INFORMATION:

MEDICAL DIRECTOR, DEPUTY CHIEF EXECUTIVE

EALING HOSPITAL NHS TRUST
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- Link to http://www.ealinghospital.nhs.uk/
INTRODUCTION

Ealing Hospital is looking for a new medical director to provide professional leadership and to take forward the strategic development of our acute services. This is an exciting time for the Trust characterised by integration with community services in Brent, Ealing and Harrow, together with a clinical collaboration agenda with our neighbouring major acute Trust.

You must be able to contribute fully at strategic level by playing a full and active role as part of the Trust Board, particularly in ensuring high quality care and services. However, it is also important that you can work with Executive Team colleagues to make the strategic objectives an operational reality.

The role also encompasses Responsible Officer for the Trust for the revalidation of medical practitioners, Caldicott Guardian and in conjunction with the Director of Nursing lead for clinical governance.

There is an opportunity for the successful individual to combine the role with clinical practice, subject to a successful Consultant Advisory Appointments committee.
ABOUT EALING HOSPITAL NHS TRUST

Ealing Hospital is a busy district general hospital providing acute services for patients in the West London area. Situated in the London Borough of Ealing, the hospital was opened in 1979.

We serve an ethnically diverse community of some 300,000 people, with considerable variation in social and economic status.

The hospital provides a range of medical, surgical, maternity and child health services. Our 24-hour Accident and Emergency department is one of the busiest departments in West London.

Our main commissioner of services is the Ealing Primary Care Trust, accounting for around 90% of our patients. Both Ealing Hospital and the Ealing Primary Care Trust are within the London Strategic Health Authority.

Our community
We serve an ethnically diverse community of some 330,000 people, with considerable variation in social and economic status. 41% of local residents are from the black and minority ethnic groups, mainly from the Indian sub-continent.

Our hospital
The hospital provides a range of medical, surgical, maternity and child health services. 83% of our adult inpatients are admitted as emergencies. Currently there are 352 beds, which work at occupancy rates in excess of 97%. Our 24-hour accident and emergency department is one of the busiest departments in West London.

Our staff
Our dedicated staff are the Trust’s most important asset. The hospital employs approximately 1620 staff and provides excellent training and development opportunities for healthcare professionals and all staff.

Ealing is a recognised teaching hospital of Imperial College London University with students in medical, surgical, paediatric, anaesthetic and other attachments.

We have close academic and service links with Hammersmith Hospitals Trust, which include registrar rotations in medicine, surgery and anaesthetics and many consultants have joint appointments or academic sessions at Imperial College.

The Trust is divided into four clinical directorates and a corporate directorate. The structure of the clinical directorates with the clinical care groups is designed to strengthen clinical leadership and improve the quality of patient care. They are:

- Medicine and A&E
- Surgery and critical care
- Women’s and children’s health
- Clinical support services
JOE DESCRIPTION

JOB TITLE: Medical Director / Deputy Chief Executive

DIRECTORATE/DEPT: Chief Executive’s Office

ACCOUNTABLE TO: Chief Executive

ACCOUNTABLE FOR: Professional support for Clinical Directors and Lead Clinicians Clinical Audit and Effectiveness, Research and Development; Pharmacy

LIAISES WITH: All Trust Directors (Exec and Non Exec), Strategic Health Authority, North West London Sector, PCTs and GP consortia/clusters, Local Authorities, Royal College and Speciality Advisors, Deanery, CQC, Department of Health and other appropriate bodies.

JOB SUMMARY

The Medical Director is responsible for the provision of medical advice to the Trust, is an executive member of the Board of the Trust and, with other directors, has corporate responsibility for all decisions made by the Board.

As well as ensuring that clinical issues are understood and incorporated appropriately into the Trust’s strategic and operational plans the Medical Director will influence all aspects of strategic planning. The Medical Director provides leadership for the medical staff in particular to ensure that patient care is enhanced through the development and continued improvement of professional standards.

The postholder will also take responsibility for the strategic development of acute services within the Trust. This includes leading on clinical collaboration with other NHS Trusts including a specific collaboration project with North West London Hospitals Trust. The postholder will also support the Director of Clinical Operations in the strategic development of community services across Brent, Ealing and Harrow in particular providing support to medical staff working within community services and developing relationships with GPs and other primary care clinicians.

The postholder will act as the nominated Deputy Chief Executive for the Trust.
## Key Responsibilities:

### Strategic Lead for Acute Reconfiguration

- Responsible for developing and implementing clinical strategy within the Trust.
- Liaises with the Strategic Health Authority, North West London Sector, other Trusts, PCTs, and GP consortia over reconfiguration of acute services.
- Engages Clinical Directors, and other clinicians in formulating option appraisals for reconfiguration of acute services at specialty and sub specialty level, making recommendations to Trust Board and leading on implementation where appropriate.
- Ensures that acute reconfiguration is undertaken in accordance with Department of Health requirements.

### Clinical Governance

- Joint responsibility with the Director of Nursing for clinical governance within the Trust, ensuring that it is embedded throughout the Trust and is owned by clinical directorates.
- Caldicott Guardian for the Trust.
- Professional lead for all professional medical issues/advice.
- Implements the serious untoward incident reporting procedure and ensures that the Board are made aware of clinical incidents which have major implications for the Trust.
- Support the Clinical Directors to ensure consultants are fully aware of plans and policies under consideration and agreed by both the Trust Board and the Executive team.

### Workforce

- Is a member of all Consultant Advisory Appointments Committees.
- Establishes and implements systems for Consultant Appraisal, ensuring that all consultants are appraised following appropriate training.
- Responsible officer for Revalidation establishing appropriate policies, systems and processes to enable this.
- To ensure job plans are in place for all consultant medical staff and ensure that clinical directorates review these annually and that they are aligned to the changing service requirements.
- Where appropriate provides advice on all aspects of medical disciplinary matters.
- Arranges and leads the annual processes to award of discretionary points to Consultants and other eligible medical grades.
- With the Director of HR ensure appropriate liaison with the Local Negotiating Committee.
- With the Chair of the Medical Staff Committee ensure that the Committee is provided with regular updates on issues of local, regional and national significance.
Medical Education

Ensures, in conjunction with the Director of Medical Education, the quality of undergraduate and postgraduate training to meet regulatory and statutory requirements.

Works with the Director of Medical Education regarding the Trust’s postgraduate medical education programme, jointly managing the interface between the Trust and the Deanery. Ensure that deanery reports are managed appropriately within the Trust, including overseeing the production of action plans and reporting to the Trust Board as required.

Maintain a strategic overview of the development of medical education within the Trust ensuring that it links with service development plans and the Trust’s workforce strategy.

Ensure that systems and processes are in place to provide assurance of adequate CPD for medical staff within the Trust.

Quality

Leads on CQUINN

Responsible for clinical effectiveness, quality outcome measures; and support the Director of Nursing as lead for patient safety.

Ensure that systems and process are in place to facilitate continuous improvement and excellence in the provision of clinical services throughout the Trust.

Ensure that systems and processes are in place for appropriate clinical audit throughout the organisation, including participation in mandatory audit and linking discretionary audit to clinical and organisational priority areas.

Clinical Research

Through the Clinical Lead for Research and Development develop research activity within the Trust in ways that support the Trust’s overall aims and objectives and also help to retain and develop high quality staff.

Develops and maintains links with the Universities, Medical Schools and other appropriate bodies.

Support the R&D lead in identifying key priorities and sources of funding and ensure the Trust maximises research grant opportunities as well as ensure that any research has ethical approval and is properly administered.

This job description is not intended to limit the scope and extent of the job to be undertaken and will be subject to review and alteration as necessary, following discussion with the post holder.
CONFIDENTIALITY

Information relating to patients, employees and business of the Trust must be treated in the strictest confidence. Under no circumstances should such information be discussed with any unauthorised person(s) or organisations. Breaches of confidentiality may lead to disciplinary action.

INFORMATION SECURITY

All staff must adhere to the requirements of the Trust’s Information Security Policy, which covers the deployment and use of all of the Trust’s electronic information systems (i.e. all computers, peripheral equipment, software and data). In serious cases, failure to comply with the Policy may result in disciplinary action and could also result in a criminal offence.

HEALTH AND SAFETY AT WORK Act (1974)

You are required to take reasonable care of the health and safety of yourself and other persons who may be affected by your acts or omissions at work and to co-operate with the Trust in adhering to statutory and departmental safety regulations.

EQUAL OPPORTUNITIES AND EQUALITIES LEGISLATION

Ealing Hospital stands in opposition to all forms of less favourable treatment accorded to employees, job applicants and in the treatment and care of patients on the grounds of race, age, sexual orientation, religion, disability, nationality, marital status, HIV/AIDS status, trade union membership and/or activity.

The Trust requires all staff to be aware of and to fulfil their individual and organisational responsibilities in relation to the range of Equal Opportunities Legislation.

PATIENT & PUBLIC INVOLVEMENT

Section 11 of the Health & Social Care Act 2001, places a duty on NHS organisations to involve and consult and patients, the public and other stakeholders in the planning and ongoing development of services. It is the responsibility of each member of staff, clinical and non-clinical to appropriately involve and consult patients, the public and other stakeholders.

RISK MANAGEMENT

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.
CORPORATE / CLINICAL GOVERNANCE

It is the duty of every employee to fulfil their individual clinical governance responsibilities and their expected contribution to ensuring that the Trust complies with benchmarked standards for quality of clinical care.

INFECTION CONTROL AND HOSPITAL-ACQUIRED INFECTION

Infection Control is everyone's responsibility. All staff, both clinical and non clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA. In particular all staff have the following key responsibilities:

- Staff must wash their hands or use alcohol hand rub on entry to or exit from all clinical areas and between each patient contact.
- Staff members have a duty to attend infection control training provided for them by the Trust.
- Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.

FREEDOM OF INFORMATION (FOI ACT 2000)

You are required to ensure that all information collected, stored and used is done so in compliance with the above Act and any relevant Trust Policy.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

Ealing Hospital Trust is committed to safeguarding children and vulnerable adults and expects all staff to share this commitment.
Post holders have a responsibility to safeguarding children and vulnerable adults, in the course of their daily duties and ensure they are aware of the specific duties relating to their role and are familiar with local and national procedures and guidance.

STAFF COMMITMENT TO PATIENT CARE

You are expected to ensure that patients’ needs, experience and safety come first and to treat patients, carers, visitors, and colleagues with dignity and respect.


Senior Managers employed by Ealing Hospital NHS Trust are required to abide by the above Code of Conduct. All managers will observe the principles, abide by the standards and ensure the implementation of the Code throughout Ealing Hospital NHS Trust. Copies are available on the Department of Health website or from your HR Manager.
This list is only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendments to take account of changing circumstances.

The Trust reserve the right that you may be required to undertake such other duties and/or hours of work as may reasonably be required of you commensurate with your grade at your normal place of work or from another location within the Trust.

Job Description Agreement

Job Holder’s Signature _________________________ Date _________

Line Manager’s Signature _________________________ Date _________

Initials (Drafted by)
Date
**PERSON SPECIFICATION**

**JOB TITLE:** Medical Director / Deputy Chief Executive

**GRADE:**

**DEPARTMENT:** Chief Executive’s Office

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<th>REQUIREMENTS</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
<th>MEASUREMENT</th>
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<tr>
<td><strong>EDUCATION AND</strong></td>
<td>Qualified Medical Professional with current GMC registration and CCST or equivalent in a recognized speciality</td>
<td>Undergone or prepared to undergo management training programme</td>
<td>Application form</td>
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<td><strong>QUALIFICATIONS</strong></td>
<td>Evidence of continuous professional development and ongoing learning</td>
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<td><strong>EXPERIENCE</strong></td>
<td>Previous recent experience as a consultant within the NHS in acute and/or community services</td>
<td>Experience of performance management and conducting appraisals</td>
<td>Application form/Interview</td>
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<td>Previous experience as a medical manager or leader e.g. as a Clinical Director or equivalent</td>
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<td>Strategy and/or Policy development and implementation</td>
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<td>Evidence of leading and implementing change with consultant colleagues</td>
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<td><strong>KNOWLEDGE</strong></td>
<td>An ability to work in multi disciplinary teams and to contribute across the full range of activities of the Trust</td>
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<td>Application form/Interview</td>
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<td>A sound understanding of the NHS agenda and how each strategy impacts on the medical profession</td>
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<td>In depth knowledge of confidentiality within the NHS and the role of the Caldicott Guardian</td>
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<td>Understanding of services which are and can be delivered in community settings</td>
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<td>An understanding of all aspects of equality and diversity</td>
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<tr>
<th>SKILLS AND ABILITIES</th>
<th>Ability to work across boundaries and to engage with other organisations</th>
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<td>Adapts to and works with a variety of situations and groups</td>
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<td>Ability to deal with challenging circumstances</td>
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<td>Ability to understand and manage complex issues and changing external environments</td>
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<td>Able to provide innovative ideas and suggestions</td>
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<td>Strategic leadership and collaborative working</td>
<td>Application form/Interview</td>
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<td>Well developed influencing skills and political sensitivity with a track record to support</td>
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<td>Excellent oral and written communication and interpersonal skills</td>
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<td>Analytical skills - Ability to analyse information and present information effectively to a range of audiences</td>
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<th>OTHER</th>
<th>Resilience, coupled with the drive and tenacity to achieve, in a complex and challenging environment</th>
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<td>Corporate approach to the delivery of finance, workforce and other agendas</td>
<td>Interview</td>
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APPLICATION PROCESS

To apply for this position you should submit your CV and veering letter of no more than 2 pages outlining how you meet the person specification and what you would bring to the role.

All applications must be submitted electronically by applying directly online at www.eht.nhs.uk.

Closing date: **29 October 2010**.

**Interviews are scheduled to take place on 17 November 2010.**

Job descriptions are available in large print or on tape (if requested).

All applicants who have a disability and meet the minimum criteria will be interviewed.

“We are an equal opportunities employer.”