

# Deputy Medical Director

## Job Description & Person Specification –

A summary of the role responsibilities and person specification

### Why Our Trust?

#### Terms and conditions

**Post** – Deputy Medical Director

**Department** – Medical Director Office

**Division** – Trust Services

**Band** – Consultant

**Part Time**

**Hours of work** – 5 PAs per week

**Contract length** – 36 months

**Annual leave** – Up to 33 days dependant on NHS Service

**Pension** - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: [www.nhsbsa.nhs.uk/pensions](http://www.nhsbsa.nhs.uk/pensions)

#### Job Purpose

The Deputy Medical Director post is to support the Medical Director in undertaking the Medical Director role which is primarily concerned with monitoring and improving the quality of clinical services, teaching and research and maintaining high professional standards. In the absence of the Medical Director, the Deputy will provide appropriate medical leadership for the Trust and deputise as necessary.

The Medical Director reports to the Chief Executive on all disciplinary matters regarding doctors. The Medical Director is jointly responsible with the Chief Nurse for Quality within the Trust. The Medical Director is also the Trust Lead Executive Director for Research, Patient Safety, Clinical Audit and Clinical Effectiveness. The Deputy Medical Director will assist the Medical Director to deliver all key agendas.

#### About us

**Our mission** is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

#### What you'll love about working here

**UHBW has been rated by the CQC as 'Good'** - our staff are proud to deliver excellent care. As a forward-thinking multi-award winning Trust, our world-leading research and innovations are having a positive local and global impact. Our hospitals are spread across Bristol and Weston-super-Mare, join us and you can enjoy the very best of both worlds; city living within a stone's throw of the countryside or beside the seaside, both with easy access to all that the South West has to offer.

**A digital exemplar**- Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organisations.

**Sustainable healthcare** - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

**Access to further opportunities with the Trust** - Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

#### Diversity & Inclusion

A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect.

Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values.

'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy.

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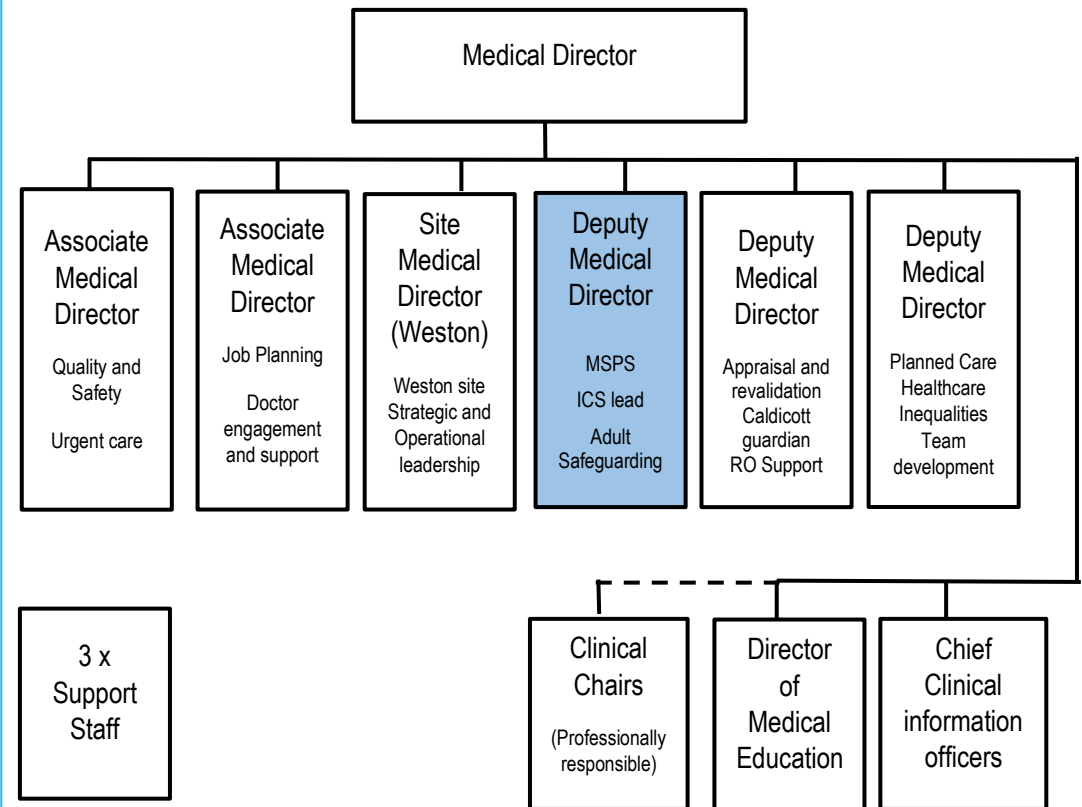
University Hospitals  
Bristol and Weston  
NHS Foundation Trust

### Main Duties and Responsibilities

- To deputise for Medical Director in his / her absence as necessary.
- To assist the Medical Director in providing professional leadership and support to Medical and Dental staff, ensuring compliance with Statutory Instruments, GMC Professional Standards and local policies and effective Job Planning.
- To assist the Medical Director by leading on the maintenance of high professional standards and ensure that disciplinary procedures are carried out fairly and effectively in a timely fashion in line with the Trust Policy.
- To lead in the development of a Joint Clinical Strategy with North Bristol Trust and collaborate on clinical programmes within the ICS. To work with the Executive Directors and other members of the Medical Director Office to develop the clinical services of the Trust.
- To assist the Medical Director in improving the Quality, Safety and Effectiveness of all aspects of the Trust's work.
- To act as the Trusts' Lead for Adult Safeguarding, contributing to the planning and strategic organisation of Safeguarding Adults services to ensure that the Trust meets its statutory responsibilities to safeguard and protect patients and adults at risk.
- Participate in, and advise, Board Committees, including Consultant Appointment Advisory Committees, appeal hearings, etc.
- In conjunction with the Medical Director and Director of People HR and Organisational Development ensure professional in-service training for medical and dental staff is relevant and effective, including managerial and educational activities.
- Work closely with partners in academic institutions, including the University of Bristol and the University of the West of England, to foster and nurture strong relationships over teaching and research activity.

### Organisational Structure

This post identified in blue



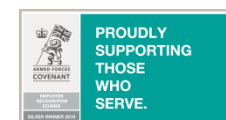
### Key Relationships

This role will have key relationships with Executive Board Members, Clinical and Operational Leaders, integrated Care System colleagues, staff across all levels of the Trust, commissioners, external stakeholders.

We are  
supportive  
respectful  
innovative  
collaborative.  
We are UHBW.



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Personal Profile - (E) = Essential (D) = Desirable

### Knowledge and Experience

- Previous Medical Leadership experience (E)
- Evidence of completion of annual Consultant appraisal (E)
- Track record of partnership working (E)
- Track record of delivering innovation and excellent performance (E)
- A broad understanding of the Healthcare systems the Southwest, including primary care, social care and commissioning (E)

### Aptitudes

- Understands and embodies the Trust Values (E)
- An individual who is able to develop a culture that values colleagues and enables them to engage in organisational change and decision making (E)
- Provide a role model for other clinical leaders (E)
- Demonstrable Experience in mentoring or supporting other colleagues. (E)

### Skills and Abilities

- Demonstrable leadership skills (E)
- Excellent organisational, prioritisation and time management skills (E)
- Able to think and act strategically and to articulate a clear vision and sense of direction (E)
- Excellent communication skills, verbal and written (E)
- Interpersonal skills, able to influence and motivate on a one to one and group basis (E)

### Qualifications and Training

- Registered and licensed with GMC / GDC (E)
- Minimum 5-year substantive Consultant experience (E)
- Medical Leadership qualification (D)
- Evidence of Continuing Professional development (E)
- Educational experience or training (e.g. Educational Supervisor modules or PGCE) (D)
- Not currently the subject of either a local or GMC investigation with no restrictions on practice. (E)

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### Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust, and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

### Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

### Workplace health and wellbeing

The Trust Workplace Health and Wellbeing Framework applies to all employees, students and volunteers who are encouraged to take responsibility for their individual health and wellbeing and to promote the wellbeing of colleagues. Line managers must recognise the importance of health and wellbeing and take it into account when planning tasks and designing jobs.

### Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

### Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

### Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.