

Welcome



Justin Murray
Deputy General
Manager

Dear Candidate,

If you are looking to work alongside highly experienced and compassionate colleagues, where the well-being of our staff and the treatment and recovery of our patients is fundamentally core to our business, then we welcome your interest in this post.

Dumfries and Galloway Mental Health Directorate hosts a range of NHS services and who work closely to ensure our clinical pathways are as smooth as possible and include access to a range of expertise that meets patient and carer needs.

We have strong working relationships with colleagues in other statutory and third and independent sectors. This can be seen in a wide range of creative projects, including our Award winning IDEAS team, joint working with our Crisis Service and Scottish Police Colleagues, and Psychology providing trauma training through for our Community Justice Partnership.

Our Specialist Drug and Alcohol Service and our Prison Healthcare Service have received a number of positive reports from a range of external scrutiny bodies, and our Intellectual Disability Services are committed to and working towards the ambitions described in the Keys to Life, where choice and control Improving quality of life for people with learning disabilities.

We also have the fortune of an award winning In Patient Mental Health Unit, recognised, not only for its outstanding architectural design, but also for a range of patient safety initiatives that have won a number of national awards.

We know that working in Mental Health Services can be tough, and we know the importance of looking after ourselves and each other. We strive to create a working environment that is supportive, encourages talent, and recognises and nurtures the strengths we all can bring to work that we do. We have a strong commitment to clinical and managerial supervision, staff training and development and of trying to make the work we do meaningful, rewarding and fun.

If you want to find out more, please feel free to pick up the phone and talk to us. Details of the contact for the post you are interested is included in this recruitment pack. Many thanks for your interest, and wishing you the best of luck!!

Justin

The Opportunity

1. Job Identification

Job Title	Associate Medical Director
Salary	£87,534 - £116,313 (pro rata)
Hours	Part Time 24 hours per week
Contract Type	Fixed Term
Department	Mental Health
Reporting to	Justin Murray
Base	Midpark House/Innistaigh/Home

** NHS Scotland's AFC pay system differs slightly from NHS England, Wales or Northern Ireland. Please click [here](#) to access the most up to date pay scales and Terms and Conditions.

Contact Details

We welcome informal contact from prospective candidates who wish to better understand the role.

Please contact Justin Murray, Deputy General Manager – Mental Health, by e-mail at justin.murray@nhs.scot

Job Description

1. JOB PURPOSE

The Associate Medical Director [AMD] is a member of the Mental Health Management Team providing medical leadership, clinical advice, strategic and professional oversight of all medical management issues. The AMD provides professional advice within the Directorate on all professional medical issues.

They will have shared accountability for:

- The delivery of quality services around the core dimensions of safety, effectiveness and patient experience
- The development of strategic and tactical plans in line with overall integrated joint board strategy and in partnership with the transformational change structures being developed in Dumfries and Galloway.
- The performance management of all clinical services in line with local and national performance targets and standards
- Ensuring clinical engagement, taking lead responsibility for clinical governance, safety and risk management
- Providing leadership, support and advice to managers and staff
- Advise the Deputy Medical Director and Medical Director on the implications of national and local strategies relevant to the appropriate services
- Support the Deputy Medical Director and Medical Director on issues of clinical practice of which they need to be aware
- Ensure effective clinical input into the appropriate planning processes both within the Directorate and supporting Strategic Planning department
- Lead job planning along with the General Manager across the directorate in line with NHS D&G approaches, and guided by the directorate priorities.
- To take responsibility for addressing problems relating to all inpatient and outpatient services delivered by medical staff across the directorate, supported by the relevant clinical director and specialty team leads.
- Support overseeing investigations in relation to clinical complaints and critical incidents, encouraging a patient centred approach.
- Support medical education and training initiatives across the directorate To support the implementation of Realistic Medicine as a tool of transformational change

This role requires a very different way of working for managers and clinicians, and is one that will demand much from the incumbents of the

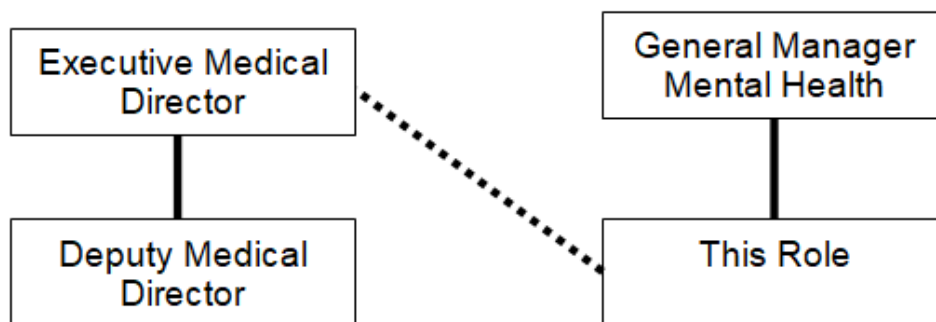
post. They will be proactive in ensuring that safety, effectiveness and patient experience is at the forefront in dealing with any cross-professional issues.

The Associate Medical Director will be a highly visible, proactive and accessible clinical leader, acting as a role model and clinical resource, and ensuring the sustained delivery of high standards of clinical care, to clinicians, patients and the public.

The AMD will maintain a region wide presence and will have specific responsibility on behalf of the organisation to provide clinical leadership across the Mental Health Directorate.

In fulfilling the role, the AMD will work very closely with the Professional Leads and Operational Management Team to ensure the delivery of safe, high quality, effective and compassionate care.

3. ORGANISATIONAL POSITION



4. MAIN DUTIES / RESPONSIBILITIES

For the AMD, these key results areas will be developed, monitored and reviewed in the annual job planning meeting with the Medical Director.

1. Clinical Governance:

- They will work closely with Professional Leads/Partner Organisations [eg. Education, Social Services and Third and Independent Sector] to ensure there are high quality clinical governance arrangements are in place.
- Understand clinical outcomes and respond to outlying performance
- Will ensure appropriate clinical supervision in place.
- Support the processes for adverse events and issues raised as complaints to ascertain where improvements in the service can be made and share learning from critical incidents.
- The day to day responsibilities for the delivery of care will be vested in the Specialty Team Leaders supported by the Associate Medical Director, Clinical Directors, General Manager and Professional Leads.

2. Care Standards:

- Ensure that clinical practice is effective, evidenced based and complies with SIGN/NICE and other relevant guidelines.
- Investigate any unwarranted variation in intervention rates and outcomes
- To take account of national developments in high quality services
- Realistic Medicine.

3. Workforce planning:

- Will work with the professional leads to design and implement a workforce plan for other clinical professions.
- Support the recruitment and retention of doctors and other skilled clinicians.
- Contribute to decisions regarding medical workforce requirements, taking into account service and budgetary constraints.
- To maintain good staff relationships and morale amongst the staff reporting to him / her, through effective feedback, recognition, appraisal and development.
- To take such action as may be necessary in disciplinary matters in accordance with organisational policy and relevant circulars.

4. Job planning:

- The Associate Medical Director reports to the Medical Director with whom objectives will be agreed on an annual basis. Agreements on clinical objectives will take into account these additional responsibilities.
- Ensure a robust system is in place for annual job planning.
- To promote a culture of team based job planning to allow systemic problem solving and a well-supported workforce.

5. Professional Regulation:

- Proactively manage doctors experiencing difficulties.

- Liaise promptly with the Medical Director about any concerns about a doctor's practice.

6. Clinical Effectiveness:

- Ensure that systems are in place for effective and evidence based medical practice and prescribing
- To promote high quality systems for continuing professional development
- To encourage doctors to maintain close links with colleagues in other Boards
- Realistic medicine

7. Clinical risk management:

- To provide clinical leadership for the implementation of patient safety initiatives within the Directorate.
- To support the development of speciality specific adverse incident reporting and investigation of adverse incidents by all clinical staff and attend QPSLG as required
- Identify problems in delivery of services and identify and implement patient centred solutions
- To assist the General Manager and Directors in providing appropriate reports as and when required eg for the Scottish Government, IJB, Acute Management Board and others relevant to service

8. Clinical Audit and Service Improvement:

- To promote a culture of widespread clinical audit and active service improvement amongst the Organisation's medical staff, linking with multidisciplinary teams
- To ensure that there is organisational support for a developing service improvement culture

9. Strategy and Policy

- Accountable for strategic direction as part of the Directorate.
- Engage with transformational programmes in Dumfries and Galloway to ensure that Directorate Services are aligned to support the emerging ways of working that are necessary to deliver comprehensive and sustainable healthcare

10. Leadership and Management of Staff

- Maintain high visibility amongst staff in order to provide appropriate leadership
- Ensure implementation of the Locum Monitoring process
- Engagement of medical staff in Organisation's business and promotion of staff well-being
- Ensure the recruitment and retention of medical staff with the required competences to meet service requirements.
- To provide senior medical leadership opinion and advice within the Directorate, and as a member of the senior leadership team for the Directorate.

- Contribute to and participate in Directorate performance reviews.
- Ensure effective communication between clinicians, the Senior Leadership Team and the Medical Director's Office.
- To actively promote the development of clinical and professional networks across primary, secondary and social care.

11. Responsibility for Financial & Physical Resources

- Encourage involvement of medical workforce in CRES agenda
- Joint responsibility for the delivery of the Directorate CRES agenda as part of the Senior Leadership Team
- Support Senior Leadership Team with difficult decision making process around service transformation. The current financial challenges of the Board will make this a key role to identify, support & implement areas for consideration.

12. Analytical and Judgmental Requirements

Analyses performance in area of responsibility in relation to performance targets, strategic objectives; develop strategies, business plans, advice in areas where expert opinion differ.

6. SYSTEMS AND EQUIPMENT

- Microsoft Teams
- Microsoft 365
- Winscribe
- Clinical Portal
- Complaints and Adverse Events systems
- Electronic Appraisal system

7. DECISIONS AND JUDGEMENTS

Works within codes of practice and guidelines, accountable for own professional action, lead practitioner /Interprets national policies for specialist area.

8. COMMUNICATIONS AND RELATIONSHIPS

The post holder will be required to develop, maintain and manage effective relationships with a range of stakeholders internally and externally, across all disciplines and including service users, carers and the media. The post holder will need to be visible to front line staff as well as to the Board.

9. PHYSICAL, MENTAL AND EMOTIONAL DEMANDS OF THE JOB

- Driving
- Sitting for prolonged periods
- Concentration

10. MOST CHALLENGING PARTS OF THE JOB

- Supporting a wide range of staff groups
- Delivering services amongst staff shortages
- Change Management
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11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

- Experience as a Consultant Psychiatrist
- GMC registered Specialist in Psychiatry

12. JOB DESCRIPTION AGREEMENT

Job Holder's Signature:

Date:

Head of Department Signature:

Date:

Person Specification

ESSENTIAL	DESIRABLE
<p>QUALIFICATIONS & TRAINING:</p> <ul style="list-style-type: none"> • GMC registered with licence to practice or working at a Consultant/Specialty Doctor level within another clinical discipline. • Evidence of continued professional and managerial development • Further theoretical training & experience to master's level equivalent • Clinical experience in an acute specialty 	<ul style="list-style-type: none"> • Post Graduate Business/Medical Management qualification
<p>KNOWLEDGE & EXPERIENCE:</p> <ul style="list-style-type: none"> • In depth understanding of the NHS and the current environment in which it operates • In depth understanding of the clinical governance and quality agenda for the NHS • Knowledge of medical workforce issues and wider clinical workforce • Knowledge of developments around medical revalidation • Significant experience of working at senior clinical level. • Experience in a clinical management role • Leadership experience • Experience of delivering significant change within a clinical • Experience of successfully building robust effective relationships and networks across a wide range of organisations and professions 	<ul style="list-style-type: none"> • Experience of managing clinicians having difficulties
<p>SKILLS & APTITUDES:</p> <ul style="list-style-type: none"> • Ability to share accountability within a Senior Leadership Team model. • Proven leadership skills; record of achievement as a clinical leader. • Excellent interpersonal and communication skills with well-developed negotiating and influencing skills to engage effectively with a range of stakeholders and staff including service users, carers and the media including contentious situations. • Able to engage staff at all levels to become involved in transformational change 	<ul style="list-style-type: none"> • Well-developed group facilitation skills

<ul style="list-style-type: none"> • Effective written/report writing skills. • Ability to critically appraise and interpret complex data/statistic and information to support the improvement of services and clinical practice. • Positive, professional approach and image; a role model to front line staff. • Expert within field of clinical practice • Resilient, able to challenge as well as deal with challenge • Able to work under pressure and to tight deadlines. • Manage own workload – self-starter, work with autonomy, able to prioritise and also to know when to escalate concerns and ask for help. • Politically astute. • Ability to negotiate and influence others. • Establish visibility and credibility in equal measure across Dumfries and Galloway. • Proactive and able to find solutions to problems 	
<p>PERSONAL QUALITIES:</p> <ul style="list-style-type: none"> • Personal integrity and commitment • Flexible • Able to travel. • Empathetic approach both with patients and staff 	
<p>OTHER REQUIREMENTS:</p> <ul style="list-style-type: none"> • Awareness of CRES agenda 	

