

Delivering care through collaboration

NHS Golden Jubilee

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www.nhsgoldenjubilee.co.uk



Chair: Susan Douglas-Scott CBE

Chief Executive: Professor Jann Gardner

Recruitment line: 0800 0283 666

Dear Candidate,

POST: Clinical Director Ophthalmology
HOURS: A flexible working pattern can be agreed for this post – both full and part time hours will be considered
SALARY: £87,534 to £116,313 (pro rata where appropriate)
CLOSING DATE: 28 July 2022

NHS Golden Jubilee welcomes your enquiry in connection with the above post. Please find enclosed an information pack.

Should you wish to submit an application for the above post, please ensure you do so in advance of the closing date. Late applications will not be forwarded for short listing.

When providing referees on the application form, please be aware that we require a minimum of two references to cover at least **two years** of previous employment/training history. If there is insufficient space on the application form to list all of your referees, please provide on an additional page. Where possible, please provide us with e-mail addresses for contact. Additionally, you should note that as part of the pre-employment checks a PVG or Disclosure Scotland check will be completed. **It is an offence for barred individuals to apply for regulated work.**

Should you contact the recruitment team to discuss any queries regarding your application it is advisable that you retain the job reference number as you will be asked to quote this when you call.

In the meantime, I wish you success with your application and should you require any further information please do not hesitate to contact the recruitment team on the contact telephone number shown above.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'G Swinyard', written over a light blue horizontal line.

Gabriella Swinyard
Senior Recruitment Advisor

NHS Golden Jubilee

General Information for Candidates

- This information package has been compiled to provide prospective candidates with details of the post and background information about NHS Golden Jubilee.
- The contents of this package are as follows:
 - Job Description/Person Specification
 - Terms and Conditions of Service
 - Information on Agenda for Change
- The Equal Opportunities Monitoring form which you will be requested to complete via our electronic application system is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.
- NHS Golden Jubilee operates a No Smoking Policy on all Premises and Grounds and in shared vehicles.
- All offers of employment will be subject to the receipt of two year's satisfactory References, Occupational Health screening and Disclosure Scotland clearance. Please note that it is an offence under the act for barred individuals to apply for regulated work.
- Please submit your completed application through the Jobtrain Recruitment System.
- The shortlisting process will take place shortly after the closing date.
- As a Disability Confident Leader we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities all applicants who are disabled and who meet the minimum criteria expressed in the person specification will be guaranteed an interview.
- The organisation has introduced a set of shared values. These values will be measured during our Values Based Competency Interview. Our values are:
 - Valuing dignity and respect
 - A "can do" attitude
 - Leading commitment to quality
 - Understanding our responsibilities
 - Effectively working together

Recruitment Person Specification – Clinical Director, Ophthalmology

Please note that numbered elements are used in the shortlisting process. If your written application does not clearly document your personal achievements in these areas it may lead to you not being shortlisted, especially for essential elements.

	Essential	Desirable	How /where
Qualifications/ Training	<ul style="list-style-type: none"> • Full GMC Registration and Licence to Practice • FRCOph. or equivalent • Included on Specialist Register (or eligible for admission to the register within 6 months of the interview date) 		Application
Clinical Experience	<ul style="list-style-type: none"> • General Ophthalmology – several years at consultant grade • Proficiency in Phacoemulsification and IOL implantation under LA 	<ul style="list-style-type: none"> • Experience of cataract surgery in a high volume setting 	Application/ Interview
Skills/ Knowledge	<ul style="list-style-type: none"> • Knowledge of and skill relevant to the management of patients • Ability to communicate effectively with all levels of staff and patients • Ability to work efficiently and timeously • Good team player 		Application/ Interview
Understanding of the objectives of the department, board and NHS Scotland	<ul style="list-style-type: none"> • Knowledge of Cataract Services within GJNH. • Understanding of the GJ Board objectives • Understanding of NHS Scotland 	<ul style="list-style-type: none"> • Recent experience of working within the NHS 	Application/ Interview
Teaching & Education	<ul style="list-style-type: none"> • Experience of clinical supervision of 		Application/ Interview

	postgraduate training doctors		
Clinical Governance & Risk Management	<ul style="list-style-type: none"> • Demonstrate experience and ongoing participation in clinical audit and evidence based practice • Key principles of clinical governance, data protection and patient safety 	<ul style="list-style-type: none"> • Understanding of risk management and national patient safety initiatives (SPSP) • Previous experience as clinical lead, or clinical governance lead 	Application/ Interview
Research and innovation	<ul style="list-style-type: none"> • Willingness to be innovative 	<ul style="list-style-type: none"> • Publication(s) in peer-reviewed journal(s) • Masters or doctorate in research • Demonstrable innovation 	Application/ Interview
Understanding of GMC Requirements	<ul style="list-style-type: none"> • Knowledge of 'duties of doctor' and good medical practice 		Interview
Leadership	<ul style="list-style-type: none"> • Track record of leading and delivering clinical service change 	<ul style="list-style-type: none"> • Masters level qualification in leadership or related subject • Track record of establishing new services. 	Application/ Interview

GOLDEN JUBILEE FOUNDATION

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: Clinical Director

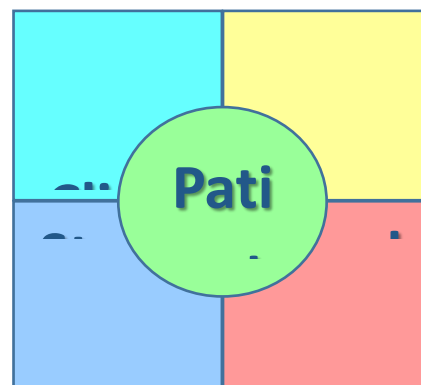
Department(s): Medical Directorate

No of Job Holders: 5

2. JOB PURPOSE

The Clinical Director (CD) will play a key role in our services, as part of a leadership triumvirate with the Service Manager and the Clinical Nurse Manager (CNM). The role is broad-ranging, and the responsibilities are divided into five main areas noted in the diagram.

It is expected that the CD will engage the whole team in these responsibilities, and delegate aspects of the role to others, but will maintain overall responsibility and accountability.



3. ORGANISATIONAL POSITION

See attached.

4. MAIN DUTIES/RESPONSIBILITIES

Patient Centredness

Patients are at the heart of our service, and govern how we act and the decisions we take. The postholder will:

- consult with patients and the public at the earliest stages of service planning, understanding their needs and designing services accordingly.
- seek patient and public comment, and use it to help improve the quality and safety of existing services.
- encourage and support the development of patient self-management strategies.
- help their team in transition from the traditional model of care to a shared decision-making approach with their patients.

Clinical Governance

This is the main responsibility of a CD: to ensure safe, high quality and continually improving healthcare. The postholder will:

- lead on clinical governance for their department, working closely with the CNM(s).
- ensure actions delegated to their area, relating to Clinical Governance, Patient Safety and Quality Improvement are implemented, audited and reported as required
- engage with other teams within and outwith the Golden Jubilee National Hospital to provide a whole system approach to healthcare quality and safety.
- ensure timely and proportionate responses to clinical incidents, complaints and other areas of concern about the service, with a focus on learning and improving systems to reduce the risk of recurrence.
- actively identify and manage risks, aiming to eliminate, reduce or mitigate them, and reduce harm.
- monitor the clinical effectiveness of the service using appropriate measures, with reference to relevant guidelines and standards.
- Compare their service with appropriate benchmarks and to their own past performance, aiming for continual improvement and excellence.
- promote adherence to evidence-based care and reduce unwarranted variation in clinical practice.

Operational Effectiveness

Delivering services efficiently and effectively is essential for high quality care. The postholder will:

- with their Service Manager and CNM manage the service within the agreed budget, contribute to the planning of that budget, and promptly identify and mitigate unexpected budgetary challenges.
- the budget is held by the Service Manager. The postholder will be an authorised signatory for doctors' expenses and study leave.
- with their team, seek to continually increase operational efficiency, and remove activity which does not add value for patients.
- monitor the efficiency of their service using appropriate measures and benchmarks.
- contribute to the achievement of relevant targets ensuring resources are prioritised and managed in the context of delivery.
- be innovative in service design, delivering care using the staff groups and settings which provide optimal quality and cost-effectiveness.
- think in a system-wide way aiming to reduce the cost to the whole organisation and not just their department.
- use annual job planning as a constructive tool to manage and plan consultant and SAS activity, optimising the use of medical staff resources and deliver job plans within agreed timescales.
- ensure arrangements are in place for the effective management of consultant, SAS and junior doctor duty rotas for their area ensuring adequate and safe emergency and out of hours' provision.

Strategic Development

As a clinical leader, the CD will provide the professional knowledge and insight to guide strategic development of the service, within the context of the broader health and social care system. The postholder will:

- maintain awareness of international and national trends in their specialties to inform service development and planning.
- maintain awareness of relevant government policies, national and regional planning groups and interpret likely implications for local services.
- with their colleagues, actively develop services against regional and national needs, aiming for excellence.
- think at population level for their patient groups, not just about the patients who present to the service.

People Management

Our ability to provide safe, clinically effective and patient-centred care is dependent on the quality and motivation of our staff. Managing people well is a core skill for a CD and as a manager the postholder will be responsible for supporting our employees to have a positive employee experience, feel motivated and engaged with their job, their team and the wider organisation. The postholder will:

- embrace and embody the organisation's values.
- develop an open and respectful culture that values everyone's contribution, while encouraging positive challenge.
- lead by example, developing a flexible and adaptable culture, yet being confident to challenge inappropriate behaviours in a respectful but firm way.
- set clear and challenging goals and objectives for their team, assist them to achieve those goals and hold them and themselves to account for achieving them.
- develop their consultant and SAS staff, so that they can achieve their full potential within our organisation, including regular mentoring, coaching, appraisal, and guidance on study leave.
- provide high quality training and development for their doctors in training ensuring appropriate clinical and educational supervision arrangements are in place and monitored.
- monitor and effectively manage annual leave, study leave, family friendly leave and sickness absence within organisational policies.
- help to improve and promote the health, safety and wellbeing of our staff.
- contribute to the recruitment, selection and induction of new medical staff, helping them to adapt to their role within our organisation.
- participate in formal HR hearings and processes, including chairing formal hearings and investigation panels to address issues relating to conduct, capability, grievance, bullying and harassment.

5. DECISIONS AND JUDGEMENTS

- The postholder will be responsible to the Associate Medical Director for their division, who is their line manager.
- The postholder will provide operational and professional line management for all doctors within their department.

6. COMMUNICATIONS AND RELATIONSHIPS

The post-holder will communicate with a wide range of senior clinical and non-clinical staff in the Board, the wider NHS in Scotland and beyond, and with senior officials of external organisations. Excellent communication skills are required in order to persuade others and negotiate the implementation of change. Strong presentational skills are required as is the ability to express views convincingly and coherently using a variety of media.

The following are key working relationships with examples of the purposes of these contacts:

- other members of the Senior Management Team, senior managers and senior clinical staff within the Board to ensure the development, implementation and review of clinical strategies across the division, implementation of clinical governance across the division and supporting operational management;
- working with clinical/managerial colleagues of neighbouring NHS Boards where appropriate to support the Board's representation in regional planning of services;

- working with clinical leads to ensure effective clinical leadership across the division and communication of key priorities for the division and the organisations;
- working with clinical leads to ensure effective delivery of divisional and organisational priorities and good engagement of medical staff with these priorities; and
- national and local representatives of staff side organisations and Partnership Forums where appropriate.

7. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- To secure, through effective leadership, real support and commitment from senior clinical staff for the redesign and continuous improvement of clinical services.
- To ensure that the medical staffing needs of the division are met through innovative, cost effective strategies to attract, retain and develop Consultant and training grade staff in addition to service posts.
- To ensure the division delivers a safe and sustainable service in line with the Quality Ambitions, Performance Indicators, Waiting List targets and agreed SLA activity for NHS Boards.
- Managing a broad portfolio of roles, responsibilities and delivering key results for NHS Golden Jubilee.
- Contributing successfully at national level where appropriate.

8. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

- There is an expectation that the post holder is a Consultant employed by NHS Golden Jubilee.
- Previous strong leadership capability.
- To have ongoing interest to develop leadership and change management skills.
- Experience in leadership training will be an advantage.
- Good communication skills, with the ability to cascade information to other members of medical staff and department leaders.
- To be an excellent team worker with other members of senior management and, in particular, to work closely alongside the Medical Director.
- To know and embody the principles and objectives of the Board.
- To demonstrate ability to champion safety and clinical effectiveness.
- To demonstrate ability to be empathetic to medical colleagues who are in difficulty and provide holistic support when required.
- To embrace a 'patient centred' leadership style.
- To be able to demonstrate a strong confidentiality ethos.

9. ADDITIONAL INFORMATION

- The post requires 3 PAs of activity. Consultants with 2.5 SPA will be expected to contribute 1 SPA to that. The postholder should discuss with the relevant AMD how their existing post will be amended to deliver these requirements.
- The post will also attract a non-superannuable management fee, which is 25% of the Board's medical director management fee. In 2019-20, the fee would be £6,632 pa.
- The post will be for three years in the first instance, but may be extended for mutually agreed further fixed terms. Three months' notice is required from both parties to discontinue the role.
- CDs may have a number of SPAs available to them to appoint leads (dependent on size and complexity of the department), either for specific subspecialties or specific activities. Allocation of these

will be dependent on the talents and interests of the CD and his/her colleagues. These decisions should be discussed with the AMD for advice.

10. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date:

NHS Golden Jubilee Terms and Conditions of Service

The terms and conditions applicable to this post are those of all NHS Scotland Employees.

1. Superannuation

You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension.

Employees contributions to the NHS Scheme range from to 5.2% to 14.7% of salary (depending on rate of Pensionable Pay) and the employers' contribution equates to 13.5% of salary. Employees in the NHS Scheme are "Contracted-out" of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available.

2. Salary

£87,534 to £116,313 (pro rata where appropriate)

3. Grade

This post is offered at Consultant grade

4. Annual Leave

The annual leave entitlement in a full year commencing 1st April to 31st March is 27 days, rising to 29 days after 5 years' service and 33 days after 10 years' service. There are 8 Statutory and Public Holidays in each leave year. (Pro rata where applicable)

5. Hours of Duty

A flexible working pattern can be agreed for this post – both full and part time hours will be considered

6. Tenure of Employment

This post is offered on a permanent basis

7. Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996, we are required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.

NHS Golden Jubilee Benefits

NHS Superannuation scheme:

New entrants to NHS Golden Jubilee who are aged sixteen but under seventy-five will be enrolled automatically into membership of the NHS Pension Scheme. Employee contributions vary from 5.2% to 14.7% depending on annual pensionable pay. Benefits include a lump sum and pension when you retire, life assurance of 2 years' pay - while you are working, pension and allowances for your spouse and children in the event of your death, and benefits for ill-health retirement.

Our pension scheme is provided by Scottish Public Pensions Agency. This scheme is a qualifying pension scheme, which means it meets or exceeds the government's new standards. All benefits including life insurance and family benefits are explained on the SPPA website <http://www.sppa.gov.uk/>

Annual leave entitlement (including public holidays):

35 days' annual leave on appointment
37 days' annual leave after 5 years
41 days' annual leave after 10 years

Free car parking

Continuing professional development opportunities

Discounts at the Golden Jubilee Conference Hotel

- **Leisure Club membership** – Get fit and healthy at the Centre for Health and Wellbeing with a discounted membership rate of £25 per month.
- **Discounted Room Rates** - Rooms rates discounted subject to specific conditions
- **Discounted Dining** - 20% off food and beverage when dining in the hotel.
- **Golden Bistro (Hospital Restaurant)** - Discounted food in our award winning hospital restaurant.

NHS Staff Benefits

As a staff member in NHS Golden Jubilee, you will have access to a wide variety of offers and discounts from local and national businesses using your NHS ID badge. For more information and to view these discounts, visit www.nhsstaffbenefits.co.uk - new offers are added on a weekly basis.