

Medical Director Job Description



Name	
Job title	Medical Director
Accountable to	Lincolnshire LMC Membership
Reports to	Lincolnshire LMC Limited Directorate
Tenure	Permanent
Days per week	Two
Location	Commerce House, Carlton Boulevard, Outer Circle Road, Lincoln LN2 4WJ

Main Purpose

The Medical Director role is a wide ranging and challenging role. The portfolio is constantly evolving but will offer the post holder the opportunity to:

- Use their considerable experience to be a positive, passionate voice for General Practice, representing their colleagues and making a difference at a local, regional and national level.
- Demonstrate clinical leadership, advising on a range of areas including commissioning, workforce planning, the primary/ secondary care interface, STP, primary care management, system change, resilience of general practice and the primary care networks to name but a few.
- Use and further develop their network of expert contacts across the local system & nationally.
- Use their considerable experience to influence the direction of General Practice to ensure a continued high quality and sustainable service for both the workforce and the patients.

Roles and Responsibilities

General

- Work at director level within the LMC secretarial team.
- Close working with the chief operating officer and other team members to offer high quality, timely support to all members of the practice team.
- Meet with local, regional and on occasion national leaders to explain problems and explore solutions on any issue affecting GPs.
- Taking on portfolio areas as decided by needs of the team; either external topics or internally related to the running of the organisation.
- Answering queries by email, telephone and post. Email is a significant communication medium for this job and individuals will need to be comfortable with handling a large volume of daily email traffic.
- Responding to all media enquiries.
- Attending committee meetings of the LMC and of external organisations such as CCGs, STP, ICS and be comfortable with speaking in such forums.

- To meet the needs of the membership, both current and also to be flexible for the future.
- To be a positive, professional voice of General Practice.
- To present and increase understanding of the role of the LMC to others including GP trainees.
- To become an expert on the regulations that govern GMS, PMS, APMS contracts and individual practitioners, e.g. good medical practice and performer list regulations.
- To maintain and develop an active working knowledge of policies and issues affecting General Practice.
- Monitor and trouble shoot new funding flows outside GMS.
- Monitor workforce issues, skill mix developments and recruitment drives.
- Monitor changing IT arrangements and their impact on practices.
- Contribute a sound, up to date, clinical voice representative of the average General Practitioner to debate to ensure decisions are made that allow safe, effective and sustainable services in non-clinical forums.

To provide expert initial advice and signposting around a broad range of topics including:

- Contractual, employment and partnership matters.
- Premises, pharmacy and dispensing matters.
- Confidential advice on personal matters.
- Professional standards, ethics, conduct and performance.
- Complaints (individual, confidential help and support).
- Disputes – both partnership or with other organisations.
- Confidentiality and consent issues.
- CQC activity, process issues and adverse reports.
- Understand that in the changing climate the duties and stakeholders may change so be prepared to undertake any other duties as required in order to fulfil the requirements of the membership and LMC committee and secretariat.
- Demonstrate equity, fairness and representativeness in undertaking all duties.

Pastoral

- To support individual practitioners with advice and support in difficult times including during partnership disputes or when undergoing Performance procedures.
- To support partnerships when faced with difficult situations.
- To provide expert advice and signposting around appraisal and revalidation issues.

Problem Solving

- To bring an autonomous, confident, positive and proactive approach to problem solving in a collaborative style.
- To negotiate effectively with multiple stakeholders from many arenas and be sensitive and flexible in negotiation and communication style.
- Happy to multi task with multiple interruptions.
- Happy to move between tasks flexibly with strategic longer term projects, routine enquiries and crises that require an immediate response.
- Liaise with multiple stakeholders both within and outside of General Practice.

Please Note:

This job description provides an outline of the main responsibilities associated with the role but is not exhaustive. The range of activities and areas of responsibility will evolve over time. The content of this job description will therefore be subject to regular review and amendment in line with any resulting change to the NHS agenda in the need to fulfil and meet the organisation's needs.

The post holder will be expected to maintain clinical competencies and actively work in General Practice alongside their LMC role. They will need to independently find this work and this work will be totally separate to the Medical Director post.

The post is office based in Lincoln but regular and significant travel is expected across the area, occasionally on a national basis & may on very rare occasions be on an international basis. Currently much work is done remotely but this may change in line with government guidance and revert to usual face to face work.

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