



**Associate Medical Director Primary and Community Care**

**Fife Health and Social Care Partnership**

Application reference number:



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www.**fifehealthandsocialcare**.org

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# Welcome from Deputy Medical Director Dr Helen Hellewell

Thank you for your interest in the Associate Medical Director post within Fife Health and Social Care Partnership (FHSCP). We are a forward-thinking organisation responsible for the delivery of high-quality care whilst ensuring that the outcomes of integration are met. We retain a focus on high quality, person-centred, effective care within sustainable services. If you have a passion for providing clinical leadership and are keen to lead multidisciplinary teams through change then this role will give an opportunity to use these skills to the full. This role offers an exciting opportunity to be part of a team which ensures that safe, effective and person-centred care is provided to the citizens of Fife. We work closely within the extended leadership team of the Health and Social Care Partnership, Acute Services and Corporate Medical Directorate to ensure robust clinical and care governance.

Fife is amongst the larger Health and Social Care Partnerships in Scotland delivering a significant range of delegated services including adult health and care, primary care, mental health and children’s services for a population of around 370,000 across the Kingdom of Fife. We are rooted in the communities and localities that we serve and are driven by our vision to improve the health of our population by developing integrated health and social services which are delivered thorough our highly talented and committed workforce with close collaborative working alongside our partners in the Independent and Voluntary Sector. Being co-terminus with both NHS Fife and Fife Council, being part of Fife Health and Social Care Partnership offers an excellent opportunity to deliver a whole system “Team Fife” approach.

 The FHSCP Service Delivery Portfolio model consists of three delivery units:

1) Primary and Preventative Care Services

2) Community Care Services

3) Complex and Critical Care Services

This Associate medical director post will have primary and preventative services and community services as its main portfolio areas of responsibility but it will also have areas of responsibility which will be cross cutting and span across the three service areas.

You will be knowledgeable and experienced in the application of quality improvement methodology to drive continuous improvement and you will have a thorough understanding of risk management strategies which are employed to detect, monitor, assess and mitigate risks and to support organisational learning. We are highly ambitious for our partnership, culture, staff and our communities. You will have a proven track record in professional leadership, professional assurance and maintaining and setting high standards of care

In joining us in this you will have the opportunity to inform the strategic vision and direction and make an impact within Health and Social Care, driving cultural and transformational change within the medical workforce and working with multidisciplinary and integrated teams leading to sustainable, safe and effective person centred care.

**Dr Helen Hellewell Deputy Medical Director, Fife Health & Social Care Partnership**

# Post Advert



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| **Associate Medical Director Primary and Community Care****HEALTH AND SOCIAL CARE PARTNERSHIP****5 PA per week****Salary on consultant or GP scale dependant on experience (Associate Medical Director Management Fee of** TBC **per annum will apply to this post)****REF NO: 164922**Associate Medical Director Primary and Community CareAn exciting opportunity has arisen for an individual with excellent leadership abilities and strong clinical credibility to join Fife’s Health and Social Care Partnership (H&SCP) as Associate Medical Director for Primary and Community Care. In this new role they will work with the Deputy Medical Director, the Heads of Service and the Heads of Nursing to lead the strategic and operational development across the HSCP particularly in the Primary and Community Care Portfolios.The role of the Associate Medical Director will play a critical part in the strategic planning and future success of the H&SCP’s both within the primary care and community care portfolios and as part of the wider medical leadership team. As a key member of the extended leadership team you will work closely with clinicians to support the evolving H&SCP and will play a key role in leading on clinical and care governance for the services within these portfolios.Committed to improvement and change, you will be a leader who can facilitate and support colleagues working within the H&SCP to ensure delivery of organisational objectives and excellence in patient safety, clinical and care governance and patient and staff experience.For informal enquiries please contact Dr Helen Hellewell, Deputy Medical Director, Email: Helen.Hellewell@nhs.scot, mobile 07866934448**CLOSING DATE: 19 October 2023** |





# Job description

## Job Title

Associate Medical Director Primary and Community Care

## Reports to

Deputy Medical Director, Fife Health and Social Care Partnership

## Accountable to

Deputy Medical Director, Fife Health and Social Care Partnership

**Post Status**

Permanent

**Grade**

**Consultant/General Practitioner**

**Last Update**

August 2023

## Job purpose

* + The post holder is an Associate Medical Director in the Health and Social Care Partnership. They will provide professional advice to the Head of Primary and Preventative Care and the Head of Community Care and will be a key member of the extended leadership team within the HSCP. They will provide leadership and professional support to all medical staff within these portfolios.
* They will deputise for the Deputy Medical Director, as required.
* Share corporate leadership responsibility with other colleagues in the HSCP extended leadership team for strategic planning, operational delivery and quality and safety of the portfolios and the wider partnership. Taking the lead on specific projects or areas of work as necessary.
* Act as the professional lead for all medical staff working within Primary and Community Care and will provide highly visible clinical leadership across the primary and community care sites.
* Provide expert professional advice on key service and medical staffing issues
* Work with the Deputy Medical Director HSCP, AMD/CD for Mental Health, Clinical Directors, Heads of Nursing, Heads of Service and Professional lead for Social work to ensure that there are robust clinical and care governance systems in place in the Health and Social Care Partnership
* Work with the Heads of Nursing to develop a culture which embeds Clinical and Care Governance and monitors its effectiveness.
* Support the Clinical Directors and cluster quality leads to deliver high quality leadership to their respective areas of responsibility

## Dimensions

This role will support services in achieving the outcomes of integration in line with the Health and Social Care Strategic Plan and Clinical Strategy. This may cover other clinical services and clinical governance priorities beyond only medical. The role will also have a key role in supporting the development of the professional medical agenda within the Partnership. It will sit within the Professional Standards and Regulation Portfolio and will primarily support the Primary and Preventative Care and Community Care Portfolios but will lead on specific areas of work spanning the whole of the HSCP.

In Fife we also work with around 300 organisations across the Third and Independent sectors and they are a vital part of the Partnership in delivering services.

**Fife Health and Social Care Partnership Dimensions**

**Population of Fife:** 370,000

**Fife HSCP Budget:** £646.573

**Staff:** circa 6,000

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| **Integrated Primary Care** **& Preventative Services**  | **Integrated Community** **Care Services**  | **Integrated Complex &****Critical Care Services**  |
| * Children’s Services
* Urgent Care
* Sexual Health/Rheumatology
* SALT
* Primary Care (GPs, Comm Pharmacy, Comm Dental and Comm Opthalmology)
* Podiatry
* Physiotherapy
* Dietetics
* Occupational Therapy
* Dental
* Health Improvement/Promotion
* Locality Workers
* Local Area Coordinators
 | * Home Care (inl Telecare/link)
* Community Hospitals
* Residential care Homes
* Day Care
* Palliative Care
* District Nursing
* Integrated Discharge Hub
* ICASS
* Hospital at Home
* Specialist Long Term Conditions Management
* Rehabilitation & Re-ablement
 | * Mental Health
* Addictions
* CAMHS
* Learning Disability Services
* Psychology
* Adult Protection
* Adult & Older Adult Social Work
* Adult Commissioning & Resources
* Mental Health Officers
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**HSCP Structure**

To deliver reform, transformation and sustainability, Fife Health and Social Care Partnership was restructured in 2021 to create clearer, more service –user –aligned pathways that enable people who need to work together to be a team together. This seeks to create the conditions for a collaborative, systems approach to service design and delivery, professional standards and business enabling and support services. These portfolios include:

**Primary and Preventative Care**: Service delivery across primary care and early intervention and prevention.

**Community Care**: a range of services across community hospitals, care homes and peoples own homes promoting people’s independence and enabling people to stay well at home or in a homely setting.

**Complex and Critical Care:**  including the delivery of mental health , learning disabilities and adult and older peoples social work services.

**Professional Quality Standards and Regulation**: this is integrated professional leadership in support of nursing, medicine and social work working collaboratively with leads in allied health professions, pharmacy and psychology.

**Business enabling:** services that support our delivery including finance, strategic planning, performance, commissioning, organisational development, and culture.

**Professional Quality Standards and Regulation**

* **Common focus** Assuring safe, effective and person centred care. Promoting High Quality, Evidence Based Practice aligned to Quality Standards and practice/workforce development.
* Aligned to the **outcomes of integration:** People using health and social care services are safe from harm. People who use health and social care services have positive experiences of those services, and have their dignity respected. Health and social care services are centred on helping to maintain or improve the quality of life of people who use those services. People who work in health and social care services feel engaged with the work they do and are supported to continuously improve the information, support, care and treatment they provide.
* Focused on the delivery of the **strategic plan** for: Professional Leadership underpins all of the outcomes in the strategic plan.
* Have requirements to deliver against multiple **national priorities and performance targets** for example: Safe Staffing Legislation; Adult Social Care Review; Mental welfare Commission, regulatory bodies (e.g. NMC, GMC and SSSC), Public Protection Legislation.
* In addition to **close working** with all Health and social Care Partnership Services, Professional leads will engage in forums established through the Nurse Director, Medical Director and Chief Social Work Officers.
* The **key functions** include: Clinical/Professional Leadership; Clinical and Care Governance, regulatory requirements, Professional Statutory and Legislative requirements, Practice Standards, Quality Improvement,
* **Key Services areas** include: Professional Leaders such as Heads of Nursing, Clinical Directors, Practice Development Staff, Clinical and Care Governance team.



# Our vision, mission and values

## Our Vision

To enable the people of Fife to live independent and healthier lives

## Our mission

We will deliver this by working with individuals and communities, using our collective resource effectively. We will transform how we provide services to ensure these are safe, timely

## Our values

Person Focused

Integrity

Caring

Respectful

Inclusive

Empowering

Kindness

## Our

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| Our Strategic priorities The Health and Social Care Strategic Plan 2023-2026 defines 5 strategic Priorities: **Local - A Fife where we will enable people and communities to thrive** We will work with individuals, local communities, staff, and partners to provide personalised care, by the right person, in the right place, and at the right time. We will engage and listen to individuals, local communities, and provide support to more people enabling them to live well at home, or in a homely setting. We will maximise opportunities to provide safe, sustainable, and appropriate housing**Sustainable - A Fife where we will ensure services are inclusive and viable**We will work together to identify unpaid carers within our communities. We will offer, and increase the support available for all carers, including enabling regular breaks for carers, and supporting all models of care. We will work with our partners in the third and independent sector to deliver services that are collaborative. We will ensure our financial viability is considered in any transformation work identified. **Wellbeing - A Fife where we will support early intervention and prevention**We will support people to develop and maintain the knowledge to manage their own health conditions, make positive choices, and lead healthier lives. We will actively promote opportunities and knowledge in our citizens and staff that support reducing the risk of harms, and give individuals confidence to look after their health, to the best of their abilities. We will promote prevention, early intervention, and harm reduction **Outcomes - A Fife where we will promote dignity, equality and independence** We will work with partners, staff, local communities, and individuals, to challenge sources and biases towards inequality. We will, as appropriate, target specific actions to support communities and individuals most at risk of harm from inequalities. We will actively work to improve health and wellbeing outcomes across Fife.**Integration – A Fife where we will strengthen collaboration and encourage continuous improvement**We will champion collaboration and continuous improvement, enabling our workforce to be responsive and innovative. We will manage our resources effectively to increase the quality of our services and provide them to those individuals and communities most at need. We will continue the development of an ambitious, effective, and ethical Partnership **Our Leadership Success Statements**thumbnail_image.pngWe are committed to systems leadership and developing leadership at all levels within the Health and Social Care Partnership. In 2020 we established an Extended Leadership Team to actively engage with all senior leaders within the organisation to enable:-:* **Listen:** Inform and connect us as “one Health and Social Care Partnership”
* **Voice:** Share collective experience and forum to influence developments
* **Promote:** Open Networks and engagement with the Senior Leadership Team and Peers
* **Impact:** Focus on common priorities and ensure collective impact

Through the work of the Extended Leadership Team we have co-produced leadership success statements that underpin our leadership aspirations within the next 3 years in Fife Health and Social Care Partnership. **Our *Leadership* ability and Organisational *Culture*** * Everyone understands they are a leader within the partnership and that they represent us all whenever they deliver a service
* Our people believe they are treated fairly, feel included in our future and recognise we are all in this together to be the best we can be

**Opportunities for our *Workforce* to thrive and perform to their potential:*** Our people will feel supported to try new ways of working to improve the service they deliver
* Our people will feel proud and passionate about the work of the Partnership

**Our ability to *Transform* our services*** Our people work together to design new ways to deliver the best possible care and support across the whole partnership
* Our people use technology and other resources to sustain new ways of working that change people’s lives for the better

**Our ability to get the *best value* from our Financial resources and Sustain our services:*** We plan to deliver and deliver what we plan within the resources available
* Our planning demonstrates a forward-looking vision for the future to make sure we can continue to deliver high quality service

**Our performance in affecting people’s lives Earlier to *Prevent* the need for hospital and *reduce* the need for health and social care services:*** We can show how we are working in a way that helps people to help themselves and build strength in their communities
* There will be less emergency hospital admissions

**Our ability to empower our *Local Places* to influence the service they receive:*** We can show we are listening to people and supporting them to get the service they need wherever possible
* We can show how local voices are helping us design the future of the Partnership

**Our *Standards* of Practice Excellence & Quality*** Our people challenge themselves to provide the best possible care and treat others as they would like to be treated
* We celebrate the great work of our people and have a track record of high-quality care that improves people’s lives

**Our *Reputation* with our Citizens and our Staff*** The citizens of Fife believe our partnership works with them to achieve the best possible outcomes in their lives
* Our people believe the partnership is an excellent place to work and that their contribution to our success is valued

**Fife Localities** The Kingdom of Fife is a peninsula in eastern Scotland with a coastline of 170 kilometres (105 miles) bounded by the Firth of Forth to the South and the Firth of Tay to the North. It is the third largest local authority area in Scotland with a population of over 370,330. This represents 7% of the total population of Scotland. 96% of Fife residents live in 134 settlements, the largest of these being Kirkcaldy, Dunfermline and Glenrothes. By 2039, the population of Fife is expected to increase by 4.5% to 387,214. The 16 to 19 age group is expected to reduce and those aged 75+ to see the greatest increase. This may be attributed to a declining birth rate and increased life expectancy in Fife, which is currently greater than the Scottish average for both males and females. The extent of deprivation in Fife is fairly evenly spread across the different data zone bands from most to least deprived. The 2009 Scottish Index of Multiple Deprivation (SIMD) indicates that Fife has an increasing share of Scotland’s most deprived areas. Fife has the sixth highest local authority share of the 15% most deprived data zones in Scotland. 51 (5.2%) of the 976 data zones in the top 15% across Scotland are located in Fife, 8 of which fall into the top 5%. The 2009 data also confirms enduring deprivation in specific areas of Fife. In recent years Fife’s economy has moved away from traditional manufacturing industries towards the service sector.Chief officers lead the development of integrated services and actions at a local level, so that approaches are tailored to local communities and circumstances. This localism is fundamental to integration as the Act requires health and social care partnerships to divide their area into at least two localities and within Fife there are 7 localities: HSC-locality-map.png* North East Fife
* Glenrothes
* Levenmouth
* Kirkcaldy
* Cowdenbeath
* Dunfermline
* South West Fife

Localities aims to achieve the aspirations we share for health and social care integration, with partners across the health and social care landscape, and their stakeholders, focussing together on our joint responsibility to improve outcomes for people. Profiles for each of the localities are available on the Health and Social Care Partnership website.  |

**National Health and Wellbeing Outcomes**

**The main purpose of integration is to improve the wellbeing of people who use health and social care services, particularly those whose needs are complex.**

**This is intended to support achievement of the National Health and Wellbeing Outcomes prescribed by the Scottish Ministers in Regulations under Section 5 (1) of the Act namely:**

1. **People are able to look after and improve their own health and wellbeing and live in good health for longer.**

1. **People, including those with disabilities or long -term conditions, or who are frail, are able to live, as far as reasonably practicable, independently and at home or in a homely setting in their community.**

1. **People who use health and social care services have positive experiences of those services, and have their dignity respected.**

1. **Health and social care services are centred on helping to maintain or improve the quality of life of people who use those services.**

1. **Health and social care services contribute to reducing health inequalities.**

1. **People who provide unpaid care are supported to look after their own health and wellbeing, including to reduce any negative impact of their caring role on their own health and wellbeing.**

1. **People using health and social care services are safe from harm.**

1. **People who work in health and social care services feel engaged with the work they do and are supported to continuously improve the information, support, care and treatment they provide.**

1. **Resources are used effectively and efficiently in the provision of health and social care services.**

# Key Resources

**You may want to refer to the following websites:-**

**Fife Health and Social Care Partnership**: https://www.fifehealthandsocialcare.org/

**NHS Fife:** https://www.nhsfife.org/

**Fife Council:** https://www.fife.gov.uk/

**Health and Social Care Annual report 2019/20:** http://www.fifehealthandsocialcare.org/wp-content/uploads/sites/12/2020/11/HSCP-Annual-report-2020pagesV4.pdf

**Localities**: https://www.fifehealthandsocialcare.org/publications/

**Health and Social Care Scotland:** https://hscscotland.scot/

**Public Health Scotland Act:** https://www.legislation.gov.uk/asp/2014/9/contents/enacted

**Fife Health and Social Care Strategic Plan:** Fife-Strategic-Plan-2023-to-2026.pdf (fifehealthandsocialcare.org)

**Fife Mental Health Strategy:** https://www.fifehealthandsocialcare.org/wp-content/uploads/sites/12/2019/03/Draft-Mental-Health-Strategy.pdf

**Fife Partnership:** https://www.fifedirect.org.uk/news/index.cfm?fuseaction=committee.detail&servid=854A4CCF-CE24-3C49-325752C9298CE280

**Plan for Fife:** **http://publications.fifedirect.org.uk/c64\_Plan\_for\_Fife\_2017\_2027.pdf**

**Fife Clinical Strategy:** admin.fifedirect.org.uk/weborgs/nhs/uploadfiles/publications/c64\_CS-Final.pdf#:~:text=Fife's Clinical Strategy is aligned with key national,a future model of effective and proactive healthcare

**Health and Care (Staffing) (Scotland) Act 2019** **https://www.legislation.gov.uk/asp/2019/6/contents/enacted**

**Transforming NMAHP Roles** **https://www.nes.scot.nhs.uk/our-work/transforming-nmahp-roles/**

**Nursing 2030 Vision**  https://www.gov.scot/publications/nursing-2030-vision-9781788511001/

**Excellence in Care** http://www.healthcareimprovementscotland.org/our\_work/patient\_safety/excellence\_in\_care.aspx

**Nursing, Midwifery & Allied Health Professions – Professional Assurance Framework** **Nursing, Midwifery & Allied Health Professions – Professional Assurance Framework**

**Facebook:** Fife Health and Social Care Partnership

**Twitter:** @Fifehscp

# Appointment Arrangements

Please note that, in the interests of equality, we do not accept Curriculum Vitaes.

## Applications

Applications are made electronically at www.jobs.scot.nhs.uk, through the JobTrain Application Tracking System.

**Accessibility**

We want our recruitment application process to be accessible to the communities we serve. Job information can be made available in alternative formats including audio, paper, large print and Braille, and translation upon request. We may need to involve other agencies to help us with this. If you require an alternative format or language to help you apply for this post you should email alison.mcarthur2@nhs.scot to advise of your specific requirements.

## Employment references

References should include current and previous employers covering the last 3 years of your employment history. References will be taken up for the successful candidate only.

## Evidence of qualifications

Candidates will be required to provide evidence of their qualifications.

## Medical assessment

Any offer of employment is subject to satisfactory Occupational Health Clearance. The Occupational Health Service will make an assessment on your fitness to carry out the post based on the information contained within the questionnaire. In certain circumstances further information is required before clearance can be given and Occupational Health may contact you by telephone or request that you attend for an appointment. Clearance must be obtained before a new employee commences employment with NHS Fife or Fife Council.

## Applicants with disability

A disability or health problem does not preclude full consideration for the job and an application from a person with a disability(ies) is welcome. All information will be treated as confidential. NHS Fife and Fife Council have been approved, by the Employment Services Department, as an Equal Opportunities employer with a positive policy towards employment of disabled people. NHS Fife and Fife Council guarantees to interview all applicants with disabilities who meet the minimum criteria for the post.

## Criminal conviction check

All applicants who apply for posts which are exempt from the Rehabilitation of Offenders Act 1974 and who will have access to patients in the course of their employment will be required to consent to a Disclosure Scotland Criminal Records Check or join the Protection of Vulnerable Groups Scheme. Any offer of employment is conditional upon a satisfactory check or confirmation of scheme membership being received and a commencement date for employment will only be agreed following this confirmation.

Failure to disclose convictions information as required will result in the offer of employment being withdrawn. If you are appointed, and it is found that you did not reveal a previous conviction you will be subject to disciplinary action and your employment may be terminated. Information in relation to Scotland’s disclosure and rehabilitation of offenders’ regime can be found on the Disclosure Scotland website www.mygov.scot/disclosure-types/

**Overseas Criminal Record Checks**

Disclosure Scotland is not able to check the criminal history system of candidates from countries out-with the UK. Therefore you are responsible for obtaining an overseas police check if you:

1. have spent three months or more (in a single period) in a non UK country in the last ten years
2. were born and have lived overseas until adulthood.

If necessary, you will need to provide a translated check from the country/countries involved at you own expense.

The Disclosure and Barring Service (DSB) formally the Criminal Records Bureau (CRB) website at www.gov.uk/disclosure-barring-service-check provides guidance on how you can obtain further information from a number of overseas countries. If the country required is not listed on this website, you must contact the country’s representative in the UK. See the Foreign and Commonwealth website at www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants

## Immigration, Asylum and Nationality Act 2006 – Prevention of illegal working

Candidates must be eligible to work in the UK – The successful candidate will be required to provide original evidence of his/her eligibility to work in the UK. Guidance on suitable documentation will be provided.

## Provision of false information

Candidates should also note that the provision of false information or the omission of material information in their application or at interview may lead to the offer of employment being withdrawn or summary dismissal.

## Interview and assessment arrangements

Due to Covid-19 the selection process will be conducted virtually via Microsoft Teams.

Short listed candidates will be required to undertake prepare a presentation and attend a values based interview. These activities will all contribute to testing candidate competence.