



Leeds Community
Healthcare
NHS Trust



Leeds Community Healthcare NHS Trust

Job Description and Information for Candidates

Role: Deputy Medical Director (Workforce and Pathway Integration)

Base: Leeds Community Healthcare NHS Trust

Salary: 4 PAs (secondment)

Welcome

from our Executive Medical Director, Dr Ruth Burnett

Leeds Community Healthcare was formed in 2011 to provide community healthcare services for the people of Leeds. We deliver services across a variety of settings including health centres, community hubs, schools, hospital clinics, and sometimes at the place where the person lives. We offer video call appointments in some services and work with the person and family to understand which option is the best place of care.

These are exciting times for LCH and our vision to provide the best possible care in every community. With neighbourhood health the priority national agenda, the way we work with people of all ages in all settings is key to the future of Leeds healthcare modelling and the successful implementation of Multi Neighbourhood Provider contracts.

Maturing development of the Leeds Provider Alliance and closer collaboration developing between LCH and LYPFT provides an opportunity for innovative thinking about how our system manages population budgets and pathway development, whilst strengthening physical and mental health parity and integration.

During all of these transformations and changes, it will be critical to have strong clinical leadership. This will involve establishing key links between LTHT and LCH, coordinating and innovating pathway development and clinical relationships to ensure these are coordinated in the best interests of the citizens and workforce we jointly serve.

Dr Ruth Burnett
Executive Medical Director



Introduction

Job summary

- The Deputy Medical Directors (DMDs) will support the Executive Medical Director to deliver effective clinical care, people experience and quality improvement in the Trust and in partnership with other health and social care providers in Leeds and West Yorkshire. Effective working with the other Deputy Directors, members of the Executive Team, corporate and clinical teams will be important. In all aspects of leadership and care for patients, the Deputy Medical Director will also personally demonstrate and role model our Trust values and behaviours.
- The DMD will have significant experience in leading senior teams and will possess leadership ability to deal with complex issues. They will proactively lead on solutions and action plans in support of both the Chief Executive, Executive Medical Director and other members of the Executive Team in the delivery of corporate objectives and performance targets.
- It is anticipated that the post-holder will aspire to a full executive role in the future. Individuals will be supported in their leadership development recognising personal and organisational needs. A job plan will be developed in partnership with the Executive Medical Director to allow the post holder to continue to work clinically and also deliver the role of DMD. This DMD position will have the portfolio for medical and dental workforce and pathway integration, working alongside the other DMD whose portfolio is quality improvement and neighbourhood health. It is anticipated that

portfolios will evolve such across the broad Medical Director portfolio will be gained during the performance of the role.

- Applicants must be fully registered with the General Medical or Dental Council and continue to hold a License to Practice. This post requires flexibility and dynamism, recognising the importance of strong colleague engagement and leadership visibility.
- The post holder will help to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring none are placed at a disadvantage over others. The two DMDs will deputise as needed, with full delegated responsibility for the Executive Medical Director across the full range of responsibilities.
- This role will support the success of transformation programs across the Trust and Corporate portfolio, the neighbourhood health agenda, clinical pathway development across the system, digital transformation
- (including e-job planning, ICE implementation) and financial sustainability through our Quality and Value program.

Organisational chart

Chief Executive Officer

Executive Medical Director

Deputy Medical Director

Deputy Medical Director

Job Description

Key working relationships

- Board of Directors
- Senior Leadership Team
- Executive Nurse and Deputies
- Medical and Dental Leads
- Head of People Partnering
- Medical Directorate Senior Team
- Director of Medical Education and ADSST
- Key External Stakeholders
- Leeds and West Yorkshire workstreams
- Quality, Clinical Effectiveness and Performance Directorate.

Duties and responsibilities

- Support the Medical Director in leading the medical and dental workforce across the Trust.
- Deputise for the Medical Director across the full portfolio in meetings during periods of absence, including annual leave.
- Deputise for the Medical Director in Place and System meetings on request.
- Support the Medical Director in delivering the Trust's strategy and enabling strategies.
- Support the Medical Director in responding to general queries relating to the Medical Director's overall portfolio.
- Support the Trust's activity in relation to Health Equity and Equality and Diversity.

- Support the Medical Director to achieve Quality and Value targets across the corporate MD portfolio.
- Act as an MHPS Case Investigator when requested by the Medical Director.
- Role model Trust values and behaviours.
- Participate in the revalidation panels and Medical and Dental Workforce meetings, supporting the wellbeing and performance of medical staff.

General responsibilities

- **Quality, clinical effectiveness and performance** - actively develop a culture of quality, clinical effectiveness and productivity to improve patient care and services by ensuring that relevant and up to date information is accurately presented, analysed and used to demonstrate and improve quality and performance.
- **Patient safety** - lead a culture of ensuring patient safety through adherence to legal obligations and safety requirements by reviewing and challenging risks and progress on plans to address risk.
- **Transformation** - work with Executives and Senior Leadership Team peers to lead on the Trust transformation agenda, with particular focus on long term condition pathways and development of digital quality, clinical effectiveness and outcome metrics in order to ensure transformation decisions are taken with the best evidence base available.

- **Service improvement** - lead a culture of Quality Improvement to produce new ideas, approaches, innovation or insights, ensuring that plans are developed and taken forward to improve patient care and services.
- **Advocate** the value of diversity and equal opportunities.
- **Support ongoing professional development** of the medical and dental workforce in LCH.
- **Create the conditions** for optimal training and education for resident doctors.
- **Delivery** - set the strategic direction for team(s) to ensure that vision, values and priorities are being translated into clear goals and objectives in business and workforce plans and PDRs with key performance indicators and measures in place to assess progress.
- **Team working** - encourage and promote a culture of health and wellbeing as a key foundation in building positive and productive team working and relationships, leading to improved quality of patient care, improved patient outcomes and improved services. Specifically, support the embedding of a just and learning culture and promote civility.
- **Engagement and empowerment** - lead a culture of openness and communication through staff engagement to address issues and solve problems.
- **Communication** - convey highly complex messages to others which are easily understood. This includes dealing with external agencies and the media, and delivering

difficult messages with barriers to understanding or acceptance.

- **Accountability and responsibility** - lead by example to create an open, accountable culture where teams are confident and skilled in giving regular constructive feedback. Raising and solving issues openly, leading to a productive solution focused working environment.
- **Leading and coaching** - actively develop leadership in Medical and Dental through coaching and mentoring. Encouraging others to accept accountability and responsibility, and to take every opportunity to develop.
- **Knowledge and expertise** - lead on the management of knowledge using research and a strong evidence base. Developing own knowledge and expertise to influence the strategic direction of patient care and services.
- **Relationships and networking** - establish and build a wide range of effective networks, contacts and partnerships in and outside the Trust to inform and influence the direction of patient care and services.
- **Lead complex discussions** and negotiations on behalf of the Medical Director to influence and persuade internal and external stakeholders.
- **Develop and foster effective relationships** with other divisions, corporate functions and support services. This includes promoting matrix working to deliver cross portfolio objectives.



Key results and deliverables

- Compliance with CQC requirements.
- Safe staffing levels.
- Expenditure within budgets.
- Contractual KPIs met.
- Positive outcomes in external surveys of patient experience.
- Positive outcomes from annual staff survey.
- Positive outcomes from external peer reviews.
- Successful business development.
- Full achievement of annual CIP targets with the majority of savings achieved recurrently and through service transformation.
- Sickness absence below agreed thresholds.
- Compliance with annual appraisal, job plans and mandatory/essential training across all staff groups, including self (as appropriate).

Work setting and review

The DMD reports directly to the Executive Medical Director. The Deputy Medical Director will have an annual appraisal with the Medical Director. Annual objectives will be agreed with the MD, reflective of the Trust Strategic Objectives and those of the Executive Medical Director for the year.

Professional registration/ codes of conduct

Be aware of and comply with the relevant codes of conduct and practice set up by your professional regulatory body and maintain up to date professional registration appropriate to the post. Any breach of these codes may lead to action by the Trust independent of any taken by the regulatory or professional body.

Safeguarding children and adults

Understand and work within policies and local procedures relating to Safeguarding Children and the Protection of Vulnerable Adults.

Health and safety

You are responsible (in respect of your area of work) for ensuring as is reasonably practicable and in accordance with Trust policies, a healthy and safe environment for relevant clients and patients, employees and trainees, volunteers, visitors and members of the public, contractors and other people using the Trust's services on our premises. This includes the provision of information, training and supervision that is required to achieve this responsibility. This requires you to:

- Comply with any health and safety regulations or trust policies or procedures that affect your area of work.
- Raise matters of non-compliance with your manager or other advisers to reach appropriate solutions.
- Are familiar with the Trust's Health and Safety Policy and your department's Health and Safety Control Book or Manual.

Manual handling

Manoeuvre light goods and equipment in accordance with manual handling regulations and good practice.

Equal opportunities

Carry out your duties in line with Trust Equality policies and procedures, including relevant legislation, to deliver and promote equity of access to healthcare and equality of opportunity at work at all times.

Infection control and prevention

Be responsible (in respect of your area of work) for ensuring as is reasonably practicable and in accordance with Trust policies, that all staff are aware of their individual responsibilities in regard to infection prevention and control, and for the provision of the information, training and supervision that is required to achieve this responsibility.

This requires you to:

- Maintain a safe infection prevention and control environment for yourself and others.
- Be familiar with and comply with Trust guidelines, policies and procedures relating to infection prevention and control.
- Raise matters of non-compliance with your manager or other advisers to reach appropriate solutions.
- Ensure that infection prevention and control guidelines, policies and procedures are distributed to relevant staff.
- Ensure procedures specific to your division are in place, in collaboration with the Infection Control Team.

Mandatory training

Be aware of, and undertake mandatory and other training requirements necessary, for the successful and safe performance of your job, including relevant updates.

Information Governance

Maintain and process all information concerning patients, staff, contractors or the business of the Trust to which the post holder has access, without divulging such information to any third party. This includes making use of information gained in the course of employment, except where this is clearly within the remit of the post holder and the other party's responsibility

The Trust recognises the importance of reliable information. The quality of this data is crucial - it should give a complete, accurate and timely representation of events to support patient care, clinical governance, monitoring performance, management and service agreements for healthcare planning and accountability. All information entered onto any record whether manual or electronic or any other media (film, tape etc.) should be accurate, timely, complete, valid, defined, appropriately sought, appropriately recorded and should be stored securely and confidentially. Further information on the Trust's [Health Records Policy](#) can be obtained from the Trust's intranet site.

The Trust is committed to supporting staff in balancing their work and home lives. It encourages staff to discuss their individual needs with their department in order to arrive at mutually satisfactory working arrangements.

This job description is a reflection of the current position and may change in emphasis or detail in light of service developments. It will be reviewed annually as part of the appraisal/performance development review process.



Person Specification

Criteria	Essential	Desirable
Experience	• Medical or dental qualification with current GMC registration on the GP Register and Licence to Practice. • Significant experience as a Senior Clinician. • Recent experience of working in a senior clinical leadership role within a Trust. • Significant local contribution to the transformation of NHS services and improvement. • Partnership working and credibility at a senior level, including significant workforce and service transformation.	• Experience of line managing staff. • Experience of developing and implementing strategy. • Experience of system working. • Management qualification, MBA or equivalent.
Knowledge/abilities	• Awareness, knowledge and understanding of the NHS and local agenda. • A detailed understanding of service delivery and patient pathways. • Analytical skills. • An ability to triangulate complex data and translate this into meaningful insights. • Willingness to undertake leadership training / development as required. • Skilled navigator of the medical and managerial landscape. • An understanding of local and regional systems leadership, and an appreciation of the stakeholder landscape.	• An understanding of human factors and the importance of organisational culture in delivering high quality care. • Evidence of participation in an external leadership development programme for senior professionals. • Sound knowledge and understanding of computerised financial, management, budgetary management and workforce information systems. • Sound knowledge and understanding of complex governance arrangements and standards in the NHS and the wider health and social care economy.
Attitudes	• Highly developed interpersonal, communication and negotiation skills. • Demonstrates integrity and transparency in leadership. • High level of personal credibility within organisation and wider local health economy. • Able to demonstrate the ability to lead and embed the Trust's values and behaviours.	• Understanding of own leadership style, informed by leadership 360 and/or coaching.



Leeds Community
Healthcare
NHS Trust

Get in touch

We welcome visits to our department. Please contact:

Dr Ruth Burnett

Executive Medical Director

Tel: **07749 436 669**

Email: ruth.burnett@nhs.net

For more information about Leeds Community Healthcare NHS Trust and the services we provide, please visit:

www.leedscommunityhealthcare.nhs.uk