

Walsall Hospitals NHS Trust

JOB DESCRIPTION

TITLE: General Manager- Medical Directorate

GRADE: 8A

LOCATION: Medical Directorate, Manor Hospital

ORGANISATIONAL RELATIONSHIPS

Accountable to: Medical Director (including accountability for IPR/Appraisal and identification of development needs)

Responsibility for training: Medical Director

Accountable for: Infection Control Team
Clerical support staff

Liaise with: Trust Directors, Associate Medical Directors, Clinical Directors, Divisional Directors, Postgraduate Tutor, Directors of Pathology, Pharmacy and Imaging, other service managers, Quality and Value Unit Staff, Lead Clinician Cervical Screening, Lead Clinician Cancer, Consultant Medical Staff, Medical Staffing Manager, HR staff, PCT staff and GPs, SHA.

JOB SUMMARY

To provide management and operational leadership and support to the Medical Directorate.

To be responsible for supporting the Medical Director in delivering his objects, leading on particular projects which will assist in this delivery

To lead improvement and development within the Directorate at the request of the Medical Director

To lead, with relevant colleagues in the Quality and Value Unit , the further development and implementation of all aspects of the Trust Quality and Risk Management Strategies

To lead on the production of reports at the request of the Medical Director

To lead on compliance with NHSLA Standards, HCC standards, Hygiene Code and other relevant assessment standards within the Medical Directorate

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MAIN DUTIES AND RESPONSIBILITIES

1. To bring to the post specialist knowledge acquired through qualifications and experience concerning general management, risk management, governance, assurance, information governance and complaints.
2. To lead on risk management within the Directorate, working with the Medical Director and Associate Medical Directors developing and maintaining risk registers
3. Be responsible for developing and implementing Trust wide policies on behalf of the Medical Director, including Information Governance policies
4. Lead the development and implementation of relevant Directorate policies
5. In collaboration with relevant Q&V managers, be responsible for ensuring relevant NHSLA, HCC, Hygiene Code and other relevant standards are met within the Directorate.
6. Lead on specific projects at the request of the Medical Director
7. Be responsible for supporting the Medical Director in :
 - his/her Quality Lead role including keeping an overview on activity within the Q&V Unit
 - his/her service transformation work
 - undertaking follow up actions from Board, CMG, PEC and TMG and other committees
 - working with the Medical Director and Director of Human Resources in the Clinical Excellence Awards process;
 - his/her role of Director of Infection Control.
 - his/her role as Caldicott Guardian
 - strategic planning.
 - budget management
8. Develop reports for Board, CMG, TMG, Quality Committee or other committees, on a variety of subjects on behalf of the Medical Director
9. Be responsible for developing and delivering effective communication systems within the Directorate and between the Medical Directors Office and Quality and Value Unit and between the Medical Directors Office, PCT and GPs
10. To liaise with the Clinical Risk Manager and Complaints Manager in relation to incidents, claims and complaints.
11. To be responsible for work of the Infection Control Team, also acting as Budget Manager
12. Support the Associate Medical Directors in his/her support role to the Medical Director. This includes:
 - the maintenance of the new consultant contract;
 - assisting in manpower planning for Consultant and Non Consultant Career Grade doctors;

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- maintaining consultant appraisal rates and producing reports as required.
 - arranging and delivering mandatory update training for Consultant and Non Consultant Career Grades
13. Work with Clinical Directors and Consultants at the request of the Medical Director on specific projects.
 14. Represent the Medical Directorate on committees and project groups at the request of the Medical Director. This includes Infection Health & Safety Committee and Decontamination Committee.
 15. To ensure that quality measures are developed and maintained within your area of responsibility and that this is reflected in commitment to staff development, manpower planning, risk management and dealing with complaints.
 16. Take part in individual performance review on a regular basis as per Trust policy.
 17. Agree to the IT systems security policy and data confidentiality act.

This job description covers the major tasks to be carried out and the level of responsibility at which the post holder will work. These may be revised and changed from time to time. Discussions will take place with the post holder.

In addition, individual staffs have a major role in suggesting and implementing improvement to services and in exercising professional responsibility for both themselves and their peers within an open 'no-blame' culture.

TERMS AND CONDITIONS

The Trust has established joint negotiating machinery for the determination of pay and conditions of service for its employees in conjunction with trade unions recognised by the Trust. Any agreements reached in that forum will form part of an employee's contract with the Trust.

Until such local pay determination policies have been agreed and implemented by the Trust, pay for this post will be determined by reference to nationally agreed pay for employees in the National Health Service as follows:

Grade:

Salary :

Hours: There are no set hours of work for this post. The postholder is expected to work whatever hours are necessary for the efficient performance of the post. This shall average not less than 37 hours per week.

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Annual Leave: 25 days increasing to 28 days after 5 years service and 30 days after 10 years service plus 10 bank and public holidays.
27 days plus 8 bank and public holidays, increasing to 29 days after 5 years service and 33 days after 10 years service.

Superannuation: This post is superannuable. A deduction of 6% will be made. However, if you choose to make your own personal pension arrangements you may opt out of this scheme.

PERSON SPECIFICATION

GENERAL MANAGER TO MEDICAL DIRECTORATE

	Essential	Desirable	How Measured
<i>Academic Qualifications</i>			
Degree	✓		Application Form
Masters Degree	✓		Application Form
Management Qualification	✓		Application Form
Experience of personal development in last 2 years	✓		Application Form
Clinical qualification		✓	Application Form
Prince 2 Project Management	✓		Application Form
Knowledge / Experience			
➤ Minimum two years' NHS Senior Management experience	✓		Application Form / Interview
➤ Working with clinical staff within the NHS in the last 2 years	✓		Application Form / Interview
➤ Working within and as part of a team	✓		Application Form / Interview
➤ Report writing	✓		Application Form / Interview
➤ Producing business cases	✓		Application Form / Interview
➤ Policy/Procedure development	✓		Application Form / Interview
➤ Able to develop and deliver action plans	✓		Application Form / Interview
➤ Project management	✓		Application Form / Interview
➤ Understanding of the principles of Quality	✓		Application Form / Interview

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Improvement			Interview
➤ Understanding of Caldicott principles	✓		Application Form / Interview
➤ Understanding of Medical Staffing & Medical Education		✓	Application Form / Interview
➤ Understanding of HR as applied medical staff		✓	Application Form / Interview
Skills & Aptitudes			
➤ Experience in change management	✓		Application Form / Interview
➤ Able to work under own initiative and to deadlines	✓		Application Form / Interview
➤ Keyboard skills	✓		Application Form / Interview
➤ Excellent communication skills	✓		Application Form / Interview
➤ Excellent organisational skills	✓		Application Form / Interview
➤ Excellent interpersonal skills	✓		Application Form / Interview
IT			
➤ e.mail, internet, word, powerpoint	✓		Application Form / Interview
➤ Excel, spreadsheets, databases	✓		Application Form / Interview
Personal Qualities			
➤ Flexible approach to tasks and working hours	✓		Application Form / Interview
➤ Able to be discreet and maintain confidentiality	✓		Application Form / Interview
➤ Self motivated	✓		Application Form / Interview