

MEDICAL DIRECTOR JOB DESCRIPTION

Job Title	Medical Director, Wessex LMCs
Accountable to	Acting Chief Executive, Wessex LMCs and Wessex LMCs Membership
Reports to	Acting Chief Executive, Wessex LMCs
Hours per Week	3 days per week
Tenure	Permanent
Location	Office -122-124 Hursley Road, Chandlers Ford SO53 2DX Initially BSW/ Hampshire focussed but will need to travel across the Wessex area

Introduction

The pandemic has brought unprecedented change in General Practice and huge challenges still exist as we look to recover and to the future. Whilst the day to day work is increasingly busy and complex the landscape of the NHS is also changing rapidly. With the merging of CCGs, a move towards ICSs and the increasing development and expectation from the system of what primary care networks will achieve there is much afoot beyond the consulting room door. GPs and practices are currently facing significant challenges in workload and workforce. It is a time for strong primary care representation and support. Wessex LMCs is seeing an equally unprecedented demand for our services and our offer to practices and individuals is ever expanding to meet local need.

The LMC's sole purpose is to represent, support and advise individual GPs and practices on all matters that affect them. The range of support offered by the LMC covers a vast range of varied topics. The representation and support role may be at an individual level, practice level, local, regional or escalating to a national level around issues affecting our local members.

Wessex LMCs currently supports approximately 5,000 GPs, 1720 nurses and 450 practices across the Hampshire, Dorset, Isle of Wight, Swindon, Bath, Wiltshire, NE Somerset, Jersey, Guernsey and Alderney area.

The LMC is:

A Body recognised in Statute

. . . which has rights and responsibilities defined in the NHS Acts and Regulations. We are the local representative committee for all GPs.

An Independent Body

. . . which represents the interests of General Practice and acts as its advocate. The LMC remains independent from political constraints and the need to satisfy other interests.

A Professional Body

. . . that promotes helps members to maintain their standards of professional practice through support and educational activity in collaboration with other professional and educational bodies.

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A Representative Body

. . . that listens, debates and responds to feedback. The LMC represents the views of its GPs, nurses and practice managers to NHS England, CCGs and other national and local organisations.

We represent and support General Practice to all stakeholders who wish to work with or alongside General Practice. This includes a wide range from within the NHS and external stakeholders. At our last count we have relationships with around 130 different teams and organisations. Our external stakeholders include CCGs, STPs, future ICSs, NHS England, CQC, the police, schools, prisons, DWP, medical accountants, the coroners, LPCs, AHSN, Public Health and many others. We aim to have a positive, collaborative style of working to produce the best outcomes for our members.

The Wessex LMCs team is highly respected at both a local and national level. We have a small but dedicated and passionate team who are constantly challenging themselves to think both of current needs but also be ahead of the curve and scan the horizon for future issues. We aim to be there to support our members at every turn. The team challenge themselves to reach the highest standards and produce guidance and events of the highest calibre.

The Medical Director team currently consists of 2 Medical Directors; Dr Laura Edwards and Dr Andy Purbrick who are accountable to the Chief Executive of Wessex LMCs, Dr Gareth Bryant. We work extremely closely with our Directors of Primary Care; Lisa Harding and Michelle Lombardi, our Director of Education, Louise Greenwood, our Nursing Adviser, Helene Irvine and our Business Manager Julie Thornley. We also have a small admin team to support our work.

The LMC office team works on behalf of the Local Medical Committees; Hampshire and IoW, BSW and Dorset. The Chairs and Vice Chairs of the committees form the Board of the Wessex LMCs Ltd company. The office team, including the Medical Directors, are employed by the company to carry out the day to day business of the committees and represent and support our members.

An opportunity has arisen for two individuals to join this vibrant, dynamic team as Medical Directors. These posts are wide ranging and demanding roles. They are permanent posts for 3 days a week.

Main Purpose

The Medical Director role is a wide ranging and challenging role. The portfolio is constantly evolving but would offer the right individual the following opportunities, to:

- Use their considerable experience to be a positive, passionate voice for General Practice, representing their colleagues and making a difference at a local, regional and sometimes national level.
- Demonstrate clinical leadership advising across a range of areas including commissioning, workforce planning, Primary/ Secondary care interface, STPs, primary care management, system change, resilience of general practice and the primary care networks to name but a few.
- Use and further develop their network of expert contacts across the local landscape.
- Use their considerable experience to influence the direction of General Practice to ensure a continued high quality and sustainable service for both the workforce and the patients.

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Roles and Responsibilities

General

Work at Director level within the senior management team of the Wessex LMCs structure accountable to the Chief Executive of the LMC.

Being responsible for a number of practices within CCG areas.

Close working with Directors of Primary Care and other team members to offer high quality, timely support to all members of the practice team.

Meet with local, regional and if appropriate national leaders to explain problems and explore solutions on any issue affecting GPs.

Taking on portfolio areas as decided by needs of the team; either external topics or internally related to the running of the organisation.

Answering queries by email, telephone and post. Email is a significant communication medium for this job and individuals will need to be comfortable with handling a large volume of daily email traffic.

Attending committee meetings of three LMCs and of external organisations such as CCGs, STPs and be comfortable with speaking in such forums.

To meet the needs of the membership both current and flexible for the future.

To be a positive, professional voice of General Practice.

To present and increase understanding of the role of the LMC to others including GP trainees

To become an expert on the Regulations that govern GMS, PMS contracts and individual practitioners, e.g. Good Medical Practice and Performer List Regulations.

To maintain and develop an active working knowledge of policies and issues affecting General practice.

Monitor and trouble shoot new funding flows outside GMS.

Monitor workforce issues, skill mix developments and recruitment drives.

Monitor changing IT arrangements and their impact on practices.

Monitor decisions concerning Special Allocation Services and advise practices around violent patient incidents.

Contribute a sound, up to date, clinical voice representative of the average General Practitioner to debate to ensure decisions are made that allow safe, effective and sustainable services in non-clinical forums.

To provide expert initial advice and signposting around a broad range of topics including:

- Contractual, employment and partnership matters

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- Premises, pharmacy and dispensing matters
- Confidential advice on personal matters
- Professional standards, ethics, conduct and performance
- Complaints (individual, confidential help and support)
- Disputes – both partnership or with other organisations
- Confidentiality and consent issues
- CQC activity, process issues and adverse reports

Understand that in the changing climate the duties and stakeholders may change so be prepared to undertake any other duties as required in order to fulfil the requirements of the membership and LMC committees and office.

Demonstrate equity, fairness and representativeness in undertaking all duties.

Pastoral

To support individual practitioners with advice and support in difficult times including during partnership disputes or when undergoing Performance procedures.

To support partnerships when faced with difficult situations.

To provide expert advice and signposting around Appraisal and Revalidation issues.

Problem Solving

To bring an autonomous, confident, positive and proactive approach to problem solving in a collaborative style.

To negotiate effectively with multiple stakeholders from many arenas and be sensitive and flexible in negotiation and communication style.

Happy to multi task with multiple interruptions.

Happy to move between tasks flexibly with strategic longer term projects, routine enquiries and crises that require an immediate response.

Liaise with multiple stakeholders both within and outside of General Practice.

Please Note: This job description provides an outline of the main responsibilities associated with the role but is not exhaustive. The range of activities and areas of responsibility will evolve over time. The content of this job description will therefore be subject to regular review and amendment in line with any resulting change to the NHS agenda in the need to fulfil and meet the organisation's needs.

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Please Note:

There are two posts available of three days per week each.

Job share is not possible for this post due to the part time nature.

One day of this will need to be Wednesday. The other (full) days per week will be through negotiation with the individual.

Candidates will be expected to maintain clinical competencies and actively work in primary care during the post. They will need to independently find this work and this work will be totally separate to the Medical Director post.

The successful post holders will be working on projects in Hampshire, Dorset, Isle of Wight, Swindon, Wiltshire and BaNES area but will mainly be focussed, at least initially on the Bath, NE Somerset, Swindon and Wiltshire area and Hampshire.

The post is office based in Chandlers Ford, SO53 1JB, but regular and significant travel is expected across the area. Currently much work is done remotely but this may change in line with government guidance and revert to usual face to face work.