

# JOB DESCRIPTION

**National Medical Advisor NHS National Services Scotland**

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| **1. JOB DETAILS** |  |
| Job Title | National Medical Advisor,  National Services Directorate (NSD) |
| Immediate Senior Officer | Director of NSD,  NHS National Services Scotland |
| Strategic Business Unit (SBU) | National Services Directorate |
| Location | Base can be either NSS HQ, Gyle Square, Edinburgh  or Delta House, Glasgow, Hybrid working is supported |

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| **2. JOB PURPOSE**  National Services Scotland (NSS) is seeking to appoint a registered Medical Practitioner (with a valid GMC License to Practise) to provide Medical leadership and wider Clinical advice:     * To the senior management team of the SBU in relation to its strategic role in identifying the need for, developing and improving services nationally. * To support the operational delivery of services managed, commissioned or coordinated by the SBU, on behalf of NHS Scotland in line with Clinical service requirements. This will include supporting the contracting, commissioning and performance management.   The post will involve:   * Working with clinicians, senior managers and other stakeholders in NHS Boards to ensure that all specialist services, equipment, guidance and advice, provided or commissioned by the SBU are of high quality (Safe, Effective and Person Centred); and can be accessed on an equitable basis by all of the population of Scotland. * Offering support to expert teams within NSD – to include specialist and screening commissioning, and national and managed clinical networks, there may be on occasion a requirement to support incident management meetings within other SBUs: National Procurement and NHS Assure (all aspects of healthcare built environment). * The portfolio of work will include working with national commissioning colleagues in NHS England, NHS BT, NHS Wales and in Northern Ireland. * Identifying the need for and developing the provision of national specialist services and national screening programmes, as well as making an effective contribution to annual / quarter performance reviews and detailed external service reviews. * Assisting the NSD Director co-ordinate all aspects of clinical governance for the SBU: this to include planning the information, indicators and measures to be collected; supporting development and implementation of best practice / guidance; collecting and reviewing outcomes data to drive further improvement in practice, both within the SBU and in the services being procured, commissioned and supported. * Supporting the NSD teams to review and establish measurable objectives for specialist services and networks. |

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| 1. **DIMENSIONS**   The postholder will have a shared responsibility for providing medical advice to National Services Directorate, National Procurement and NHS Assure. The postholder will also support the management, procurement, contracting and commissioning services nationally. |



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| 1. **ORGANISATION CHART** |

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| **5. ROLE of the Strategic Business Units (SBUs) is:**   * To commission high quality specialist healthcare services that are provided on a national or pan Scotland basis, and national screening programmes that meet the assessed health needs of residents of Scotland * To deliver and co-ordinate effective advice and support in relation to national facilities, equipping and technical matters to help NHS Scotland provide the highest quality healthcare environment   The range of services provided by the SBUs include:  **National Services Directorate**   * Negotiating and monitoring individual Service Agreements with providers of national services, in NHS Boards in Scotland and with NHS Trusts in England. * Taking decisions on the management and allocation of funds between specialist services to optimise patient benefit. * Leading and facilitating NHS Boards in service change and new service development as appropriate. * Strategic planning of national screening programmes and specialist services with NHS Boards, clinicians, patient and public representatives and SGHSC to source health services to meet the assessed needs of the Scottish population * Ensuring clinical quality and financial control through effective performance management of national specialist and screening services * Providing management and administrative support for national Managed Clinical Networks in NHS Scotland * Ad hoc work to support clinical services being delivered on a once for Scotland basis   **National Procurement**   * Working collaboratively with all the buying communities across NHS Scotland to generate savings in national commissioning contracts. This includes working with the service to ensure an agreed definition of the need, with key suppliers to obtain best value products with best in class service. * Promote Innovation within NHS Scotland to ensure patient benefit from access to new technologies and interventions that can demonstrate added value within the commissioning process. * Ensuring the effective procurement of national contracts for NHS Scotland in accordance with Scottish Government requirement. * Supporting all aspects of pharmacologistics provision for NHS Scotland to include best value for the provision of new and orphan medicines; home delivery contracts; etc     **National Logistics – whole cycle from ordering through supply to delivery to end user**   * Ensuring improvement in procurement capability across all NHS Scotland Boards * Managing the national supply chain for NHS Scotland, including warehouse and distribution to ensure a “fit for purpose” and efficient logistics infrastructure which compares with the best in the industry   **NHS Assure**   * Providing robust National Advisory Services to NHS Scotland and the Scottish Government for Facilities, Engineering and Environment, Property and Capital Planning matters * Development of national, operational policies and technical guidance in line with Clinical Service requirements * Developing, implementing and monitoring professional and technical National Standards and best practice in management of healthcare facilities * Developing and delivering national education and training programmes in all aspects of Facilities Service provision |
| **6. KEY RESULT AREAS**  To provide Medical and Clinical advice to the NSD Director to support the commissioning of high-quality designated specialist services, national Screening Programmes, and national and strategic networks for Scotland: especially through periods of service change often liaising with counterparts in the 4 UK Nations.  For **NSD** (National Services Directorate) -   * Close working with the commissioning teams in NSD to provide medical advice and guidance in commissioning all national specialist and screening services; with a particular focus on monitoring and interpreting Clinical Outcome / Quality Performance Indicators. Also to ensure early identification of and support for the local management of significant events, and that learning from any such review is shared. * Supporting clinical engagement and leading work on assessment of need into specific areas of clinical practice as well as supporting strategic stocktakes / service reviews in accordance with the programme agreed with the NSD Director and reporting to the NSSC (National Specialist Services Committee); * Working with the clinical leads and managers of national specialist services, NHS Board Medical Directors / Directors of Public Health, referring clinicians, patients and families, to ensure that designated services are used where possible; and contribute to decision making on whether NSD should fund individual patient treatments through the national financial risk share. * Promote a culture of continuous quality improvement including ongoing clinical audit in all commissioned national services and programmes, and work with clinicians in NHS Boards to facilitate any action required as a result of clinical audit and outcome monitoring; * Ensuring Clinical Governance and realistic medicine is systemic throughout the delivery of National specialist services and screening, ensuring that quality and value of health care delivery is at the heart of all decisions. * Contribute as required to ensure the smooth operation and effective working of the other Directorates across NSS |

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| 1. **ASSIGNMENT AND REVIEW OF WORK**  * Objectives will be agreed with the NSD Director annually, and performance in post will be monitored and reviewed in accordance with the NSS Job planning arrangements. Whilst these arrangements require formal review within an annual cycle, the NSD Director will undertake more frequent ongoing informal review progress on major issues on an ongoing basis. * Formal professional accountability and performance review is to the NHS National Services Scotland Board Executive Medical Director as the named GMC Responsible Officer. The postholder must maintain registration with the GMC and hold a current licence to practise through revalidation with the GMC. The post holder must participate in enhanced consultant appraisal and demonstrate achievement of appropriate CPD. * In addition to core SBU activity as referred to above the postholder will participate in the NSS clinical leadership forum and undertake work across NSS and wider in NHS Scotland as agreed by the Director of NSD SBU and the NSS Board Executive Medical Director. |

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| **8. COMMUNICATIONS AND WORKING RELATIONSHIPS**  **Internal:** Monthly 1-1 meetings with NSD Director and participation as required at SBU / Directorate Senior Management Team meetings.  Daily contact (face to face, email and telephone) with staff across the Directorate and close working with the Associate Directors, Portfolio Managers and Senior Programme Managers involved in the commissioning, management and review of specialist services and national screening programmes; as well as close liaison with the Clinical Pharmacist (pharmacologistics) and others in the pharmacy procurement team.  Develop and maintain effective working relationships with clinical leaders and other senior managers in the other NSS SBUs, and with NSS clinical leadership team.  **External:** Day to day face to face, telephone, and e-mail contact with clinical leads of national specialist services, as well as NHS Board Medical Directors, Directors of Public Health; and their immediate deputies.  The postholder must also build and manage effective relationships with Scottish Government Healthcare Policy Leads, NHS Board planning teams and other senior managers, heads of other partner organisations, Suppliers, NHS Commissioning Board and NHS Trusts in England.  The postholder is expected to maintain a national profile through attendance and participation in a wide range of national Groups, using formal and informal opportunities to communicate the purpose and increase understanding of the functions of the SBUs and NSS more widely. |

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| **9. MOST CHALLENGING PART OF THE JOB**  To keep abreast of developments in clinical practice and health technologies in highly specialised clinical areas and to communicate relevance to non clinical staff.  To keep up to date with relevant areas of guidance issued, and developments in health policy advised, by NHS Scotland.  To maintain objectivity in the assessment of highly specialised services and strategic sourcing.  To promote ongoing Quality Improvement activity and engagement in external quality assurance/ benchmarking activity, leading to effective clinical action where this is identified as required.  This post requires a high degree of self-motivation and an in depth knowledge of specialist and screening services.  To respond quickly to clinical questions from media and Scottish Government questions for parliament in relation to services nationally designated. |

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| **10. QUALIFICATIONS AND/OR EXPERIENCE SPECIFIED FOR THE POST**  Applicants must:   * be fully registered with the General Medical Council with a current licence to practise and be on the specialist register or GP register. * Have, and be able to maintain, a high level of professional credibility; demonstrate clinical leadership skills along with a wide-ranging experience of medical practice in the NHS. * demonstrate ability to think and act strategically; have experience of setting and monitoring targets and performance indicators and using indicators / information for management purposes. * demonstrate excellent written and oral communication skills including presentation skills, as well as ability to use discretion, tact and diplomacy in certain situations. * be confident in effective chairing and facilitation of meetings and seminars and be able to support training for other colleagues. |

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| **11. JOB DESCRIPTION AGREEMENT**  Job Holder’s Signature Date  Senior Officer/Head of Department Signature Date |

## Person Specification



**Post Title: National Medical Advisor, NSD SBU**

**Post Ref: xxxx**

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| **Factors** | **Essential** | **Desirable** |
| **Education and Professional Qualifications** | * GMC full registration with a current Licence to Practice * Be on the General Practitioner or Specialist Register (eligible to be appointed as consultant) * Minimum 5 years clinical experience as GP or consultant * Be in Good Standing with the Royal College or Faculty relevant to clinical discipline |  |
| **Experience/ Training (including research if appropriate)** | * Demonstrate current or very recent senior clinical leadership at Directorate level (acute care) / CHP (primary care) / NHS Board / NHS Scotland * Understanding of clinical governance standards and experience of managing the investigation of significant adverse events and delivery of change plan / learning * Understanding of current and future issues relating to the implementation of an integrated model of health and social care | * Evidence of relevant research and/or publications. * Evidence of experience at strategy development. * Delivering service change through use of Quality Improvement |
| **Specific aptitude and abilities** | * Effective leadership in challenging circumstances and positive communications skills * Able to chair complex groups with seniors and peers as well as with public partners and patients | * motivating and developing others      * approachability, good interpersonal skills. |
| **Other Factors** | * Good time management skills to undertake responsibilities as outlined in the job description * I.T. literate * Understand that Scotland wide travel may be an essential part of the role. | * Understanding of Improvement methodologies |