

## **JOB DESCRIPTION – Senior Medical Officer**

### **1. JOB DETAILS**

Job Title:	<b>Senior Medical Officer</b>
Immediate Senior Officer:	<b>Lead Clinician</b>
Area of Responsibility: <b>Services</b>	<b>South Glasgow Alcohol and Drug Recovery</b>
Employer:	<b>NHS Greater Glasgow and Clyde</b>
Location:	<b>New Gorbals Health and Care Centre, Glasgow</b>

### **2. JOB PURPOSE**

The post-holder is required to provide dynamic clinical leadership to the community based medical and prescribing workforce and to support managers, enabling the delivery of safe and effective alcohol and drug recovery services.

### **3. DIMENSIONS**

Glasgow city and Greater Glasgow and Clyde have some of the highest prevalence of problem drug use and alcohol related harm in all of Europe. Reducing harm and promoting recovery for individuals with substance misuse problems is a key priority to improve the public health and wellbeing of the city and health board. Substance misuse related outcomes are worst in the most deprived communities and, according to the Scottish Index of Multiple Deprivation, the health board area and Glasgow city in particular, continues to have the highest concentrations of multiple deprivation in Scotland by some considerable margin. Therefore, providing high quality accessible treatment and care services for substance misuse in this area is an important

component of reducing health inequalities.

Glasgow Alcohol and Drug Recovery Services (GADRS) is one of the largest and most dynamic addiction services in Europe. We deliver and commission services from tier 1 e.g. public health to tier 4 e.g. inpatient and psychiatric services in Glasgow City and host a number of board wide Alcohol and Drug Recovery Services (ADRS) for other Health and Social Care Partnerships in NHS Greater Glasgow and Clyde (GGC).

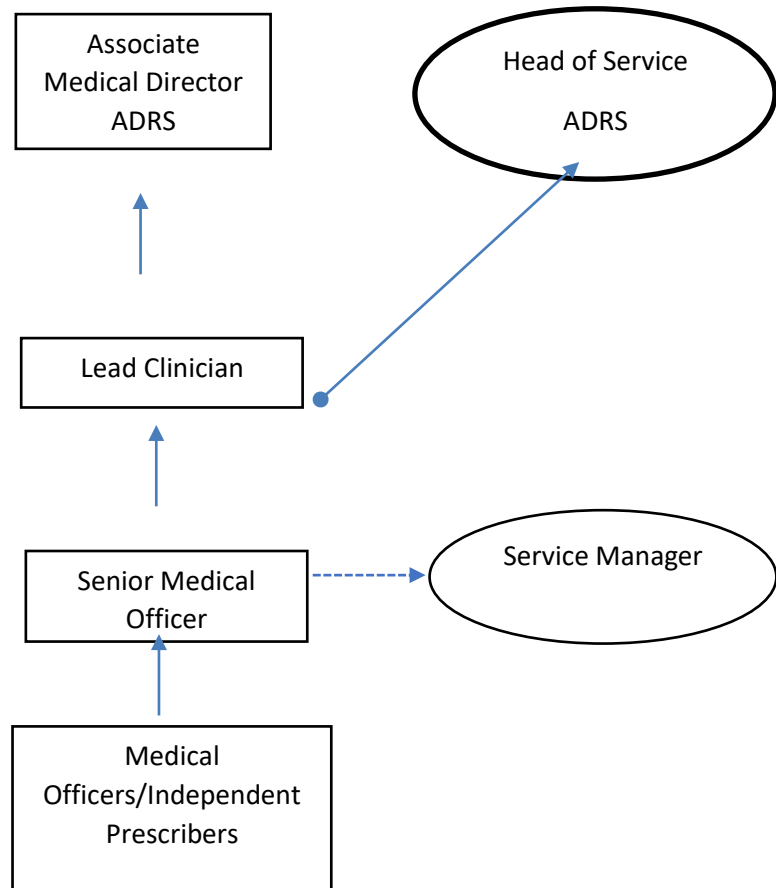
The system of care is designed to support service users in every aspect of their recovery journey and includes:

- Extensive injecting equipment provision and naloxone programme
- Drug Crisis Centre and Outreach Services
- Care And Treatment (CAT) Teams made up of nursing staff, social care/work staff, Medical Officers and Independent Prescribers and offering comprehensive health and social care services in the community.
- Glasgow GP Shared Care Service. The largest substitute prescribing service of its type in the UK.
- Inpatient services
- Day hospital services
- Specialist Drug Court Teams and Drug Testing and Treatment Order services
- Homeless Addiction Team
- Enhanced Drug Treatment Services (delivery heroin assisted treatment)
- Addiction Liaison Services
- Alcohol Related Brain Damage services
- Commissioned Services-
  - Community Rehabilitation
  - Stabilisation Residential Unit
  - Abstinence Based Residential Rehab

Medical staff are either employed as Psychiatrists to tier 3 and 4 services or as Medical Officers and Senior Medical Officers ( Clinical Lead) to tier 3 (community) services. There are currently over 30 Medical Officers (MOs) and 13 Independent Prescribers (IPs) based predominantly in integrated (health and social care) CAT teams and 4 Senior Medical Officers (SMOs), including the advertised post.

MOs, IPs and SMOs are involved in treatment and care of individuals with substance misuse (predominantly but not exclusively opiate substitute treatment and alcohol interventions).

#### 4. ORGANISATIONAL CHART



#### 5. ROLE OF SENIOR MEDICAL OFFICERS

The Senior Medical Officer (SMO) will be a senior doctor responsible for clinical leadership and professional line management in a designated locality. They will be a member of the locality senior management team (led by the locality Service Manager) and the board wide medical management team (led by the Associate Medical Director- AMD).

In addition, the SMO will directly manage a caseload of complex patients, with the support of a multidisciplinary team.

The SMO will be expected to contribute centrally to service developments, partnership working groups, teaching and training and other managerial undertakings as directed by the Lead Clinician or AMD. There will be opportunities to be involved in the Alcohol and Drug Partnership, relevant research and the board's appraisal

system as an appraiser. The SMO will be supported to address any development needs agreed with the AMD.

The professional management, clinical leadership and clinical /care governance roles include the following:

Professional Management:

- Reporting to the Lead Clinician, Head of Service and AMD, the SMO will support planning processes for medical and prescribing staff in the locality, ensuring appropriate cover arrangements and recruitment when approved.
- The SMO will lead on the investigation of complaints or disciplinary matters that arise in the locality medical/prescribing workforce, as directed by the Head of Service.
- The SMO will provide first line support to the ADRS medical management team in relation to board wide Professional Management activities as requested by the Associate Medical Director

Clinical Leadership:

- The SMO will support Medical Officers and Independent Prescribers in the management of clinical complexity as required
- The SMO will provide clinical leadership and support the locality team in the management of complex cases
- The SMO will be the senior community based doctor at locality multi-disciplinary team meetings and locality senior management teams
- The SMO will support and develop the necessary interfaces with relevant other services.
- The SMO will contribute to supporting and managing shared care services for substitute prescribing in the GGC area.

Clinical/Care Governance:

- The SMO will ensure, with other senior locality staff, that there are robust clinical and care governance systems in the locality ensuring delivery of safe and effective services. In particular, the SMO will provide senior clinical oversight of the locality management of critical incidents, safe prescribing and quality improvement activities.
- The SMO will support MOs and IPs in clinical/care governance tasks.
- The SMO will represent the locality in board wide ADRS clinical/care governance fora.
- The SMO will support the Lead Clinician and AMD in board wide clinical/care governance activity as requested.

## **6. KEY RESULT AREAS**

- To support recruitment of and co-ordinate the induction of and then professionally line manage Medical Officers and supervise Independent Prescribers as designated by the Lead Clinician.

- To ensure medical and prescribing staffing and cover arrangements in their locality;
- To undertake timetabling of relevant ADRS MOs and IPs
- To professionally and performance manage these MOs and IPs, responding to concerns, complaints and disciplinary matters if and when they arise as per Board policies and direction by service managers/clinical lead and AMD.
- To provide senior clinical input to services designated by Lead Clinician.
- The SMO will be expected to have his/her own clinical commitments.
- To support the HR system for all staff around recruitment and recording systems e.g. annual / sick / maternity / study leave for all grades of medical staff.
- To support the ADRS care governance framework.
- To encourage a culture that supports Standards identified by the external agencies e.g. NHS HIS, NICE, SIGN, Mental Welfare Commission, Royal Collages of General Practitioners and Psychiatrists etc., ensuring that services comply with them, supporting audit and the development of ICPs.
- To support the AMD by investigating complaints and to complete Critical Incident Reviews on behalf of the organisation. Dissemination of lessons learned through the care governance structures.
- To contribute to medical and prescribing workforce planning.
- To support and develop the shared care service for substitute prescribing in Greater Glasgow and Clyde
- To provide SMO cover and deputise for relevant Lead Clinician as designated.
- To support the local Head of Service and Service Manager in the planning, development and running of ADR Services

## **7. ASSIGNMENT & REVIEW OF WORK**

The senior medical officer will be managed by and report to the relevant Lead Clinician for GGC ADRS. They will also work to the appropriate Head of Service or local Service Manager. (See organisational chart Sec 4.)

## **• COMMUNICATIONS & WORKING RELATIONSHIPS**

### **Internal to the Partnership**

- Medical Officers and Independent Prescribers
- Lead Clinicians and Associate Medical Director
- Other doctors including consultants, SAS doctors and trainees
- Local service managers- e.g. Heads of Service, Service Managers, nurse and practice team leaders
- Professional Leads for pharmacy, nursing and psychology

### **External to Partnership**

- Local HSCPs
- Alcohol and Drug Partnerships
- Greater Glasgow and Clyde Health Board
- Recovery Communities
- Third Sector Purchased Services
- Scottish Government Health Department

- Professional Royal Colleges
- NHS Education Scotland
- General Medical Council
- GMPs

#### 8. **MOST CHALLENGING PART OF JOB**

- Effective performance management of medical and prescribing staff.
- Supporting medical and prescribing staff and managing absences and disciplinary / other formal processes.
- Working in a spirit of partnership with colleagues from different professional backgrounds and with a variety of agencies and being able to deliver effective clinical leadership.
- Delivering improvements in the quality of care and outcomes as experienced by service users & carers by improving the safety and effectiveness of services, including in shared care.
- Time management and balancing competing priorities.

#### 10. **QUALIFICATIONS & EXPERIENCE**

##### **Essential Criteria**

- Commands the confidence of Medical Officers, IPs and local Service Managers.
- General Practitioner or Psychiatrist with CCT.
- Significant clinical addictions experience and ability to make sound clinical decisions in complex scenarios.
- Experience of contributing to management, care governance and service development.
- Excellent communication skills
- Strong evidence of leadership qualities.
- Ability to work as part of a management team and in partnership with other agencies, services and professionals.
- Understands and interprets organisation-wide processes.
- Able to work to deadlines.