

Divisional Medical Director Job Description

Job Information	
Job Title:	Divisional Medical Director: Medicine
Time Commitment:	DMD Role 3 days a week (6 Programmed Activities) and Clinical Role 2 days a week (4 Programmed Activities)
Remuneration:	£109,725 - £145,478 pa pro rata plus £24,000 per annum (Responsibility Allowance for the DMD)
Duration of Tenure:	3 year Fixed Term Post for Divisional Medical Director Duties & Substantive Post for Consultant Duties
Terms & Conditions:	Terms and Conditions of Service for Consultants (England) 2003
Operationally Reports to:	Divisional Director
Accountable to:	Professionally - Executive Chief Medical Director. Operations – Chief Operating Officer
Direct Reports:	Clinical Directors
Objective setting:	Annually with Executive Chief Medical Director and Divisional Director after initial 6 month review
Key Relationships:	Chief Executive Officer, Executive Medical Director, Executive Director of Strategy, Corporate Medical Directors, Chief Operating Officer, Director of Nursing, Clinical Directors, Divisional Directors, Divisional Head Nurses Director of Midwifery
External Relationships:	ICS and ICB, GPs, Patient/Citizen groups, STP Staffordshire & Derbyshire
Appointment process:	Interview

Role Summary & Divisional Portfolio
<p>There are two main elements of the role:</p> <ul style="list-style-type: none"> To continue delivering and ensuring patient focused, high quality, best value healthcare in the division whilst Being part of the senior leadership team. <p>As an experienced, motivated and patient focused senior clinical leader you must have a values-led, 'can do' leadership style within a climate of constant and significant change. You will proactively lead the strategic direction, clinical quality, business development and clinical performance of a Clinical Division of the Trust across all 5 hospital sites.</p> <p>This is a key senior leadership role and will involve working across all 5 hospital sites. At all 5 sites the post holder will ensure that clinical quality is delivered at the highest possible level for all patients. This will involve maintaining clinical performance in some areas whilst improving clinical performance in other areas.</p> <p>The Divisional Medical Director will be accountable for ensuring an equitable, efficient, effective and responsive clinical service is available to all our patients across all 5 of the Trust's hospitals.</p> <p>As a member of the senior medical leadership team, the "Medical Director's Office", the Divisional Medical Director will execute the Trust's vision by leading the development of a clinical quality strategy for the Division that supports the operational, clinical and financial viability of the newly formed organisation.</p> <p>The Divisional Medical Director will have significant managerial experience in leading teams and will possess the leadership ability to deal with complex issues, proactively leading on solutions and action plans in support of both the Chief Operating Officer, Divisional Director, Director of Midwifery, Divisional Head Nurse and Executive Medical Director in the delivery of corporate objectives and performance targets.</p>

Effective working with the other Divisional Medical Directors and corporate teams will be important and, in all aspects of leadership and care for patients, the Divisional Medical Director will personally demonstrate and seek the delivery of the Trust's C.O.E values.

Reporting to the Divisional Director, the Divisional Medical Director will line manage the Clinical Directors and provide strategic leadership and direction for each of the clinical business units who will drive clinical innovation, service improvement and transformation, working with other teams, clinical commissioners, patient groups and other partners.

Job Plan:

All full-time appointments commence with a job plan allocation of 1.5 SPAs. It is anticipated the activities carried out during SPA time may change from year to year therefore the PA split will be reviewed annually in the job planning round. Where an increase in SPAs is agreed between the Trust and the appointee, the activity carried out in SPA time and its location will be included in the job plan along with clear objectives. All job plans are reviewed annually following team & individual job planning meetings. The appointee will be expected to participate in this.

The job plan is a prospective agreement setting out a consultant's duties, responsibilities & objectives for the coming year. It covers all aspects of professional practice including clinical work, teaching, research, education & managerial responsibilities. It provides a clear schedule of commitments both internal & external. In addition, it includes personal objectives, including details of their link to wider service objectives & details of the support required by the consultant to fulfil the job plan & objectives.

Medicine Division:

The Medicine Division at UHDB is diverse and complex. The portfolio you will cover includes our two Adult Emergency and Acute Medicine Departments as well as inpatient and elective services for 13 clinical specialties and a large range of diagnostic services through our Endoscopy and Clinical Measurement Departments.

We deliver services at all our 5 main hospital sites and on an annual basis oversee:

- Two Adult Emergency Departments
- A bed base of 882
- Circa 4000 WTE
- A budget of £285m
- Service which collectively deliver 300,000 Outpatients appointments

With a focus on elective recovery, and improving the performance, quality and safety of our inpatient and emergency departments in an environment of significant financial constraints, this will be a challenging but rewarding role for any medical professional within the Trust.

Working as part of our Divisional Leadership team you will be instrumental in defining a strategy for all our clinical services. You will lead a diverse team of committed clinicians in driving improvement in their areas. The Division is complex and has a range of interdependencies with a range of internal and external partners and as such we require someone with the influencing skills to be able to reach out to colleagues across different clinical specialties or even at different Trusts to our own, to resolve issues or enhance the quality of the services we provide.

Divisional Medical Director Portfolio:

- Patient safety
- Professional medical leadership and leadership development
- Medical training and education
- Transformational change programme
- NICE guidelines – awareness and implementation
- CQC standards

- Strengthened medical appraisal and revalidation
- Clinical audit and effectiveness
- Clinical knowledge management
- Medical devices
- Clinical coding
- Liaison with trust R&D lead

Key Divisional Result Areas:

Divisional Medical Director:

1. Provide medical advice to the Divisional Management Team/Board.
2. Be involved in the delivery of a balanced financial budget, including the development and delivery where necessary, of financial recovery plans and efficiency savings.
3. Working with the Clinical Directors of the Business Units, helping them take a lead in developing the understanding of best value healthcare.
4. To have the ultimate responsibility for job planning for consultants and non-career grade doctors within the Division.
5. Provide leadership, advice, support and development to the Clinical Directors within the Division.
6. To have responsibility for performance management of Clinical Directors within the Division and an overarching responsibility for Specialty Leads, Consultant colleagues and non-career grade doctors within the Division.
7. Through the Clinical Directors ensure that medical practice within the directorate complies with the policies and procedures of the Trust.
8. To ensure that processes for appraisal for revalidation of consultant and non-career grade doctors within the Division are robust and in line with Trust policy.
9. To participate in disciplinary processes involving medical staff which have been escalated above Lead Clinician level, and to provide similar support to other Divisions as necessary.
10. To support the Executive Medical Director in the provision of strategic advice and leadership on medical and clinical matters to the Trust Board and the Executive Committee.
11. Advise and act for the Executive Medical Director on the development and management of performance procedures and rules of conduct for medical staff in line with GMC, DH and NCAS guidance.
12. Represent the Executive Medical Director on Consultant and other appropriate interview panels.
13. To support the Executive Medical Director and Medical Director for Professional Standards in developing and implementing robust arrangements for medical revalidation and appraisal (Lead role for one DMD)
14. Assist the Executive Medical Director, Director of Workforce/Organisational Development and the Medical director for Integration to develop a programme to facilitate clinical teams working together in the new Trust.

Consultant Role in Specialty:

1. Provision with consultant colleagues of a service to Staffordshire, Derbyshire & surrounding areas with responsibility for diagnosis & treatment of patients at the hospitals & clinics at which you have duties.
2. Responsible for the continuing care & treatment of patients in your charge & personal performance of clinical duties as agreed in your job plan, allowing for all proper delegation to & training of your staff.
3. Responsible for the professional supervision, training & management of junior medical staff, carrying out teaching, examination & accreditation duties as required & contributing to postgraduate & CPD activity locally & nationally as appropriate.

Annual Leave

You will be granted an annual leave allowance of 32-34 days pa (based on a 5 day working week plus Bank Holidays).

Teaching

The appointee will be expected to share with colleagues, responsibilities in teaching and training medical students within the department. S/he will also undertake teaching & supervision of resident doctors & other staff and participate as a core member in the MDTs.

Study & Training

The appointee is expected to participate in professional continuing medical education. Study leave is provided for this purpose at 30 days over a three-year period & the appointee will be entitled to apply within the set limits in line with other colleagues in the Trust.

Research

The Trust comprises research-active Teaching Hospitals with a developing culture of research and innovation across the whole organisation. All clinicians are expected to engage in research, development & innovation according to their subspecialty interests.

Engagement of clinical staff in research covers a spectrum of involvement, ranging from awareness of the studies and trials taking place in their areas, to assisting with the identification of research participants, to those who win research funding and assume the role of Chief Investigator for multi-centre trials and studies.

Employees who wish to undertake research require the approval of the Trust R&I Department and relevant ethical approval and must adhere to the National Framework for Research Governance.

Clinical Governance

All members of staff have a responsibility to abide by all clinical governance policies, practices and codes provided by the Trust and have an equal responsibility with management for developing and maintaining appropriate systems and practice for maintaining safe working practices. The post holder is expected to demonstrate a firm commitment to the principles of clinical governance, including:

- Co-operating and liaising with clinical governance committees and leads as appropriate and developing a programme of personal continuing professional education and development, within available resources and within the workload and priorities of the service.
- Attending and contributing to the Trust's Clinical Governance Programme, including the Trust's Clinical Incident Reporting systems, Adverse Incident Policy and other umbrella policies.
- Encouraging and promoting an open climate within the Trust to enable training grade staff to participate fully in Trust wide programmes.

Copies of Trust wide clinical governance policies are available on the Trust intranet site. The postholder will participate in clinical governance activities, including clinical audit, clinical effectiveness, risk management and quality improvement activities as required by the Trust and external accrediting bodies.

Main Conditions of Appointment and General Information about University Hospitals of Derby and Burton NHS Foundation Trust

Introduction

There are 4 Clinical Divisions within the Trust:

- Surgery
- Medicine
- Women's and Children's
- Cancer, Diagnostics and Clinical Support

This post forms part of the Medicine Division

The appointee will be employed on nationally agreed terms and conditions of service for Consultants (England) 2003. All appointments will be subject to:

Occupational Health Clearance

All appointments are subject to satisfactory Occupational Health Clearance being obtained.

Criminal Records Disclosure and Check

The position is exempt from the Rehabilitation of Offenders Act 1974 (as amended in England and Wales).

It is legally permitted to ask for and consider any information relating to unspent (current) and spent (old) criminal convictions, police cautions, final warnings or reprimands which are not protected (or filtered out) by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

Where relevant to the role, the organisation may also ask you to provide any information about any investigations and/or formal action taken against you by a regulatory or licencing body which may have had an impact on your professional registration and/or fitness to practise in your chosen profession. Any information you declare when completing this form will be verified by undertaking a follow-up check with the relevant body. It will also include carrying out an enhanced disclosure through the Disclosure and Barring Services (known as a DBS check).

Enhanced disclosures may also include other non-conviction information which may be held on central police databases, where this is regarded as relevant to the position you are applying for. If the position has, in addition, been identified as a 'regulated activity' under the Safeguarding Vulnerable Groups Act 2006 (as amended by the Protection of Freedoms Act 2012), the enhanced disclosure will also include any information that may be held about you on the children's and/or adults barred list(s).

Failure to disclose such convictions could result in dismissal or disciplinary action by the Trust. Any information given will be completely confidential & will be considered in relation to an application for positions to which the Order applies.

GMC Registration and Revalidation

The Trust requires the appointee to have & maintain full registration with the General Medical Council (GMC), with a license to practice, & to fulfil the duties & responsibilities of a doctor as set down by the GMC Good Medical Practice. It is the responsibility of all medical and dental staff to ensure that this registration is maintained.

For substantive appointments, registration on the GMC Specialist Register must also be maintained.

All medical practitioners are required to participate in the Trust Revalidation and Appraisal processes.

Identity and Right to Work

All employees are required to provide original photographic evidence of identity at appointment And have the necessary documentation to demonstrate they have the right to reside and work in the UK.

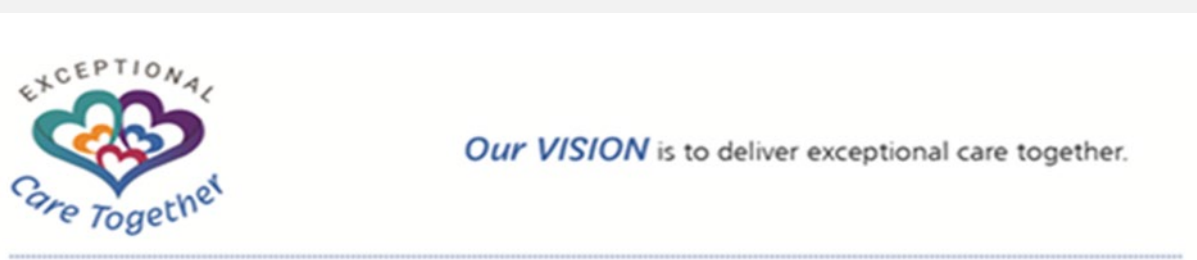
Trust Policies and Procedures

All employees are expected to comply with appropriate Trust policies and procedures, to attend The Trust Induction Programme and to comply with mandatory training in relation to these policies and Procedures.

University Hospitals of Derby and Burton NHS Foundation Trust was formed on 1 July 2018 to bring together our five hospitals – in Derby, Burton, Lichfield and Tamworth – to provide the highest quality care to patients across southern Derbyshire and south east Staffordshire.

The University Hospitals of Derby and Burton NHS Foundation Trust is one of the largest employers in the region with more than 12,000 staff and treats in excess of a million patients each year.

Our aim is to bring together the expertise of our 12,300 staff to provide the highest quality care to patients within Derbyshire and South East Staffordshire. Our vision, values and objectives are:



Equality, Inclusion and Diversity

University Hospitals of Derby and Burton NHS Foundation Trusts is fully committed to promoting inclusion, equality, diversity and human rights in employment and delivery of its services. The Trust is committed to providing an environment where all employees, patients, carers and visitors experience equality of opportunity by means of understanding and appreciating the value of diversity.

The Trust works to eliminate all forms of discrimination in line with the Equality Act 2010, and recognises that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

The Trust actively encourages its employees to challenge discrimination and promote equality of opportunity for all.

Employees of the Trust are required to comply with its policies and values around equality, inclusion, diversity and human rights. Failure to do so will be treated as misconduct under the Trusts' Disciplinary Policy and Procedure, which may result in dismissal.

Freedom to Speak up

The Trust is committed to listening to our staff and learning lessons. There are a variety of ways in which concerns can be raised in person, by phone or in writing (including email). We also have a Freedom to Speak Up Guardian who works with Trust leadership teams to create a culture where staff are able to speak up in order to protect patient safety and empower workers. Full details can be found on the Trust Intranet

Data Protection

Organisations are required to comply with the General Data Protection Regulations; the UK Data Protection Act 2018; all other data protection legislation and other local policies and procedures regarding the handling of information. All employees retain the right to request information held about them.

Confidentiality

The Trust requires all staff to maintain a high standard of confidentiality, and any disclosure of information outside the proper and recognised course of duty will be treated as a serious disciplinary offence.

Infection Control

The prevention and management of infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at mandatory training and on-going continuing professional development
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Health and Safety at Work Act

All staff must not wilfully endanger themselves or others whilst at work. Safe practices and precautions must be adhered to.

Smoke Free Trust

The smoke free policy applies to staff, patients, resident's visitors and contractors.

Further Information

To find out more about the Trust, please visit www.uhdb.nhs.uk

To find out more about Derbyshire or Staffordshire please visit www.derby.gov.uk or www.enjoystaffordshire.com

Application Information

Applicants who are unable, for personal reasons, to work full time will be eligible to be considered for the post. Job share applicants are also welcomed. If appointed, modification of the job content will be discussed on a personal basis in consultation with consultant colleagues. Applications to be submitted in the form of:

- **A completed Application Form via NHS Jobs/Trac**, giving names of three referees, one of which MUST be from your current or most recent employer
- **Confirmation that you are on the Specialist Register of the General Medical Council**

Closing date for receipt of applications: As per advertisement. UHDB reserve the right to close an advertisement early if a large quantity of applications is received.

Visits

To arrange a visit please contact the department representative noted on the advert.

Person Specification:

Job Title:

Person Specification		
Qualifications	Essential	Desirable
Registration within the GMC Specialist Register with a Licence to Practice.	x	
Possession of Postgraduate Qualification or equivalent within specialty specific area	x	
Experience	Essential	Desirable
Significant recent experience at a very senior level, with responsibility for operational delivery including clinical quality, people management, budget responsibility and successful delivery of performance targets within strict financial controls.	x	
Knowledge	Essential	Desirable
Understanding and appreciation of diversity	x	
Key issues and complexity and pace of change facing the NHS nationally and locally, assess and describe impact on services.	x	
Principles and impact of the NHS Constitution	x	
Sound knowledge and understanding of computerised financial, management, budgetary management and workforce information systems		x
Sound knowledge and understanding of complex governance arrangements and standards in the NHS and the wider health and social care economy		x
Skills	Essential	Desirable
Coaching & values led leadership style, encouraging engagement and empowerment amongst staff and stakeholders, and developing high performing teams	x	
A high level of communication skills, to include but not exclusively, mediation, negotiation, consultation, facilitation, presentation, training and coaching skills using well developed interpersonal skills to influence, inform, reconcile differences and resolve conflicts.	x	
Solve complex problems, and be solution focused demonstrating a high level of persuasive and influencing skills	x	
Research complex information, together with audit skills, applying findings to influence practice and develop business cases/plans.		x
Analyse complex data and information, including preparing responses to complex reports and policies, weighing risks and forming judgements often within tight timescales.	x	
Lead development of business planning processes on behalf of the Division	x	
Lead clinical activity to meet challenging performance targets within tight financial controls	x	
Lead development of policy across the range of the Division's activity and ensure successful implementation	x	
IT literate and able to use standard office software and bespoke systems.		x
Imaginative and innovative in developing new ways of working to meeting patient care and service needs		x
Cope with competing priorities and a heavy, demanding and complex workload	x	
Deal with uncertainty and complexity in a political environment	x	
Work in an environment with frequent interruptions, and within stressful, unpredictable situations including responding to and solving urgent and emergency situations daily	x	
To offer expert opinion & take full & independent responsibility for clinical care of patients within specialty specific area	x	