practical experience in facilitating change	X	
Budget management skills	X	
Training and mentoring skills		X
Scientific publications, presentation of papers at conferences, seminars etc		X
Personal Attributes		
Strong commitment to health service principles	X	
Able to prioritise work, and work well against a background of change and uncertainty	X	
Adaptable to situations, can interact with people of all	X	

capabilities and attitudes		
Commitment to team-working, and respect and consideration for the skills of others	X	
Self-motivated, pro-active, and innovative	X	
High standards of professional probity and integrity	X	

Appendix to the Terms and Conditions for Members of the Executive Managers Cohort

LEADERS'/MANAGERS' CODE OF PERSONAL GOVERNANCE

As a NHS Scotland Leader/Manager I will:

Pursue service excellence by

- ensuring patients'/clients' needs are at the centre of decision-making
- seeking to protect patients/clients and staff from clinical and environmental risk
- encouraging service excellence and supporting changes to make this a reality

Act with integrity and probity by

- communicating with openness and honesty in all matters including handling complaints and giving feedback to staff
- ensuring confidential and constructive communication
- managing resources and financial risk effectively and efficiently
- ensuring personal integrity and probity at all times
- seeking to protect patients/clients and NHS resources from fraud, inducements and corruption

Account for my own and my team's performance by

- taking responsibility for my own and my team's performance
- complying with all statutory requirements
- providing appropriate explanations on performance
- acting on suggestions/requirements for improving performance
- supporting the Accountable Officer of my organisation in his/her responsibilities

Engage appropriately with others in decision-making by

- ensuring that patients, the public, staff and partner organisations are able to influence decision-making in relation to NHS services
- supporting effective and informed decision-making by patients about their own care
- seeking out the views of others and building mutual understanding
- ensuring clarity and consistency in relation to dual accountability

Develop my team and myself by

- building and developing effective teams, supported by appropriate leadership
- instilling trust and giving freedom to staff/partners to make decisions within authority
- being aware of and taking responsibility for my behaviour and continuous personal development as a NHS manager, to ensure my fitness for purpose

TERMS & CONDITIONS OF SERVICE

MEDICAL DIRECTOR FOR NHS BORDERS

Terms and Conditions of Service will be as determined under the Direction of the Scottish Government.

Tenure Of Employment

Subject to the provisions in the contract of employment, this appointment is on a permanent basis.

National And Regional Responsibilities

Executive Director status will be confirmed by the Scottish Ministers. You will be expected as a normal part of your responsibilities to undertake a supplementary role at national (NHSS) and regional levels. This will be described in general terms in the job description and agreed and assessed annually as part of the performance management and appraisal arrangements.

Hours of Work

This post is available for full time, but application are welcome from candidates interested in part-time or job share. For pay purposes the full time working week will be deemed to be 40 hours or as appropriate for less than full time.

Remuneration

Pay arrangements for Medical Directors are subject to Direction by Scottish Ministers.

The core salary is in the range £92,078 - £103,490. Placement depends on NHS service.

A Medical Director's Management Fee of £24,633 is payable .

There are eight performance related equivalent discretionary points ranging from £3,204 - £25,632. Performance management arrangements and pay progression will be subject to Direction by the Scottish Ministers.

Personal or professional elements of remuneration may be transferred if you already employed in the NHSiS.

There is an Executive on-call rota and you are expected to participate, a 3% allowance of basic salary applies.

If relocating permanently to the Scottish Borders area, the successful applicant is eligible for a relocation package in accordance with our policy.

Superannuation

The appointment is superannuable, unless you opt out of the NHS Superannuation Scheme (Scotland) or are ineligible to join, and your remuneration will be subject to deduction of superannuation contributions in accordance with the scheme guide.

Annual Leave/Statutory and Public Holidays

Your annual leave entitlement will be 41 days including statutory holidays. The leave year will run from 1 April to 31 March. Annual leave will be subject to approval by the Chief Executive and will be granted subject to the exigencies of the Service. Leave will not normally be carried forward from one leave year to another.

Motor Vehicle Provision

Subject to your holding a current full driving licence and to it being required for the purposes of fulfilling your role, the Board may provide you with a motor car in accordance with the Leased Car provisions determined by the Remuneration Committee. If a leased vehicle is not taken, travel expenses will be reimbursed in accordance with the provisions of the UK Staff Council.

Confidentiality

Confidentiality of patient information and personal information on staff must be preserved at all times. Your appointment will also involve you in the Board's commercial activities and other business matters.

Intellectual Property/Copyright

All intellectual property, copyright, works, designs, text, records, administrative and financial material and systems made, written or designed or originated by you during the course of your employment with the Board and in connection with your appointment with the Board shall vest in the Board.

Outside Employment and Financial Interests

Whilst in the employment of the Board you must obtain prior written approval of the Chief Executive in order to take up any other additional paid employment. You should not engage in any outside employment or in any activity which would in any way conflict with the interest of the Board or be inconsistent with your position in the Board or impact on discharging your responsibilities. You must declare to the Board any financial interest or relationship you may have which may affect the Board's policies and decisions.

Acceptance of Gifts and Hospitality

You must not accept excessive hospitality or gifts in the course of your employment. You should adhere to the terms of the Board's Standards of Business Conduct.

Representation

You have the right to join and remain a member of a trade union or professional body. Similarly you also have a right not to join a trade union or professional body should you so choose.

Data Protection

Information about you, your appointment and qualifications may be included in relevant computer files within the Board. By your execution of this agreement you give explicit consent to any processing by the Board of any personal data or sensitive personal data relating to you for the purpose of employment in accordance with the terms of the Data Protection Act. You also grant your consent to the disclosure by the Board of such data to third parties in the event that such disclosure is required for the proper conduct of the Board.

Disciplinary Procedures

In the event of misconduct you may be liable to disciplinary action in accordance with the Board's Employee Conduct procedures which also set out the appropriate appeal mechanism.

Notice

The minimum period of notice that you are required to give is 3 months.

In the event that the Board terminates the contract with notice you are entitled to receive minimum 3 months notice in writing. This does not prevent either party waiving the right to notice, or from the Board making a payment in lieu of notice.

The Board may elect to terminate immediately and pay you in lieu of notice, or in lieu of the balance of your notice period. This clause is without prejudice to any right you may have under employment legislation.

Registration and Insurance

You are required have full registration with the General Medical Council throughout the duration of your employment and if applicable be included on the Specialist Register or GP Register and continue to hold a licence to practice.

You are normally covered by the NHS Hospital and Community Health Services indemnity against claims of medical negligence. However, in certain circumstances (especially in respect of services for which you receive a separate fee) you may not be covered by the indemnity. The NHSIS therefore

advise that you maintain membership of a medical defence organisation. Copies of NHS Circular 1989 (PCS) 32 and NHS MEL (2000) 18 on indemnity arrangements may be obtained on request.

Employee Concerns Procedure

Any grievance which you may have should be raised in the first instance with the Chief Executive. If the matter remains unresolved you may raise your grievance with the Chair of the Health Board. This does not affect your right to raise issues of concern with the Chief Executive of NHSS at any time.

Medical Education

The Board is committed to support you with continuing Medical Education as appropriate to your post. You are also entitled to appropriate training and support during and at the conclusion of this appointment to assist in a return to a full clinical role if that should be your wish. In addition potential candidates are welcome to discuss with the Chief Executive specific areas of responsibility and interest, including possible options for a continuing regular hands-on clinical involvement.

Further Information

Want to know more about why you should work for NHS Borders? – see the videos at <http://www.nhsborders.scot.nhs.uk/recruitment-fair> for the views of some of your prospective colleagues on living and working in the Scottish Borders.

Key Informal Contacts

Our Chief Executive will be happy to discuss the post with you. Jane Davidson, on 01896 828220 (direct line for P.A.) or email jane.davidson@borders.scot.nhs.uk

Our current Medical Director, Sheena MacDonald will be pleased to give you her view on the role. on 01896 828290 (direct line for P.A.) or email fiona.black@borders.scot.nhs.uk

Informal visit welcome just ask to arrange a suitable date and time.

Interview Date:

An assessment centre which will last a full day and will include a competency and values based interview will be held on Friday 18 December 2015.

How to Apply

Please apply using the application form embedded below and a full CV BY EMAIL to Medical Staffing. Please include the names and addresses of three referees, including your present or most recent employer.

Your application can be e-mailed to medical.staffing@borders.scot.nhs.uk.

Please phone medical staffing on 01896 826167 for assistance and to confirm safe receipt.

After e-mailing your application please phone to ensure that your application documents have been safely received.

Please quote ref: MED 718

Closing Date

Closing date for applications: Friday 4th December 2015 at 12 noon.