## Job Description

|  |
| --- |
| **Position Details** |
| **Title: Chief Medical Officer**  | **Band:**  | **Hours per week: 3 days per week and 2 days in practice** |
| **Accountable to: Chief Executive**  | **Service: Executive Team**  | **Base: Highpoint HQ** |
| **Purpose of the Position** |
| The Chief Medical Officer is accountable for creating partnerships, an environment and ways of working that enables clinicians and the extended professional team to work together in an integrated way, which keeps more people safe and well in the community. The role is focused on the whole health and care community, promoting a person-centred model that promotes parity of esteem and delivers integrated physical and mental care.Job SummaryThe Chief Medical Officer within Solent NHS Trust is an Executive Director and full voting member of the Trust Board. The purpose of the job is to provide strategic clinical leadership to the executive team and Trust board and act as the Responsible Officer for the organisation. The post holder will be required to work closely and collaboratively with the Chief Nurse and Clinical Directors to ensure that a clear and coherent clinical strategy is developed and translated into service improvements.The Chief Medical Officer is a key contributor to overall strategy and decision-making within the Trust, with particular responsibility for the clinical vision and strategy. Providing exceptional professional leadership for medical staff across the trust, the Chief Medical Officer will take the lead for education, training and development and revalidation of medical staff and provide effective advice on medical issues and quality and clinical governance matters. This role will also take lead responsibility for research and development across the Trust.All Directors are expected to work as part of a cohesive team, contributing to the Trust’s Strategic Leadership and direction and, when necessary, take lead responsibility for corporate issues outside their immediate sphere of responsibility. Key results areas* work closely with Chief Executive and the Executive team to provide strategic direction on medical management and contribute to the key business decisions of the organisation
* Provide expert, innovative and proactive advice to the Chief Executive and Trust Board on medical issues and with the Chief Nurse on quality and governance to support the Trust’s overall clinical strategy, vision and values
* Provide professional advice and leadership to the Trust relating to medical practice and lead the development and delivery of patient centred care through effective role modelling and professional development activities
* Provide strategic direction for the Trust’s Research and Development ensuring that the strategy and operational management of the R & D department is led and delivered
* Provide leadership for the Chief Pharmacist and ensure that the service delivers its operational and strategic objectives
* Undertake the role of “Responsible Officer” for the Trust
* To foster and nurture constructive working relationships with GPs, Primary Care and consultant bodies of our local acute sector partners
* Act as a system wide clinical leader supporting the development of integrated health and social care models, to enable the development of multi-speciality community provider models
 |
| **Main duties** |
| * To manage the CMO Directorate
* To provide clinical leadership to Solent NHS Trust Board and make a full contribution to the work determining and monitoring strategies, plans, policies and programmes
* To provide full information and professional advice to Solent NHS Trust Executive and Board regarding all medical matters whilst ensuring that the organisation is always advised on major professional medical issues, practices and policies affecting Solent NHS Trust
* To be the Caldicott Guardian
* To be the executive director with responsibility for the Mortality agenda (Patient Safety Director as defined by national guidance on learning from deaths, NQB 2017)
* Develop excellent relationships with the local community, including GPs, health organisations, interest groups, patient reference groups and local media
* Take a lead in ensuring that effective clinical networks are formed with colleagues, Clinical Commissioning groups and educational institutions
* Work with Health Education England and other educational and training institutions to enhance capability and develop effective working relationships with the relevant medical schools and Deans of Faculty to ensure excellence within undergraduate and postgraduate programmes
* Ensure regulation of medical staff is robust and that they act in the best interests of patients at all times and that professional standards of care are within the GMC Good medical practice
* Liaise with junior medical staff in conjunction with the Director of Medical Education to evaluate their experience at the trust and take action accordingly
* Act as the Responsible Officer for the trust and lead for medical revalidation
* Work with the Acting Chief People Officer to :-
	+ Ensure recruitment, retention and working conditions for medical staff are in line with organisational requirements and national directives
	+ Ensure compliance with the Working Time Directive for all medical staff
	+ Lead and develop when required the Clinical Excellence Awards
	+ Lead and develop the Local Negotiating committee for Doctors and Dentists
	+ Take lead responsibility for all performance management and disciplinary issues involving medical staff in accordance with the Trusts Maintaining High Professional Standards
	+ Develop and implement a strategy for the management of excellence among the medical workforce and ensure patient and quality are the top priorities
* Ensure arrangements are in place for the provision of multi professional education training and development
* Ensure medical staff participate in multi-professional clinical audit and the development of clinical effectiveness strategies
* Play an active part in the Trust’s service improvement programme, fostering a learning culture and spirit of innovation in al that we do
* Direct and support the Research and Development team in the development and implementation of the Research and Development strategy
* Ensure constructive relationships with NHS England, the Care Quality Commission and other regulatory bodies
* Develop effective links with medical directors of other key trusts
* To undertake the professional leadership and management role for employed medical staff in respect of:
	+ Clinical effectiveness
	+ Undergraduate and post graduate education
	+ Clinical professional development, lifelong learning and appraisal
	+ Clinical supervision
	+ Review of job plan
	+ Professional and personal conduct and competence
	+ Medical workforce planning
* To be responsible for an annual cycle of appraisal and job plan reviews for dentists and doctors ensuring that personal development needs and the resources to attain these are reflected in individual objective as set at job plan review
* To ensure effective systems to support medical revalidation are in place including strengthened appraisal and to produce an annual report for the Board on revalidation
* Deputise for the chair of the SIRI committee as required
* To meet regularly with Clinical Directors, Service lead clinicians providing strategic leadership and line management support where appropriate

Other* Provide such other services or duties as the Board and/or Chief Executive may determine and agree with you from time to time.
* Take part in the Trust’s director on-call rota and provide support/advice to line management as required.
* Support and promote a positive organisational culture for the NHS Trust and reflect this in own behaviour and decision making.
* To develop, manage and foster an effective network of relationships with health and social care colleagues to build a strong culture of partnership working.

**GENERAL RESPONSIBILITIES (ALL DIRECTORS)*** (The post holder is not expected to take part in the Trust’s director on-call rota whilst participating in a Clinical On-Call rota)
 |
| **Management and Leadership (where appropriate)** |
| Responsibility for ensuring that:* Staff are managed and standards of work are maintained and that Trust policies for the management of staff performance are adhered to.
* Appraisals of staff directly managed are undertaken and that the appraisal process is maintained throughout the team.
* Staff receive appropriate health and safety and other mandatory statutory training as prescribed and that relevant records are maintained.
* Other records are maintained by the team ensuring compliance with the agreed record keeping systems of the Trust.
* Informed consent is obtained where appropriate and documented in accordance with Trust procedures.
* New and replacement equipment is not used until it has been commissioned in accordance with Trust policy.
* Appropriate risk and other assessments are completed and documented in a timely manner in accordance with Trust Policy.
* Defective equipment is reported and made safe without delay in accordance with Trust procedures
* Equipment is maintained in accordance with Trust policy.
* Infection prevention and control procedures are followed by all staff within their area of responsibility.
* All staff follow Trust clinical governance requirements.
* We aim to deliver recovery orientated care

**Education*** Undertake training and mentoring of staff and other groups as prescribed.
* To take responsibility for identifying own training and development needs, suggestions for improvements to the service and policy changes to the line manager.
* Compliance with Trust arrangements for continuing professional development.
 |
| **Limits of Authority** |
| * May not dismiss staff under the disciplinary procedures and may not suspend them without working in conjunction with the Human Resources team.
* May not take annual leave without prior agreement of the manager.
* May authorise expenditure within agreed limits as set out in the Standing Financial Instructions and Scheme of Delegation.
 |
| **General Requirements** |
| Ensure they and where appropriate their staff:* Are familiar with and adhere to trust policies and procedures at all times,
* comply with trust standing orders, standing financial instructions, policies, procedures and guidelines,
* follow any policies and procedures in relation to infection, prevention and control
* are aware of their responsibilities in relation to safeguarding children, and vulnerable adults, and the specific responsibilities placed on individuals who care for such clients/patients. Adhering to any relevant safeguarding policies and acting in a way that safeguards the health, safety and well- being of children and vulnerable adults at all times.
* take all reasonable steps to manage and promote a safe and healthy working environment which is free from discrimination,
* comply with the trust policy on confidentiality, and the Data Protection Act 1998 as amended, relating to information held manually or on computerised systems,
* respect the confidentiality and privacy of clients and staff at all times,
* maintain a constant awareness of health, welfare and safety issues affecting colleagues, patients, visitors and themselves, reporting any accidents or fault in line with trust policy,
* fully participate in health and safety training,
* participate in statutory/mandatory, personal training, development, appraisal, and attend all relevant training courses as required.
* Comply with the professional body code of conduct
* Protect the environment by reducing waste and unnecessary travel whilst at work

This job description seeks to outline the key duties and responsibilities of the post; it is not a definitive document and does not form part of the main statement of Terms and Conditions. The post holder may, with their agreement, which should not reasonably be withheld, be required to undertake other duties as required, which fall within the grading of this post, to meet the needs of this new and developing service.Individuals who are required to hold a professional registration in order to practice must continue to be a member of their professional body throughout the lifespan of this job description. Such individuals will be required to notify the Trust immediately if their professional body limits or changes the terms of their registration.This job description will be reviewed yearly as part of the annual individual performance review, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the post holder.  |

 **PERSON SPECIFICATION**

 Post: Chief Medical Officer

| **Requirement** | **Essential** | **Desirable** |
| --- | --- | --- |
| **Criteria 1:** *Qualifications* |
| Full GMC/ GDC registrationAppropriate College membership/ fellowshipOn the GMC specialist register | X |  |
| Additional postgraduate qualification |  | X |
| Evidence of continuing professional development. | X |  |
| **Criteria 2:** *Experience* |
| Demonstrable experience of working at leadership level, including strategic planning across complex organisational infrastructure. | X |  |
| Comprehensive knowledge and experience of patient safety systems and processes including clinical risk. | X |  |
| Demonstrable experience of leading and effectively managing change in large complex environments. | X |  |
| Demonstrate strong and credible leadership in being able to pull people together across systems and inspire and motivate them to deliver common aims and targets. | X |  |
| Strong track record of working in partnership and managing external relationships to optimise performance. | X |  |
| Proven ability to drive positive performance culture placing patients and quality at the heart of decision making. | X |  |
| Experience of clinical engagement and the ability to influence transformational change and empower clinical leadership. | X |  |
| **Criteria 3:** *Knowledge, Skills & Behaviours* |
| Engaging leadership style that exemplifies the trust’s values and empowers staff to uphold standards of excellence. | X |  |
| Significant influencing and negotiating skills. Ability to engage, build and sustain relationships within the Trust and with external organisations. | X |  |
| Exhibits energy, enthusiasm and resilience to drive through change and required outcomes and improvements. | X |  |
| Strong in building relationships at all levels with the ability to develop a collegiate approach across the organisation and with external stakeholders. | X |  |
| Self-motivated, tenacious and resilient to pursue organisational goals and persist through difficulties. | X |  |
| Excellent written and verbal communication skills, able to deliver complex messages to a range of audiences. Excellent presentation skills, ability to give high level presentations to Board and on behalf of the organisation to other organisations. | X |  |
| Ability to interpret, develop and implement plans in response to local, regional and national policy. | X |  |
| Lifelong learner and role models leadership as a journey of self-awareness, feedback from others, and course correction. | X |  |
| System thinker – able to understand the drivers and constraints of partner organisations. Thinking outside of the organisational box whilst being cognisant of the impact on sovereign organisations. | X |  |
| A skilled networker, promoting brand and reputation; experienced in representing organisations at external events and creating strategic partnerships. | X |  |
| Ability to think strategically, develop strategic plans and translate into objectives and action. | X |  |
| Assimilates information from a wide range of sources to provide insight, anticipate risks, form strategies and implement effective solutions that meet future needs. |  |  |
| Remains calm under pressure and adept at dealing with unexpected situations and resolving conflict. | X |  |
| Digitally savvy | X |  |
| **Criteria 4:** *Equality* |
| An understanding of the principles of equal opportunities as it relates to staff and patients and able to demonstrate personal commitment to challenging discrimination and promoting equalities  | X |  |
| **Criteria 5:**  *Other* |
| Is able to work legally in the UK | X |  |
| Is able to work with children and vulnerable adults | X |  |
| Ability to travel daily for meetings across a range of sites in Southampton/Portsmouth/Hampshire. | X |  |
| Holds a valid full driving licence which enables them to drive in the UK | X |  |