**JOB DESCRIPTION**

**Oxford Health NHS FT**

Job Title: Medical Lead for Intensive Community Care & Community Rehabilitation

Band: General Practitioner – Pathway Area Lead

Responsible to: Associate Medical Director for Community Services

Responsible for: Medics working within the Intensive Community Care Pathway

Accountable to: Associate Medical Director & Clinical Director for Community Services

Place of work: Oxfordshire – Trust Offices, Clinic locations and some remote working

Hours: 37.5 hours

Salary: £108,060 (FTE)

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**BACKGROUND & JOB PURPOSE**

* Oxford Health’s *Intensive Community Care & Community Rehabilitation pathway* include the following closely linked services:
* Urgent Community Response (UCR)
* Hospital at Home (HAH)
* Community Same Day Emergency Care Units (SDEC) at Witney, Abingdon and Henley
* Community Hospitals
* Care Home Support Services (CHSS)
* End of Life Care Matrons (EOLCMs)
* Podiatry Services
* As the overall Medical Lead for these two pathways, you will work alongside the senior management team to oversee the ongoing development and innovation of these individual services and drive coordination and integration with other services across Oxfordshire and the wider BOB ICS.
* You will provide medical leadership at a service level directly to UCR and Community Hospitals. This will be in conjunction with the operational and clinical management team so that a high quality service is provided to patients across the community.
* You will provide senior medical guidance and support to service level medical and clinical leads responsible for HAH, Community SDECs, CHSS, EOLCMs and Podiatry services.
* You will also work alongside other medical leads to support the development of our Single Point of Access (SPA) service through which many of Oxford Health’s community services are accessed.
* To support the recruitment, retention, and development of staff ensuring sustainable and high-quality care.
* To provide an agreed number of medical sessions within UCR, Community SDECs and Community Hospitals.
* To prioritise the provision of high-quality medical care within all services, ensuring that patients are at the heart of the service.
* To support the clinical and associate medical director to advise the Trust, and support and develop whole system innovation in primary care pathways.

***DUTIES AND RESPONSIBILITIES***

**Medical Leadership**

* To provide medical leadership for all clinicians within the service, and advice to the operational and clinical management team.
* To be available to medical and clinical staff and be responsive to their experiences and concerns about medical/clinical standards within these pathways.
* To act as a role model for all clinical staff demonstrating and promoting the organisation and service’s core values, beliefs, and expected professional behaviours.
* Provide focused medical leadership to the medics working in these pathways and add to the team that are undertaking audits and support individuals with clinical development and performance reviews.

**Patient and Family/Carer Experience**

* To join the team that undertake investigations of complaints, concerns, incidents and near misses across the services. To ensure that learning from these investigations takes place to support continuous service improvement.

**Education**

* To assist and collaborate with other educational leads in community services and ensure services provide a creative learning environment for GPs, GP Registrars, and all other Clinical Practitioners
* To provide guidance and leadership for the educational sessions provided by the service
* To assist in the induction of new medics and Advanced Clinical Practitioners to the service.
* To have a role in the oversight of GP Registrar training and liaison with the Deanery for GP Registrars working in these services.

**Service developments**

* To work with the clinical and management teams in ensuring that all units provide consistent care to patients using the service.
* Be an active member of the clinical leads team and attend the clinical leads meetings.
* To ensure that services are developed to meet the needs of the local population
* Participate in prescribing and medicines management initiatives including leading prescription audits, advising on local formulary and medicines advice.
* Work with the team to ensure that the service is working within national and local regulatory frameworks, including the CQC

**Clinical work**

* As part of their medical lead hours, the post holder will be required to undertake on average 8 hours per week working clinically in some of the services within these pathways.
* These sessions are only required in UCR, Community SDECs and Community Hospitals. The post holder should try and vary timing, locations and consultation types when booking these sessions so that they develop a deeper understanding of the service as seen by our frontline workforce.

**Job Planning**

It is expected that the post holder will:

* Attend relevant training and meetings to ensure that links are maintained with local user groups including locality groups, acute medical groups/meetings.
* Ensure that the units provide support to registrars working within the service
* Support supervision for non-medical staff within the service to ensure high quality patient care and training.
* Attend relevant M&M meetings.
* Meet regularly with the senior clinical and operational teams, heads of service and the associate medical director.
* Where relevant, attend and actively collaborate with whole system meetings to support and develop service models and integration with our system partners

The remainder is flexible. Work will be allocated by the Heads of Service for these pathways and the Associate Medical Director.

**Contact Person for more Details:**

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Or

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**STRUCTURE CHART**

**Medical Lead for Pathway:**

**Intensive Community Care**

**&**

**Community Rehabilitation Pathways**

**Associate Medical Director**

**&**

**Clinical Director for Community Services**

**Associate Director for Intensive Community Services**

**Head of Service for Community Rehabilitation**

**CODE OF CONDUCT**

All staff are required to work in accordance with their professional group’s code of conduct (e.g. NMC, GMC, DoH Code of Conduct for Senior Managers).

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

In addition to undertaking the duties as outlined above, the post-holder will be expected to fully adhere to the following:

**Personal Development**

* To actively participate in an annual performance review (appraisal) and the development and implementation of a personal development plan.
* To take responsibility for their own professional development ensuring professional standards are maintained and statutory and mandatory training is in date.
* To attend any training as requested.
* Code of Conduct
* To adhere to the Professional Code of Conduct relating to your profession (if applicable).
* To uphold the principles and values set out in the NHS Code of Conduct for Managers.
* To support the organisation in developing an effective work/life balance for employees that meets the needs of the organisation.
* To ensure that the health and wellbeing of patients is at the centre of all activities and that all staff engage and communicate with patients as appropriate.
* To always promote quality and safety of patients, visitors and staff thus enabling the Trust to meet its regulation requirements (Care Quality Commission Registration – Regulations and Outcomes) that relate most directly to patients and also strive for continuous quality improvement.

**Equal Opportunities/Diversity**

* To observe Oxford Health NHS Foundation Trust’s Equal Opportunities Policy providing equality of treatment and opportunity to employees, service users and service providers irrespective of sex, sexuality, age, marital status, ethnic origin or disability.

**Health & Safety**

* To take responsibility for the health & safety of themselves and other persons who may be

affected by their omissions or actions at work.

* To promote the Trust’s Health and Safety Policy and ensure matters are managed in accordance with it.
* To co-operate with the Trust to ensure that statutory and departmental regulations are adhered to.
* Report accidents, incidents and near misses, implementing corrective action where necessary.

**Infection Control**

* To comply with Trust policies for infection control and hand hygiene such as hand hygiene,

decontamination Policy, uniform and workwear code and standard precautions Policy to

reduce the spread of healthcare-associated infections (HCAIs).

* Employees with clinical responsibilities must incorporate into their clinical activities up to date evidence that supports safe infection control practices and procedures, such as the use of aseptic techniques and the safe disposal of sharps.

**Confidentiality and Data Security**

* To comply fully with the duties and responsibilities outlined in the Trust’s Information

Governance Policy.

* To comply with the Data Protection Act 2018 and General Data Protection Regulations (GDPR), National Data Security Standards and any professional code of practice on Confidentiality and Data Protection as accepted by the Trust. Departmental codes of practice and procedures for confidentiality are available from the head of department.
* To ensure that all information collected, stored and used is done so in compliance with the above Act and any relevant Trust Policy.
* To preserve the confidentiality of any information regarding patients, staff records in your area (in connection with their employment) and the Trust business. This obligation shall continue in perpetuity.
* To raise any matters of concern with your Manager/Director

**Safeguarding**

* To recognise that promoting the welfare and safeguarding children, young people and

adults is everyone’s business and access training and supervision as appropriate to the role.

* To support the organisation in ensuring service users are protected from abuse or the risk of abuse and their human rights are respected and upheld.
* To ensure concerns are responded to appropriately in line with the Trust’s Safeguarding

Adults Policy and the Child Protection Policy and interagency safeguarding procedures.

* To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Criminal Records Bureau.

**Other**

* To be aware of and work in line with all Trust policies and procedures.
* To carry out any other tasks as reasonably directed.

**PERSON SPECIFICATION**

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| **Band: GP** | | |
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| **Criteria for Selection** | **Essential Requirements** | **Desirable Requirements** |
| Knowledge  Requirements | * UK recognised medical qualification | Experience of working in emergency and acute medicine  Experience of working in community based urgent care services  Experience or further qualifications in care of the elderly. |
| Qualifications –  Academic/Skills/Professional | * Practicing GP – experience within the past 3 years * GMC registration on the GP register * Licence to practice as a GP/successful revalidation * 5 years of experience post GP qualification | Management qualification |
| Further Training or Job  Related  Aptitude and Skills | * Detailed knowledge of Primary Care Services * Ability to demonstrate personal and professional leadership skills. * Experience in developing and delivering evidenced based practice * Knowledge of national and local strategy |  |

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|  | * Evidence of continual professional development * Knowledge of clinical governance and Care Quality Commission (CQC) essential standards of care * Skills and experience in undertaking investigations and critical reviews |  |
| Experience | * Experience of leading the   planning, delivering, and evaluation of care to address changing needs.   * Experience of undertaking clinical audit and implementing the audit cycle | Experience of local services. |
| Personal Qualities | * Demonstrate an ability to organise self and others. * Demonstrate an ability to motivate self and others * Ability to manage competing priorities and to work under pressure. * Well-developed communication skills both verbal and written * To have a good understanding of equity and diversity and have * non-judgmental approach to patients, staff and partners * Experience in developing people in order to provide sustainable change. |  |
| Contractual requirements  or other requirements | * Ability to travel between sites and to regional meetings |  |