

# JOB DESCRIPTION

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**JOB TITLE:** Deputy Medical Director

**BAND:** Very Senior Managers Pay

**HOURS AND:  
DURATION** Half time (0.5 wte)

**CRB LEVEL:** Enhanced CRB (Fit and Proper Test)

**REPORTS TO:** Chief Executive

**ACCOUNTABLE TO:** Chief Executive

**LOCATION:** The post holder will be based at Bedford where the Clinical Governance and Quality Department is sited. The post holder will be required to be located at the Trust Headquarters for a minimum of one day per week. The Trust reserves the right, with consultation, to relocate post holders to any base within the Trust in line with service requirements. The postholder will be required to be located at the Trust Headquarters for a minimum of one day per week.

## JOB SUMMARY/PURPOSE:

The Deputy Medical Director will have relevant clinical experience that is likely to include one or more of the following Emergency Medicine, Community Medicine, General Practice, Critical Care, Anaesthetics or similar experience of pre hospital emergency care or out of hospital care. They will provide support to the Medical Director for strategic medical and corporate leadership. Where the Medical Director has a background of Emergency Medicine, we will be seeking complementary experience and skills from Deputy Medical Director.

The Deputy Medical Director will work closely with other Directors and Colleagues to ensure the highest level of clinical care is maintained and that robust clinical governance systems are in place whilst ensuring that the clinical workforce is deployed to best effect.

## KEY ISSUES

The key issues for this role are:

- The need to improve urgent care services working in collaboration with Commissioners and others
- Develop an electronic patient record that links with primary, community and acute care
- Focus on patient experience and clinical outcomes
- Recognise the diversity of the EOE population and geography, working to ensure that care is delivered according to need
- Maintaining standards set out by the CQC

## MAIN DUTIES

The Deputy Medical Director will support the Medical Director in the following areas

- Advising the Board, Executive Team and staff on clinical matters
- As a senior member of the Trust contribute to the corporate decision making, strategy development and governance activities of the Board so that professional expertise and understand of clinical services and associated issues are directly available to the Board and that strategies for clinical service delivery are effectively integrated and aligned within the corporate management process.
- Support the development of systems and processes which support and maintain outstanding levels of clinical performance including audit, professional practice and effective governance, working closely with the members of the Clinical Governance Committee.
- Together with the Medical Director, Director of Nursing and other colleagues develop and maintain systems of patient safety and quality improvement activity.
- In partnership with all appropriate clinical and managerial interests, work with relevant team members to develop and improve risk management processes in order to improve safety within the organization.
- In order to accurately understand activity develop the use of the existing data to further improve quality of care and performance in relation to both national and locally agreed targets.
- Provide dynamic support to ensure that appropriate research and development activity takes place to underpin evidence-based clinical service development and the delivery of high standards of clinical excellence and its outcomes.
- Support the Medical Director in ensuring that clinical governance, performance management, policy development and line management is effective and reflects the quality ambitions of the Trust.
- Develop and maintain effective relationships with all stakeholders to promote joint partnership working.
- Demonstrate and exemplify positive behaviours and attitudes that will support co-operative and partnership working to achieve progress in the redesign and provision of emergency services across the East of England.
- Provide professional leadership for staff within clinical service delivery, and ensure that they are appropriately supported to ensure the delivery of safe, high quality care to patients.
- In conjunction with the Medical Director communicate clinical issues with the public, the media and politicians.
- Support the Medical Director to ensure the Trust has an appropriate medicines management strategy that maximizes cost effective prescribing.

- Support and contribute to clinical input to the development of business cases for future service delivery.
- The post holder may be involved in the training of ambulance staff
- The post holder will develop effective relationships with partner organisations listed below to develop appropriate services for patients

### **Assignment and review of work**

- The post is directly accountable to the Medical Director.
- Review of performance is through the agreement of performance objectives and individual appraisal by the Medical Director and reviewed by the Remuneration Committee. Formal appraisal is annual but informal reviews will take place at regular intervals. These objectives will of course be linked to the corporate strategy.

### **Working arrangements and communications**

- The postholder will develop working relationships and communicate regularly with a wide range of individuals, clinical and non-clinical, internal and external to East of England Ambulance NHS Trust. These will include;

#### **Internal**

Chief Executive  
Chairman  
NHS Board Members  
Executive Directors  
Senior Clinical and non-Clinical Staff  
Staff and Staff Partners

#### **External**

Ministers and MPs where necessary  
Wide range of NHS, local authority, military, emergency services, voluntary agencies, patient groups, lobby groups and others  
With GPs and other clinicians in the development of care  
With other UK Ambulance Services  
Primary and social care providers  
Clinical Commissioning Groups  
Media  
Trade unions/professional organisations  
Universities  
Patients  
Members of the public

### **Corporate Responsibilities**

- To contribute as a member of the senior management team to the development of overall vision and of strategies for the Trust which provide clear direction for future development.
- To support the Trust in meeting its statutory responsibilities.
- To actively contribute to the successful team working within the senior and clinical management teams

- Participate with other managers in the corporate risk management of the Trust, including the relevant areas of the Risk Register and Assurance Framework.
- Work effectively with other managers and relevant individuals to ensure the organisation complies with the NHS regulatory regime.

## **General Duties**

To abide by the relevant Codes of Professional Practice if applicable and NHS Codes of Conduct.

It is a requirement of employment within Trust that all staff must comply with the obligation of confidentiality to person identifiable information. The Data protection Act 1998 safeguards the handling of information held in both electronic and manual filing systems and it is the duty of all staff employed by the Trust to uphold the principles of the Act. Any employee disclosing confidential/patient records or information to any unauthorised person or persons will render the employee subject to disciplinary action.

The Freedom of Information Act 2000 requires all public organisations to provide any member of the public, upon receipt of a written request, with the information they require, subject to certain exemptions. Every member of staff employed by the Trust must take responsibility for any request for information that they receive and respond in line with Trust's Freedom of Information Policy and guidance.

All employees are required by Section 7 of the Health and Safety at Work Act (1974) to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

Expected to comply with the NHS Code of Conduct for Senior Manager.

All staff employed by the Trust must adhere to the standards of record keeping outlined in the Records Management Policy and guidance documents.

To ensure compliance with all Trust Risk Management, Research Governance and Infection Control Policies and Procedures and abide by the Essential Standards of quality and safety.

Undertake appropriate Induction and Mandatory training, including infection control and comply with all Trust Infection Control policies relevant to the post, particularly with regard to the hand hygiene policy. To remind and challenge colleagues of their Infection Prevention and control responsibilities if there is a potential or actual breach of policy.

It is incumbent on the post holder to continually update his/her professional awareness and carry out other duties deemed appropriate to the grade of the post.

The post holder is required to take all reasonable measures in relation to their health and well-being.

The post holder is required to adhere to Trust procedures in relation to Equality and Diversity, including the NHS Constitution.

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. All staff therefore who come into contact with children, young people and vulnerable adults have a responsibility to ensure they are trained and competent to be alert to potential indicators of abuse or neglect, and know how to act on their concerns in line with the policies and procedures of Trust.

This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time after consultation with the post holder.

The duties listed above may change over time and additional duties may be required appropriate to the pay band of the post.

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# EAST OF ENGLAND AMBULANCE SERVICE NHS TRUST

## Person Specification

**Post:** Deputy Medical Director

Requirements	Essential	Desirable
<b>Education &amp; Qualifications</b>	<p>Full GMC registration and licence to practise</p> <p>Inclusion on the specialist register for this purpose</p> <p>General Practitioner Register</p>	MBA or other relevant postgraduate qualification
<b>Attainments/competencies</b>	<p>Evidence of critical leadership behaviours as identified by NHS England</p> <p>Effective communication skills demonstrating successful partnership working internal and external to the NHS</p> <p>Evidence of continuing personal development</p> <p>Evidence of supporting the learning and development of others</p> <p>Improvement of performance through team work</p> <p>Experience of managing significant projects to successful completion.</p> <p>Experience of disseminating work through presentations or publications.</p> <p>Experience of partnership working at a senior level.</p>	
<b>Skills &amp; Abilities</b>	<p>Excellent verbal and written skills.</p> <p>Excellent presentational skills, including public speaking to large audiences.</p>	

	<p>Robust, with experience of being able to balance competing priorities and meet personal and directorate targets within a demanding workload.</p> <p>Courage to challenge the status quo and follow through change.</p> <p>Ability to deal with people at all levels to guide, support and council on highly complex and contentious issues.</p> <p>Able to interpret/analyse complex information/data and report on it.</p> <p>Ability to undertake research on a wide range of relevant topics and related issues.</p>	
<b>Personal Qualities</b>	<p>Dynamic and entrepreneurial.</p> <p>Displays strong leadership skills.</p> <p>Role model for Trust core behaviours, including diversity.</p> <p>Displays strong intellectual ability.</p> <p>Ability to be credible at all levels of the Trust and across all staff groups.</p> <p>Positive attitude to change.</p> <p>Ability to handle situations of high emotional intensity.</p>	
<b>Other Requirements</b>	<p>A strong commitment to personal continuing professional development.</p> <p>Sound IT skills in Microsoft Office and Word.</p> <p>Able to attend meetings and conferences across the country, including overnight stays.</p>	<p>Displays sound IT skills in Access, Business Objects, Excel and PowerPoint.</p>