



JOB DESCRIPTION	
POST TITLE	Executive Medical Director
ACCOUNTABLE TO	Chief Executive
ACCOUNTABLE FOR	The Medical Director is primarily responsible for the provision of expert medical guidance to the Trust Board and for supporting the Director of Nursing, Quality and Primary Care
SALARY BAND	VSM

JOB PURPOSE

Specifically, the core responsibilities are:

- The provision of strong medical leadership at all levels throughout the Trust.
- To ensure that the Trust has the medical capacity to provide safe and reliable care for its patients.
- To establish appropriate standards of medical care and ensure that they are communicated and understood by the medical staff responsible for delivering care in emergency care settings.
- To ensure that the Trust Board understands its medical statutory duties in respect of patient care and takes action to ensure that those duties are met and in addition, consistent with National Policy on care outside of hospitals.

To contribute to the development and implementation of alternative models of clinical care to meet the diverse needs of patients, supporting the change focus to utilisation of primary care opportunities

DUTIES & RESPONSIBILITIES

1. Clinical Strategy and Direction:

- 1.1 Provide clear and direct medical advice and direction to the Trust Board regarding clinical standards, appropriate treatment regimes and its statutory duties with regard to clinical care.
- 1.2 Provide medical advice and leadership in the implementation of national policy including national service frameworks.
- 1.3.1 Support and advise clinical and other staff on medical issues and the resolution of medical issues and questions that arise following the provision of care.

- 1.4 Ensure that the medical advice and direction given to the Trust Board reflects the guidance received from bodies such as National Institute for Health and Clinical Excellence (NICE) and Joint Royal Colleges Ambulance Liaison Committee (JRCALC) and ensure that the Trust is fully informed where local implementation differs from national guidance.
- 1.5 Support the Director of Nursing, Quality and Primary Care in developing new models of care in line with the national urgent and primary care direction.
- 1.6 Ensure that Trust policies and procedures are in line with legislation and are reviewed in as required.

2. Clinical Leadership

- 2.1. Provide strong medical leadership at all levels (strategic, tactical and operational) throughout the Trust including the ability to undertake personal delivery of clinical care.
- 2.2 Provide clinical direction and supervision to all medics working on behalf of the Trust.
- 2.3. Contribute to the development of corporate strategy, policy and decision making activity.
- 2.4 Actively contribute to the successful team working of the Trust Board and executive team.
- 2.5 Assume joint responsibility, with other directors, for corporate performance and the achievement of the Trust's strategic objectives.
- 2.6 Be responsible for the medical leadership of the Hazardous Area Response Team.

3. Clinical Governance

- 3.1 Actively contribute to the reduction of clinical risk to patients from Trust activities through participation of risk management, complaint resolution and incident investigation. Also, ensure that the Trust learns lessons from experiences with regard to BASICs (British Association for Immediate Care) doctors and other medics working with and for the Trust.
- 3.2 Chair the appropriate Medical Committees to provide guidance and direction to the Trust ensuring correct reporting lines exist to enable the Trust to meet both internal and external requirements to provide a safe system of clinical care for patients.

4. Clinical Education & Development

- 4.1.1 Act as the representative for 'Trust staff' who hold a medical professional registration in such matters directly linked to that professional status.

5. Clinical Audit & Research

- 5.1.1 Participate in relevant continuous professional development (CPD).
- 5.2 Maintain doctor revalidation in accordance with national requirements.

6. Performance Management

- 6.1 Regularly report on the performance of the medical professionals within the Trust.
- 6.2 Establish a supportive, fair and open culture that encourages and enables all parts of the workforce to meet required performance standards.

7. Working with External Stakeholders

- 7.1 Ensure that the Trust provides medical advice and leadership at the Emergency Care Networks within the Region.
- 7.2 Support the Trust by providing, as requested, a media presence and informed comment to journalists.
- 7.3 Fully participate as a member of the national forum of Medical Directors of the Ambulance Trusts.

8. Incident Management

- 8.1 When available, act at major incidents within a gold or silver management role taking on, as appropriate, either an advisory role or if required a formal medical or the Trusts management function.

9. Governance

- 9.1 Support effective corporate governance arrangements.
- 9.2 Embrace high standards of employment practice and act in accordance with the 'Manager Code of Conduct'
- 9.3 Promote the vision, values and goals of the organisation.

- 9.4 Act within the General Medical Council's 'Good Medical Practice' guidance; maintain personal General Medical Council registration

10. Organisational Profile

- 10.1 Ensure that the Trust's management processes are open and transparent and which encourage the confidence of staff, the public and other agencies.

- 10.2 Promote a positive organisational image

11. Air Ambulance

- 11.1 To provide leadership and management support to the Midlands Air Ambulance Lead Clinical Consultant.

12. Key Relationships

- Trust Chair and Non-Executive Directors
- Chief Executive Officer
- Director of Nursing, Quality and Primary Care
- Senior Management Team
- Other Ambulance Trust Medical Directors
- Local BASICS schemes
- National Professional Organisations
- Local A&E Consultants
- Air Ambulance Services
- Local Medical Committees

ADDITIONAL INFORMATION

As part of the Trust's responsibilities towards its employees your attention is drawn to the following information which has been collated to raise awareness of aspects of governance, standards and safety.

1. JOB DESCRIPTIONS

This job title and description is an outline of the principal areas of responsibility and may be subject to periodic change. These duties are neither exclusive nor exhaustive and the post holder may be called upon to adapt to and undertake different or new appropriate duties as may be required in line with professional and service developments, within the grading level of the post and the competence of the post holder. Prior to any variations to your job description consultation will take place in line with the Trust's policies and procedures.

2. TRUST POLICIES & PROCEDURES

All employees must adhere to and perpetuate all Trust policies and procedures including those relating to Raising Concerns, Code of Conduct, Health and Safety, Clinical Governance and confidentiality, Smoke Free and Equal Opportunities in Employment, including responsibilities under the Equality Act 2010 and awareness and compliance with Infection Prevention & Control, the Risk Management Policy and Incident Reporting, ensuring risks are identified, managed appropriately and dealt with quickly and effectively.

All employees who provide care for patients are accountable for what they do.

You are required to abide by the NHS values and Constitution and the Trust's core values and standards. These can be accessed from the Trust's website; your line manager or Human Resources department.

The Trust has a zero tolerance approach to the abuse of children, young people and vulnerable adults. All employees are required to promote and safeguard the welfare of children and young people and comply with the Local Safeguarding Children Board Procedures and the Children Act (1989, 2004). These can be obtained from your line manager or Human Resources department.

3. HEALTH & SAFETY AT WORK ACT

The post holder is required to take responsible care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work. The post holder is also required to co-operate with the West Midlands Ambulance Service University NHS Foundation Trust to ensure that statutory and departmental safety regulations are adhered to.

4. MANAGING RISK: MAINTAINING SKILLS & LEARNING FROM PROBLEMS

Reducing risk is everyone's responsibility. All staff in the Trust must attend training identified by their manager, or stated by the Trust to be mandatory. The Trust uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for patients and staff. All staff are expected to become familiar with these systems and use them

The Trust has designated the prevention and control of infection as a core issue in the organisations clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to ensure they are familiar with and adopt the Infection Prevention and Control policy/procedures and all safe-working practices required in their work activity and specifically with reference to hand hygiene and aseptic techniques.

5. CONFIDENTIALITY

All employees must observe and comply with the requirements of the General Data Protection Regulations (GDPR) 2016, and associated legislation, and with the Common Law Duty of Confidentiality. Your attention is drawn to the confidential nature of information collected within the NHS. The unauthorised use or disclosure of patient or other personal information is a disciplinary offence and also could result in a prosecution for an offence or action for civil damages under the GDPR 2016 or associated legislation.

6. FREEDOM OF INFORMATION

The post holder must be aware that any information held by the Trust in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies.

7. DATA QUALITY

It is the responsibility of all employees to ensure the integrity and confidentiality of information they use or provide and to ensure information is timely, complete and accurate and in line with Trust policies and practice.

8. CONTINUING PROFESSIONAL DEVELOPMENT

There is a requirement to participate in the Trust's Personal Development and Portfolio Review process and to ensure your own personal and professional development, attending training courses as directed by the Trust.

9. REGISTRATION

If your post requires you to be fully registered with the appropriate association, you should provide evidence of such, failure to produce confirmation of current registration with the appropriate body will mean that you will not be permitted to commence (or continue with) your duties, nor will you be paid for those duties for the period of delay, until such time as you are able to provide this confirmation. **NB:** It is your duty to ensure that your registration is kept up to date.

10. DISCLOSURE & BARRING SERVICE (DBS) DISCLOSURE

Under the conditions of the Rehabilitation of Offenders Act 1974, as amended, employees are not entitled to withhold information about convictions which otherwise might be considered 'spent'

Employees have an on-going obligation to declare any civil or safeguarding issues and/or investigations against them, together with any criminal cautions or convictions (expired or current subject to the Rehabilitation of Offenders Act) that they receive during the course of their employment with the Trust.

11. TRAVEL TO OTHER SITES

You may be required to travel to other Trust locations. Please complete the travel expenses form. Details of allowances can be obtained from the Human Resources Department. Reimbursement of travel costs will be as per the current Agenda for Change rates.

12. SMOKING STATEMENT

The Trust is a NO SMOKING environment. Smoking in all areas of the Trust buildings and premises is prohibited, unless designated as an area where smoking is permitted. Please observe and comply with any notices seen in or around the Trust premises.

13. DIVERSITY AND EQUAL OPPORTUNITIES

West Midlands Ambulance Service University NHS Foundation Trust has a strong commitment to Equality & Diversity within the organisation, and externally in the service provision to our communities.

As an employer we are committed to developing a diverse workforce that is representative of the communities we serve and in doing so use the principles of Positive Action to address under representation. In this way we will be better able to respect individual differences and be able to foster this as strength.

The Trust aim to celebrate the value of differences between individuals, the contribution they make and the utilisation of their talents and experiences each individual has.

Through the promotion of equality of opportunity the Trust will provide support and encouragement to all staff to develop their careers through the enhancement of their skills and abilities which will reflect on their contributions to the Trust.

All staff, partners, communities and patients will be treated with dignity and respect at all times to fulfil the Trust values. Staff members should also be able to identify and act when own or others' actions undermines equality and diversity.

To abide by the Trust values and the NHS Constitution, all staff must maintain the highest standards of care and service, treating every individual with compassion, dignity and respect, taking responsibility not only for the care you personally provide, but also for your wider contribution to the aims of your team and the NHS as a whole.



Person Specification: Executive Medical Director

	ESSENTIAL	EVIDENCE
QUALIFICATIONS AND TRAINING <i>(Level of education, specific qualifications, specialised training, training requirements for the job)</i>	Registered medical practitioner with a minimum of seven years experience. Membership of relevant Royal medical college and in the case of a GP candidate inclusion on a PCT performers list Evidence of recent on-going personal development action, as well as activity Has current broad knowledge of the National NHS context Has knowledge of the challenges facing health and social care	Certificates Application Form GMC Check
EXPERIENCE (Length, type and level of work related experience)	Evidence of significant experience in a senior clinical role in either a hospital or primary care environment, with an interest in developing care outside of hospitals. Can demonstrate experience of leading, introducing and managing major change programs. Business planning, objective setting and performance management experience. Evidence of recent involvement in pre hospital care at hospital consultant or equivalent primary care level	Application form Employment history Interview
SKILLS/KNOWLEDGE (Range and level of skills, depth of knowledge required for the job)	Can evidence innovative and strategic thinking ability Can lead, motivate and inspire others Is credible to internal and external stakeholders Has strong analytical and critical reasoning skills and capable of effective problem solving Ability to translate strategic goals into effective and achievable operational plans and capable of monitoring their process and outcomes. Able to make sense of conflicting priorities and reach effective and speedy solutions Highly developed influencing skills Evidence of well developed communication skills, both verbal and written Ability to assess risks, anticipate difficulties and successfully address them Is politically astute with knowledge of national and regional decision making and influencing bodies	Employment history Interview

APTITUDES AND ATTRIBUTES <i>(Communication and interpersonal skills, organisational skills, ability to work on own initiative, to strict protocols/procedures and time scales)</i>	Is a role model for openness and inclusion Encourages innovative thinking in others Demonstrates resilience, confidence and self belief when under pressure Can demonstrate self awareness which includes awareness of impact on others Ability to work under pressure and meet deadlines Has personal integrity Demonstrates leadership style which is visible and democratic Committed to promoting diversity and awareness of equal opportunities Demonstrates commitment to the values, principles of public service and health and social care in particular	Employment history Interview References
OTHER JOB REQUIREMENTS <i>(Physical/health requirements, specific requirements e.g. car owner/driver, full, clean, current UK Driving Licence)</i>	Flexible Must pass OH clearance Satisfactory DBS Clearance	OH Appointment DBS Check