JOB DESCRIPTION

Job title: Primary Care Medical Director
Team/Department: Primary Care
Location: Brighton
Hours of work: As agreed, and in accordance with the contract of employment
Job title the post holder will report to: Chief Medical Officer
Job titles reporting to the post holder: Salaried GPs
Date the role profile was revised: November 2022

JOB PURPOSE

To provide clinical leadership for IC24 Primary Care services.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Provide leadership for multi-professional IC24 Primary Care teams to support effective and efficient service delivery
- Engage with practice based Primary Care teams to support individual development and teamwork.
- Majority of work will require face to face contact at practice level with some remote contacts as appropriate (including internal IC24 meetings)
- Assessment and development of clinical, operational, and administrative processes to include safe prescribing, workflow, and results management.
- Ensure that patient care is of the priority in all decisions.
- Maintain and continuously improve the quality service to our patients.
- Perform any other relevant duties that may be dictated by the changing needs of the service.
- Line management and appraisal of salaried GPs

Quality Standards and Clinical Governance

- Ensure that you work within the clinical governance structures of IC24 to ensure the highest standards of patient care.
- Ensure that you complete and maintain all required essential learning in a timely manner.
- In conjunction with Practice management, design and implement patient related audits to improve care and safety.
- Be conversant with GMC Code of professional Conduct and any associated national guidelines and abide by their guidance.
- Maintain CPD and demonstrates self-development.
- Support teams in preparation for CQC inspection

**Financial**
- Awareness of local and service budgets and revenue.
- Assist the management team in identifying savings and increased revenue within the region and help to implement appropriate changes.

**Planning Service Development and Performance Management**
- Contribute to QOF, DES and LCS achievement, implementation, and development
- Identify areas of work for collaboration and joint working with other organisations to ensure continuity of care.
- Contribute to team meetings and support engagement with best practice.

**Organisational Development**
- Create a culture of shared values, mutual respect and the care and welfare of patients and colleagues.
- Promote a learning environment, which exploits opportunities to develop innovative approaches to meeting specific needs.
- Develop own knowledge of local and national guidance in relation to contracts, primary and urgent care
- Strive to build excellent working relationships with other IC24 employees and partners.

**COMMUNICATION AND KEY WORKING RELATIONSHIPS**

The post holder must be able to demonstrate excellent communication and interpersonal skills at all times and build and maintain good working relationships with all stakeholders including the following:

- Practice team members
- PPG
- IC24 clinical and admin teams
- PCN members
- ICS contacts

**ENVIRONMENT**

IC24 is a major not for profit Social Enterprise company currently providing innovative primary care services designed to deliver quality and affordability. IC24 is solutions-focused, providing a comprehensive portfolio of services aimed at improving access and reducing the demand on secondary care services by helping to avoid unnecessary admissions and facilitating early discharge.
Going forward, the company is committed to supporting and enabling better integration between health and social care and more effective alliances between partners from different sectors as essential to delivering seamless services. IC24 has considerable experience of working in complex, demographically challenged environments and the Board is keen for the organisation to be proactive in improving standards of care and patient safety, while delivering value for money too in the health economies it which it operates. Critical to this is building strong professional relationships and alliances with third parties; working with them in a way that maximises the benefits of their involvement.

**HEALTH AND SAFETY**

The post holder will be required to comply with the duties placed on employees of IC24 as set out in the Health and Safety at Work Policy and related procedures. The post holder has a legal obligation to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice.

You must ensure that all colleagues and teams within your region and/or department(s), effectively manage health and safety in line with all our health & safety policies and guidance documents.

**EQUALITY AND DIVERSITY**

IC24 has a Diversity and Inclusion Policy to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of disability, marital status, sex, race, colour, nationality, ethnic or national origin, sexual orientation, age, religion or political opinion, whilst attracting talented recruits and retaining experienced employees.

IC24 is committed to promoting equal opportunities and diversity and will keep under review its policies, procedures and practices to ensure that, in addition, all users of its services are treated according to their needs.

**INFORMATION GOVERNANCE**

Information is vitally important for the safe clinical management of patient care and the efficient administration of services and resources, including our workforce. Information Governance is a framework to enable IC24 to handle personal and corporate information appropriately.
It is the responsibility of our entire workforce, regardless of employment status, to ensure they abide by the requirements of Information Governance as set out in the Data Security & Protection Policy.

### SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

IC24 is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All colleagues and volunteers are therefore expected to behave in such a way that supports this commitment. You will be responsible for safeguarding the interests of children and adults who you come into contact during your work. To fulfil these duties, you will be required to attend training and development to recognise the signs and symptoms of abuse or individuals at risk, to follow local and national policy relating to safeguarding practice and to report and act on concerns you may have appropriately.

### DISCLOSURE AND BARRING SERVICE CHECKS

IC24 will require a DBS check for appropriate roles which is a mandatory requirement and a condition of the employment offer.

All posts are assessed on their eligibility for the post holder to be required to undertake a DBS check. For posts that have been assessed as exempt from the provisions of the Rehabilitation of Offenders Act 1974, IC24 will require the post holder to undertake an enhanced DBS check with barred list checks. For posts that have been assessed as being in a position of trust, IC24 will require the post holder to undertake a basic DBS check.

This post has been assessed as requiring an enhanced DBS check with barred list checks.

### REHABILITATION OF OFFENDERS ACT 1974

Some posts have been assessed as being exempt from the provisions of the Rehabilitation of Offenders Act 1974 and in these cases IC24 will require the post holder to disclose all convictions, whether spent or unspent.

This post has been assessed as being exempt from the provisions of the Rehabilitation of Offenders Act 1974. IC24 therefore require the post holder to disclose all convictions, whether spent or unspent.

### PERFORMANCE AND DEVELOPMENT REVIEW
This job description will be used as a basis for conducting an individual Performance and Development Review between the post holder and the manager.

<table>
<thead>
<tr>
<th>VARIATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>This job description describes the main purpose and key responsibilities and accountabilities of the post. The post holder may be required to undertake any additional duties or responsibilities as may reasonably be required.</td>
</tr>
<tr>
<td>This job description is a guide to the nature and main duties of the post as they currently exist, but it is not intended as a wholly comprehensive or permanent schedule and it is not part of the contract of employment.</td>
</tr>
<tr>
<td>To reflect changing needs and priorities, some elements of this post may be subject to change and where required, any appropriate communication or consultation with the post holder will be undertaken prior to making any changes.</td>
</tr>
</tbody>
</table>
## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Essential</th>
<th>Desirable</th>
<th>How identified</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Qualifications and Training</strong></td>
<td>GP with an unblemished GMC record</td>
<td></td>
<td>Application</td>
</tr>
<tr>
<td></td>
<td>Inclusion on national performers list</td>
<td></td>
<td>Interview</td>
</tr>
<tr>
<td></td>
<td>Appropriate membership of a medical indemnity organisation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Evidence of continuing professional development and education</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Experience</strong></td>
<td>Using own initiative and working autonomously and independently</td>
<td>Experience of Primary Care delivery across multiple GP practices</td>
<td>Application</td>
</tr>
<tr>
<td></td>
<td>Effective communication with all colleagues and stakeholders</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Management of confidential information within GMC guidelines</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Management role within Primary Care</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Governance as relates to Primary Care</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Audit</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Understanding of GDPR</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Personal Qualities</strong></td>
<td>Effective time management</td>
<td></td>
<td>Application</td>
</tr>
<tr>
<td></td>
<td>Ability to work as part of the organisational team</td>
<td></td>
<td>Interview</td>
</tr>
<tr>
<td></td>
<td>Willingness to participate in clinical supervision and assessments</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ability to work flexibly within the business needs of the organisation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requirements</td>
<td>Essential</td>
<td>Desirable</td>
<td>How identified</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>-----------</td>
<td>----------------</td>
</tr>
<tr>
<td>Commitment to attend meetings and training as required</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>