

NHS Wales Shared Services Partnership

Medical Director

Information pack
for applicants



Medical Director – NWSSP

An exciting opportunity has arisen for an experienced Senior Clinician to lead, shape and influence clinical governance and engagement within NHS Wales Shared Services Partnership (NWSSP).

As Medical Director, you will provide executive clinical leadership on behalf of the Shared Services Committee (SSC) to a number of Clinical Services namely the General Medical Practitioners Indemnity scheme (GMPI), Medical Examiners Service, Primary Medical Care Advisory Service, Welsh Risk Pool (WRP), Central Intravenous Additives, Transforming Access to Medicines and the Welsh Infected Blood Support Scheme (WIBSS). You will also provide professional advice to the Single Lead Employment Team responsible for the employment of Foundation, Core and Speciality Medical and Dental Trainees in NHS Wales. You will be responsible for continuously improving standards of professional practice; developing an organisational culture that supports clinical engagement; and promoting excellence in the provision of clinical services throughout the organisation and, with the Chief Medical Officer and peers, across the NHS in Wales.

Further, as a corporate director, you will contribute effectively to the operation of NWSSP and work collaboratively with executive colleagues on organisational strategy and planning.

This is a very influential and visible role, as such you will benefit from having solid medical management experience, strong leadership skills and resilience. You will also need the ability to easily build trusting relationships with peers and stakeholders and to act as an ambassador for NWSSP, as well as the ability to inspire, engage and empower the clinical workforce across a range of medical specialties. Finally, you will need to be passionate and people centred, embodying the values of NHS Wales.

This is a demanding but rewarding role. Therefore, if you believe you can make a real difference and deliver improvements in clinical outcomes for the people of Wales, then we would love to hear from you.

For an informal discussion concerning the role please contact:

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Background and context

NWSSP is an independent mutual organisation, owned and directed by NHS Wales. It was set up on 1 April 2011 to provide a range of high quality, customer-focused professional, technical, and administrative services on behalf of all Health Boards and Trusts in NHS Wales.

Adding Value through Partnership, Innovation and Excellence - NWSSP delivers a wide range of high quality, professional, technical, and administrative services to NHS Wales working with wider public services, including the Welsh Government. We are an integral part of the NHS Wales family; supporting the staff and patients of Health Boards, Trusts and Special Health Authorities in Wales. We also provide a range of services to the GP practices, dentists, opticians, and community pharmacies.

As a hosted organisation NWSSP operates under the legal framework of Velindre NHS Trust. The Managing Director is accountable to health boards and trusts through the Shared Services Partnership Committee (SSPC), which is comprised of representatives from each of the NHS organisations that use our services and from Welsh Government. We also have several sub-committees and advisory groups, which include members drawn from our partners, stakeholders, and service users.

Our services

The following is a list of our current portfolio of services:

- Audit and Assurance
- Accounts Payable
- Counter Fraud Wales
- Central E-Business Team
- Digital Workforce Solutions
- Employment Services
- E-Enablement
- Finance Academy (hosted)
- Health Courier Services
- Legal and Risk
- Laundry Services
- Lead Employer – Medical, Dental and Pharmacy trainees (including GPs)
- Medical Examiner
- Primary Care Contractor Services
- Procurement and Stores
- Specialist Estates
- Surgical Materials Testing Laboratory
- Salary Sacrifice
- Welsh Risk Pool
- Welsh Infected Blood Supply

We are also supporting the post Brexit supply network from our distribution centre at IP5 in Newport, which also hosts the Temporary Medicine Unit that we have built to support our NHS Wales Covid-19 response. We are supplying pre-prepared syringes manufactured in an MRHA-approved clean room environment to health boards across Wales, which is just one of the main areas where we have been supporting NHS Wales Covid-19 efforts and also extended support to Primary Care and Social Care sectors.

We have also received approval from the Minister for Health for our exciting Trams project (which will see us produce medicines in a controlled environment to supply NHS Wales with medicines from a regional hub-based model), and Scan for Safety project to accelerate innovation and traceability across NHS Wales. These are two significant investments in our services to deliver on a 'Once for Wales' agenda, building on the back of the existing services that we already provide.

Job details

Job Title	Medical Director
Pay Band	£133,952 – £143,596
Hours of Work and Nature of Contract	Currently 0.7 WTE – subject to review
Division/Directorate	Corporate
Department	Medical
Base	Nantgarw – there is flexibility for working from home or other NWSSP offices

Organisational arrangements

Managerially Accountable to	Managing Director, NWSSP
Reports to	Managing Director, NWSSP
Professionally Responsible to	Medical Director, Velindre University NHS Trust

Job summary and purpose

The Medical Director will have an important and visible role within NHS Wales Shared Services Partnership (NWSSP). Working closely with the Managing Director and Senior Management Team, the Medical Director will provide an important source of professional and clinical experience, expertise and advice to the team and Shared Services Partnership Committee (SSPC) on NWSSP business. The post holder will play a pivotal, supportive role working with peer group Medical Directors and the Chief Medical Officer in supporting future developments of the medical workforce in NHS Wales.

The Medical Director is a key link for NWSSP to NHS Wales and will develop strong partnerships and relationships with relevant stakeholders. They will represent NWSSP interests with key Clinical input to guide strategic projects and decision making.

Duties and responsibilities

Main role and responsibilities

- To be an active member of the NWSSP Senior Management Team.
- To maintain effective professional leadership for all clinically related staff.
- To provide advice to the Medical Examiner, General Medical Practitioners Indemnity (GMPI), Single Lead Employer, Primary Medical Care Advisory Team (PMCAT), Welsh Risk Pool (WRP) Committee, Welsh Infected Blood Support Scheme (WIBBS) teams on medical workforce, professional and regulatory matters. This will also include clinical advice and support to the Transforming Access to Medicines (TrAMs) project as this develops.
- To be the Responsible Officer for revalidation of medical staff in accordance with relevant legislation, ensuring that systems of clinical governance and appraisal are working and are appropriate for revalidation.
- To provide professional advice to the Senior Management Team and SSPC on key medical issues.
- To provide strong leadership to staff within the defined area of responsibility.
- To establish excellent partnerships and working relationships with NHS Wales and Welsh Government, building on NWSSP's reputation as a supportive and innovative organisation.

Lead Employer

- To provide clinical oversight for the management of Specialty Registrars on each of the training programmes.
- To develop strong working relationships with the medical deanery and other relevant sections of Health Education and Improvement Wales.
- To provide support and advice for the Lead Employer team at NWSSP.

Primary Medical Care Advisory Team (PMCAT)

- To provide direction and support for the PMCAT team including relevant aspects of governance for the medical members.
- To provide leadership in any further development of the PMCAT role.

Medical Examiner Service

- To provide direction and support for the Medical Examiner Service team including relevant aspects of governance for the medical members.
- To provide leadership in any further development of the Medical Examiner Service.

Welsh Risk Pool (WRP)

- To attend WRP meetings to provide Medical advice to the WRP Committee.
- Provides advice and opinion to Welsh Risk Pool in relation to Medical liability claims.

- To be a conduit to Medical Directors, sharing learning, knowledge and outputs from from WRP.

CIVAS@IP5

- To provide direction and support for the CIVAS@IP5 lead.
- To provide support and leadership in any further development of CIVAS@IP5.

Medical Indemnity

- To provide general advice and clinical leadership in the context of the NHS Wales GP Indemnity Programme.
- To develop and maintain an effective outward facing relationship with key stakeholders including Wales GP Committee and/or Local Medical Committees, Health Board, GP and Primary Care leaders.

Welsh Infected Blood Support Scheme

- To provide direction and support for the WIBSS team.
- To develop strong working relationships with key stakeholders.

Person specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications and/or Knowledge	Qualified Medical Professional GMC registration with a licence to practice Evidence of continued professional development Evidence of regular successful participation in appraisal Relevant Postgraduate medical qualifications, including membership / fellowship of a Royal College, MD or equivalent Further evidence of management training or experience and a commitment to ongoing professional development	

ATTRIBUTES	ESSENTIAL	DESIRABLE
Experience	<p>Medically qualified with a background in Primary or Secondary Care or Public Health</p> <p>Extensive leadership and management experience at a senior level in the NHS or health related sector with a demonstrable track record of delivery</p> <p>In depth understanding of the context for medical education in Wales, the NHS and a strong grasp of all aspects of medical career development</p> <p>In depth understanding of medical regulation including local and General Medical Council processes</p> <p>In depth understanding of the systems and processes of medical litigation, especially in the context of General practice</p> <p>Proven track record of leading significant change within complex multi professional systems</p> <p>Successful initiation and facilitation of strategic partnership working and alliances through excellent relationship management skills</p> <p>Experience of undertaking sensitive negotiations</p>	
Aptitude and Abilities	<p>Innovative, with strong service focussed approach, exceptional communication, interpersonal, negotiating and influencing skills</p> <p>Ability to provide effective, open, genuine and visible leadership to build a positive team spirit and inspire, motivate and support colleagues</p> <p>Exercises sound judgement and decision making and is willing to be held to account for decisions, actions and choices made personally and by staff</p> <p>A strong focus on improving quality, efficiency and cost effectiveness</p> <p>Acts as a role model to staff and is committed to the NHS values and behaviours</p>	

	Ability to think strategically and to articulate a clear sense of direction and vision to staff and stakeholders In depth problem solving and analytical skills applying creativity to identify alternative solutions to complex issues	
Other		Welsh Speaker

Flexibility statement

The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

General requirements

Values: All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.

Competence: At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.

Learning and Development: All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.

Performance Appraisal: We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.

Health & Safety: All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.

Risk Management: It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Welsh Language: All employees must perform their duties in strict compliance with the requirements of their organisation's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.

Information Governance: The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.

Data Protection Act 1998: The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

Records Management: As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.

Equality and Human Rights: The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.

Dignity at Work: The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.

DBS Disclosure Check: In this role you will have indirect contact with patients/ service users/ children/vulnerable adults in the course of your normal duties. The post holder does not require a DBS Disclosure Check.

Safeguarding Children and Vulnerable Adults: The organisation is committed to safeguarding children and vulnerable adults. All staff must therefore attend Safeguarding Children training and be aware of their responsibility under the Adult Protection Policy.

Infection Control: The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.

No Smoking: To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free

For further information on the application process and to apply, please visit:
<https://www.jobs.nhs.uk/xi/vacancy/916607510>