

## **JOB DESCRIPTION**

- Title:** Executive Medical Director
- Pay:** Very Senior Manager – Agreed via Remuneration Committee
- Reports to:** Chief Executive Officer
- Accountable to:** Chief Executive Officer and Board of Directors
- Responsible for:** Board level responsibility and accountability for the professional leadership of medical staff as described within the organisational organogram. Discharge full statutory responsibilities to ensure that the Trust is compliant with appropriate policy and practice in the management of medical staff. This includes providing professional and clinical leadership to ensure excellence in clinical service delivery through the highest standards of professional practice and clinical performance.

**Interview** - We are delighted to welcome shortlisted candidates to a stakeholder engagement session which will take place on Thursday 6<sup>th</sup> June 2024, with a panel interview on the 7<sup>th</sup> June 2024.

### **Purpose**

Reporting to the Chief Executive, and forming part of the Trusts Executive Team, the Medical Director will provide the vision and leadership for the Medical Workforce across the Trust

The Medical Director is a full Executive member of the Trust Board. All Directors share corporate responsibility for:

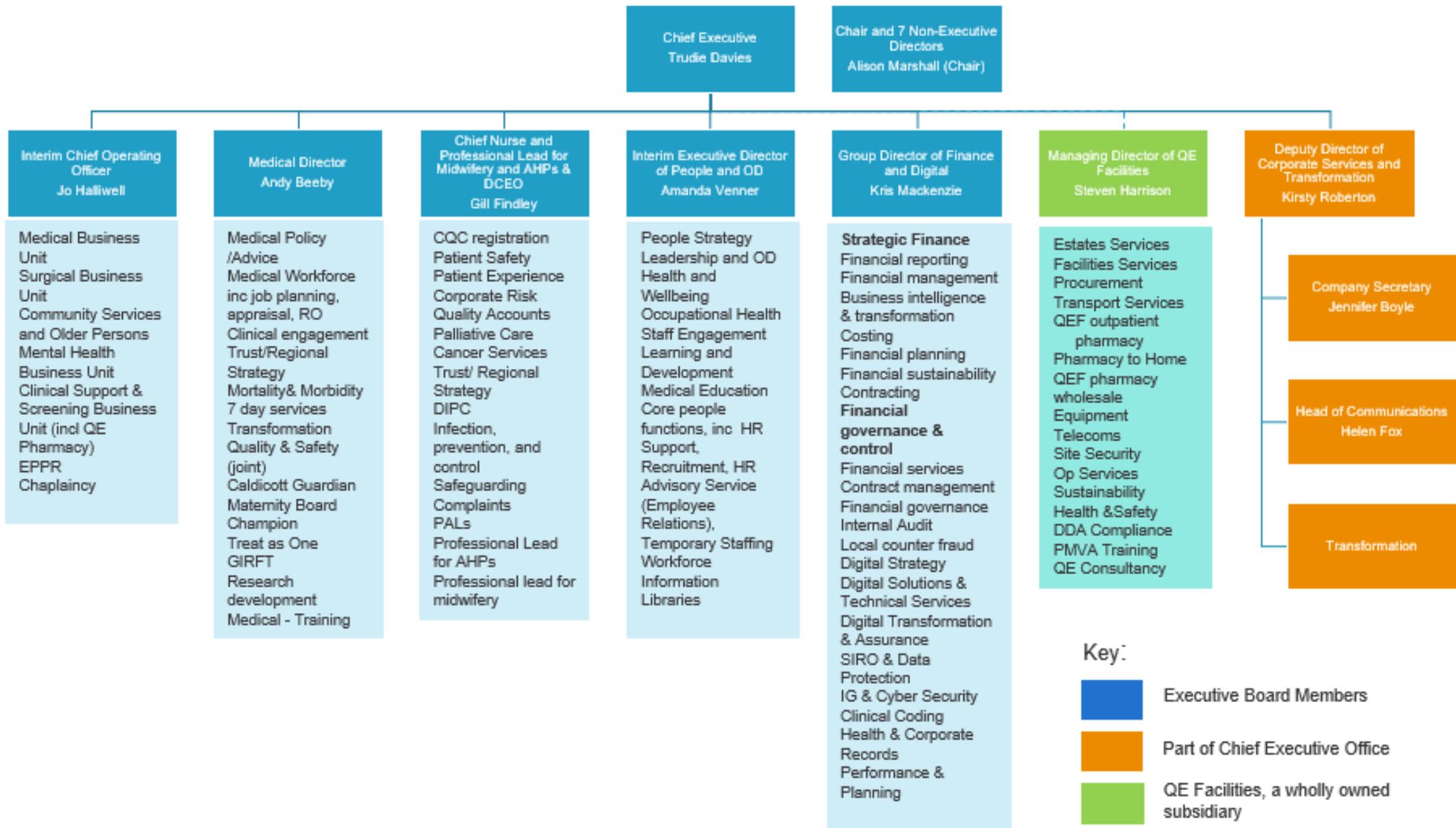
1. Setting the Trust's strategic direction
2. Achievement of the Trust's corporate objectives including compliance with CQC standards and the delivery of national targets and core standards.
3. Delivering high quality and safe care to patients.
4. Promoting a high performance culture.
5. Promoting and living the ICORE values of the Trust and fostering a culture which enables and motivates staff to deliver outstanding care to our patients
6. Maintaining the financial strength of the Trust.

Working with relevant colleagues in both health and social care in Place, as well as colleagues across the wider Integrated Care System, the North East and North Cumbria Provider Collaborative (NENC) and the Great North Healthcare Alliance this will include clinical direction and leadership for new models of care delivery, process redesign and transformation to provide an integrated systems approach whilst also ensuring the organisation works as efficiently and effectively as possible,

aligned to its core values.

### **Key Medical Director Relationships**

Including but not limited to, Trust Board and Executive Team, Governors, Clinical Leads and Clinical Boards, Heads of Service and wider clinical and operational colleagues, together with service users and external stakeholders/partners to the Trust – importantly including our Integrated Care System colleagues and national NHS leaders.



## **PRINCIPAL RESPONSIBILITIES AND KEY RESULTS AREAS**

### Strategic Leadership

- As an Executive Director, contribute to the development and achievement of the Trust's strategic aims and priorities including adopting a proactive role in developing and supporting the Leading and key performance indicators including quality improvement, and monitoring implementation.
- Provide positive and visible leadership to promote a fair and just culture which ensures that clinical services and clinical management are responsive to the needs of the diversity of our patients, visitors and workforce.
- As a Director, contribute to the development and achievement of the Trust's strategic aims and priorities.
- As a member of the Executive Team, accept leadership responsibility for corporate issues outside the immediate area of responsibility.
- Identify opportunities for collaboration and contribution in the development of policy with external stakeholders, commercial partners, or in the context of broader socio-economic, sustainability or technological trends.
- Provide visible medical leadership and be a professional role model for all staff across the Trust
- Translate national strategy and guidance to ensure that in the Boards business planning processes, consideration and advice is provided regarding professional implications relating to:
  - The requirements to meet and develop utilisation of these resources are appropriate to deliver safe, high quality and cost effective patient care.
  - Compliance with legislative requirements of the statutory authorities
- Provide leadership and management of the patient experience and services agenda, continually seeking to improve the safety, quality and efficiency of services to ensure provision of outstanding patient care, aligned to the Trust vision and values.
- Advise the Chief Executive in the discharge of all statutory responsibilities.
- Ensure that Trust performance meets and exceeds national standards where specified.
- Work collaboratively with the Nursing Director and their teams to embed a culture which focuses on excellent patient outcomes and drives the patient safety agenda including mechanisms to monitor effectiveness.
- Work with the Council of Governors, members, patient groups and scrutiny committees as necessary to maintain and enhance positive relationships.
- External regulators, NHSE etc
- Participate and where appropriate lead delivery of engagement and communication activities to ensure consistent, regular and open discussion, commitment to a common purpose and listening to the employee voice.
- Play an active part in the Trust's overall transformation and organisational development programmes
- The Medical Director will support the delivery of our strategic aims via the recognised Gateshead methodology, seeking to work in collaboration, with purpose and with clear intent.

## Gateshead Methodology:



## NHS Leadership Competency Framework for Board Members

As a member of the Trust Board, you should aspire to the competencies outlined in the NHS Leadership Competency Framework for Board Members [NHS England » NHS leadership competency framework for board members](#)

The competency domains are as follows:

### **1. Driving high-quality and sustainable outcomes**

The skills, knowledge and behaviours needed to deliver and bring about high quality and safe care and lasting change and improvement – from ensuring all staff are trained and well led, to fostering improvement and innovation which leads to better health and care outcomes.

### **2. Setting strategy and delivering long-term transformation**

The skills that need to be employed in strategy development and planning, and ensuring a system wide view, along with using intelligence from quality, performance, finance and workforce measures to feed into strategy development.

### **3. Promoting equality and inclusion, and reducing health and workforce inequalities**

The importance of continually reviewing plans and strategies to ensure their delivery leads to improved services and outcomes for all communities, narrows health and workforce inequalities, and promotes inclusion.

### **4. Providing robust governance and assurance**

The system of leadership accountability and the behaviours, values and standards that underpin our work as leaders. This domain also covers the principles of evaluation, the significance of evidence and assurance in decision making and ensuring patient safety, and the vital importance of collaboration on the board to drive delivery and improvement.

### **5. Creating a compassionate, just and positive culture**

The skills and behaviours needed to develop great team and organisation cultures. This includes ensuring all staff and service users are listened to and heard, being respectful and challenging inappropriate behaviours.

### **6. Building a trusted relationship with partners and communities**

The need to collaborate, consult and co-produce with colleagues in neighbouring teams, providers and systems, people using services, our communities, and our workforce. Strengthening relationships and developing collaborative behaviours are key to the integrated care environment.

### Professional and Clinical Leadership:

- Provide positive and highly visible professional leadership of the medical workforce ensuring adherence to prevailing professional standards and local policies.
- Champion and actively embed our 'Clinically lead, Management supported' approach
- Act as an ambassador of the Trust promoting and representing the work of medics, locally, nationally and internationally through sharing best practice, developing and strengthening effective partnerships and relationships, and promoting the Trust as exemplar of professional excellence.
- Provide the Board with professional advice and information on clinical issues and risks, including evolving opportunities and changes to the roles and responsibilities of medical staff.
- Influence and lead delivery of professional standards of care, which comply with legislative and statutory requirements. Ensure the maintenance of those standards aligned to the medical codes.
- Promote and foster a culture of collaborative practice across professions, and which values continuing professional development.
- Perform all the duties required of the statutory Responsible Officer
- Undertake the Caldicott Guardian Role for the Trust

### Financial Responsibility

- To be accountable in conjunction with the Chief Finance Officer for the setting and monitoring of capital and revenue budgets for the medical function.
- To be accountable for the discharge of said budgets in line with standing financial instructions.
- To lead horizon scanning of digital developments, service management automation, procurement process and supplier management to ensure we get the best value for money in delivering our services
- Work closely across the Integrated Care System to identify opportunities for architectural and clinical system rationalisation.

### Patient Experience

- Maintain the links with patients, public involvement groups and advocates to facilitate their capacity and capability to contribute to the strategic planning processes and improvements to the patient experience.

### Quality and Governance

- Support the NHS Information Governance risk assessment and management processes within the Trust

- Maintain and enhance systems and processes to provide assurance that essential standards of quality and safety are delivered to patients with supporting data to report to the Board
- With the Chief Nurse ensure effective systems are in place to comply with the requirements for regulation, including the essential standards of quality and safety (CQC) and NHS Resolution risk management standards.
- Ensure systems are in place to underpin that the standards of medical staff, to ensure that care, safety, effective and compassionate care is provided to every patient every time.
- Quality and Effectiveness create positive culture to promote reporting and learning from serious incidents under the new Patient Safety Incident Response Framework (PSIRF), never events and complaints, and provide leadership to ensure effective mechanisms and systems in place.
- Ensure robust risk management arrangements are in place which effectively identify key risks and associated mitigation plans. Advise and act on matters of clinical risk and professional performance within and outwith the Trust accordingly.
- Promote equality of opportunity and diversity in all aspects of the patient experience, operational and service delivery with due regard for the public sector equality duty, reinforcing a culture of inclusive, diverse leadership.

#### Workforce Planning, Education and Workforce Development

- Provide clear leadership to the Medical teams, ensuring that performance is adequately managed, staff are appraised, and all have personal development plans to support a sustainably engaged efficient and effective workforce.
- Provide Board level leadership in planning and promoting multi-disciplinary education and training for pre and post registration medical staff, and the implementation of new and extended roles to deliver patient care.
- Be the Executive lead for medical education to ensure that staff are educated in line with the required standards
- Work with Higher Education Institutes and other education providers and commissioners to ensure effective delivery of learning contracts.
- Ensure that medical appraisal, job plans and other processes are completed as required.
- In conjunction with the Chair and Board colleagues, actively contributes to ensuring that effective strategic leadership development, succession planning and talent management programmes are in place for the Board, executive, and senior clinical staff to develop the capacity and capability of the Trust

#### Partnerships

- Work in partnership with key colleagues and stakeholders (e.g., NHSE/I, other NHS bodies, local government, universities, suppliers, etc.) focused on innovation, to develop new models of delivery to ensure future provision of sustainable integrated health and social care services for the local population, with the aim of improved outcomes and improved population health.
- Support, identify, develop and strengthen strategic alliances across the region and national networks to create opportunities for innovation and commercial growth.

- Support the organisation in furthering innovation and the development of clinical services

Other

- The post holder is required to participate in the Strategic on-call rota.

**PERSON SPECIFICATION – MEDICAL DIRECTOR**

Attributes	
<b>Education &amp; qualifications</b>	<ul style="list-style-type: none"> <li>• Medically qualified and currently registered with the GMC as a Consultant</li> <li>• Evidence of continuous personal and professional development</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working at a senior level within the Trust, leading clinical services with successful and demonstrable outcomes for patients.</li> <li>• Experienced, compassionate and inclusive manager with a proven track record of outstanding leadership and management of clinical services.</li> <li>• Evidence of having influenced or delivered system-wide change, with the capability to work in close collaboration with clinical and service line leaders.</li> <li>• Experience of successfully implementing change programmes including:               <ul style="list-style-type: none"> <li>○ Clinical system redesign to reduce clinical risk, improve clinical performance and assure the highest standards of service delivery.</li> <li>○ Clinical practice changes, clinical change techniques and clinical quality interrogation tools.</li> <li>○ Cultural change and cost efficiency.</li> </ul> </li> <li>• Demonstrable experience in improving the patient experience.</li> <li>• A credible track record in leading and developing clinical strategies in complex patient environments</li> <li>• Understanding of operational, professional, risk and governance frameworks, Quality Assurance, and the NHS regulatory regime</li> <li>• Demonstrable experience of developing relationships into productive partnerships, cross boundary working and working with stakeholders at all levels.</li> <li>• Extensive record of successful workforce, financial and resource management, ensuring high performance and holding individuals to account.</li> <li>• Evidence of commitment to research and education and working closely with academic partners, contributing to a diverse academic environment which extends beyond nursing professionals.</li> </ul>
<b>Knowledge, skills and behaviours</b>	<ul style="list-style-type: none"> <li>• Effective team player who can bring others along with them, with the personal credibility to work well with senior level stakeholders and instil trust and confidence amongst colleagues</li> <li>• Credibility with the medical workforce.</li> </ul>

Attributes	
	<ul style="list-style-type: none"> <li>• Facilitative, collaborative and inclusive management style, aligned to Trust professional and leadership behaviours and organisational values.</li> <li>• Has the ability and experience to act corporately and support Board members and other senior directors in the execution of their duties and responsibilities.</li> <li>• In depth understanding of the dynamics of the National Health Service, the NHS's regulatory environment and values of the UK public sector.</li> <li>• Demonstrable and detailed understanding of current health issues, national policy and standards, as well as best practice locally, nationally and internationally, particularly related to nursing, midwifery, AHPs patient experience, quality and safety.</li> <li>• Highly developed analytical, data-evaluation and problem-solving skills, with the ability to make decisions within complex, often ambiguous scenarios, balancing analysis of key data with organisational pragmatism.</li> <li>• Demonstrable understanding and commitment to ensuring corporate governance including Standing Orders and Standing Financial Instructions</li> <li>• Demonstrable capability to communicate effectively at senior levels, and to engage, build and sustain relationships both within the Trust and externally.</li> <li>• The skill to build successful alliances including clinicians, ICS and other healthcare partners and public/patient representatives.</li> <li>• Able to manage complex tasks autonomously and within tight deadlines, by communicating ideas, motivating and inspiring action through others.</li> <li>• Demonstrable understanding and commitment to ensuring robust corporate governance.</li> <li>• Sound IT skills – significant proficiency in use of IT systems.</li> </ul> <p>Other</p> <ul style="list-style-type: none"> <li>• Able to travel across sites – reasonable adjustments will be made to facilitate this if required.</li> <li>• Must hold a full current driving licence</li> <li>• Participation in Strategic on Call rota</li> </ul>