#### JOB DESCRIPTION TEMPLATE

|  |
| --- |
| JOB IDENTIFICATION |
|  Job Title: Clinical Director, Health and Social Care Partnership; Portfolio Responsibility Mental Health, Complex and Critical CareResponsible and Professionally Accountable to: Associate Medical Director Mental Health and Complex and Critical careOperating Division: Health and Social Care Partnership Time Commitment: 4 PA / sessions per week / 16 hours per weekNo of Job Holders: 1 Last Update :April 2025 |

|  |
| --- |
| 2. JOB PURPOSE |
| * The post holder is a Clinical Director in the Health and Social Care Partnership. They are employed by NHS Fife. They will report directly to the Associate Medical Director for mental health and complex and critical care. Work will also at times be directed jointly with the Associate Medical Director for Primary and Community care and they will work with the other clinical directors to provide professional and clinical advice as part of the integrated leadership team within the Health and Social Care Partnership.
* The post holder has portfolio responsibility for Mental Health, Complex and Critical care and in conjunction with the Associate Medical Director for Mental Health and Complex and Critical care and Head of Service for Complex and Critical care and the Associate Director of Nursing and relevant heads of Nursing will ensure that there are robust clinical and care governance systems in place within Mental Health and the wider complex and critical care portfolio to ensure effective assurance in delivering safe and effective care.
* They have portfolio responsibility to provide professional and clinical advice to the Clinical Service Managers within the portfolio and to work closely with the Heads of Service and the Associate Director of Nursing and Heads of Nursing to develop and transform services within Mental Health, wider complex and critical care portfolio.
* To provide professional leadership and professional support to all medical staff within complex and critical care portfolio of the Partnership and provide highly visible clinical leadership across these clinical services.
* Delegated responsibility and authority to ensure high standard of clinical care and practice throughout the complex and critical care portfolio and appropriately raising concerns with operational managers and escalating to medical professional leads in line with GMC guidance and responsibilities and NHS fife policies and procedures.
* Lead and promote culture in which staff evaluate quality of care, achieve high standards and drive forward quality improvement.
* Lead and promote culture in which staff feel able to challenge and raise concerns of patient safety and develop a culture of openness and transparency where everyone strives to learn and make improvements at individual, system and organisational level.
* Ensure patient safety by overseeing specific patient pathways.
* The post holder will deputise for the Associate Medical Director and cross cover as required for the other Clinical Director/s.
* Share corporate leadership responsibility, under the direction of the Associate Medical Director, with the portfolio management team for the strategic planning, operational delivery and quality and effectiveness of the services within Complex and Critical Care portfolio, taking a lead on specific projects or areas of work as necessary.
* Provide expert professional advice on key service and medical staffing issues within Complex and critical care and community care portfolios.
* Work with the Deputy Medical Director, Associate Medical Director Primary and Community Care, Associate Medical Director for Mental Health and Complex and critical Care Services, Director of Nursing and her team along with the Professional lead for social work and the Clinical Directors for primary and preventative care to ensure robust clinical and care assurance within services across the partnership.
* Monitor the effectiveness of clinical services within Complex and Critical Care.
* Work with clinical services managers and other key senior staff within Complex and Critical Care to provide services to patients within an identified level of resources. This requires applying an understanding of health economics to the full range of possible interventions that the HSCP can provide.
* Develop collaborative working relationships with the management teams within Complex and Critical Care Portfolio.
* Develop collaborative working relationships with independent contractors in primary care.
* Develop collaborative working relationship with the Associate medical directors, clinical directors and clinical leads within the acute division.
* Develop collaborative working relationships across the HSCP and with relevant key people out-with the HSCP such as private care providers, ‘third sector’ care providers, wider Fife Council services and other statutory agencies to develop services in line with the local and national clinical strategies
 |

|  |
| --- |
| **3. DIMENSIONS** |
| **Fife Health and Social Care Partnership Dimensions** **Population of Fife:** 370,000**Fife HSCP Budget:** £ 740.848m**Staff:** circa 6,000

|  |  |  |
| --- | --- | --- |
| **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
 |

 |

|  |
| --- |
| 4. ORGANISATIONAL POSITION |
| Key---------- denotes professional reporting structure Denotes line management\*future planned post@ this post |

|  |
| --- |
| 5. ROLE OF PARTNERSHIP DEPARTMENT |
| The Partnership manages all of the employed primary care services, Primary and Preventative health services and integrated health and social care services for the adults of Fife. These services are provided in a range of hospitals, clinics, practices and in patients’ homes. |

|  |
| --- |
| 6. KEY RESULT AREAS |
| 1. Provide medical leadership for the management and delivery of services in the complex and Critical care portfolio of the partnership and support the delivery of performance and governance standards across the 4 domains of clinical and care governance, staff governance, and financial governance and activity targets.
2. Provide medical leadership for the development and delivery of operational services and strategies within Complex and critical Care Services. This involves developing clinical, service, financial and workforce plans, which place patients at the centre of all services, to achieve SGH&SCD vision and NHS Fife’s strategic framework and clinical strategic plan and HSCP strategic plan.
3. Lead and actively engage with recruitment and retention of medical staff.
4. Provide medical input and provide professional leadership to the clinical and care governance arrangements in the complex and Critical care portfolio of the partnership
5. To actively contribute to the overall management of the complex and Critical care portfolio of the partnership this will include any medical input needed for strategic planning, operational delivery, quality and effectiveness of the services within these portfolios under the direction of the Associate Medical directors. There will also be a requirement to take a lead on specific projects or areas of work as necessary which may include projects across the HSCP.
6. Provide medical leadership in the implementation of the Mental Health Strategy.
7. To maximise the efficient use of the medical staff resource. In particular, to lead areas of the medical workforce plans for the complex and Critical care and portfolios of the partnership under the direction of the Associate Medical Directors and taking account of long-term aims of sustainability within the medical workforce and enhanced multidisciplinary working.
8. Under the direction of the Associate Medical Director for Mental Health and Complex and Critical Care, provide professional leadership for the all career grade medical staff working within complex and Critical care portfolio of the partnership, in accordance with Staff Governance standards, ensuring that all medical staff participates fully with the GMC’s requirements for revalidation.
9. To act as an ambassador for complex and Critical care portfolio and the wider Partnership.
10. Work with clinical service managers and head of nursing within complex and Critical care portfolio of the partnership to ensure that services are provided to the people of Fife within an identified level of resources. This includes paying attention to costs and benefits of all interventions including expenditure on prescribing.
11. To ensure regular meetings with medical staff to ensure that they engage in the implementation of service plans and policies.
12. To establish co-operative and collaborative relationships within the complex and Critical care portfolio of the partnership of the Health and Social Care Partnership and appropriate other agencies. To lead or organise development of care pathways across clinical and professional communities across primary and secondary care as well as with the local council and agencies in the third and independent sector. To build and maintain good relationships with the clinical leaders within the partnership and with the clinical leaders within the Acute Division.
 |
| 7a. EQUIPMENT AND MACHINERYRelevant clinical and office based equipment and machinery will be used by the post holder. |
| 7b. SYSTEMSThe post holder will be required to use relevant clinical, managerial and office based systems and process. |
| 7c. ADMINISTRATION SUPPORTAppropriate administrative support will be provided. |

|  |
| --- |
| 8. ASSIGNMENT AND REVIEW OF WORK |
| The post holder is accountable to Associate Medical Director for Mental Health and Complex and Critical Care for the achievement of operational objectives and for professional medical issues. The Associate Medical Director will provide advice, guidance and information on operational issues as they relate to the delivery of medical services.Annual objectives will be agreed with and reviewed by the Associate Medical Director. Performance against these will be reviewed on a six monthly basis. |

|  |
| --- |
| **9. DECISIONS AND JUDGEMENTS** |
| The post holder will influence strategic and operational decisions on all aspects of clinical, staff and financial Governance within Primary and Preventative and Care Services The post holder will adopt a collaborative leadership role in working with the Complex and Critical care a portfolio Leadership Team and strive to ensure that organisational risk is at all times minimised in terms of clinical, financial and corporate governance.The post holder may be required at times to deputise for the Associate Medical Director for Mental Health and Complex and critical care.The post holder must be able to represent and act upon the views of other clinical staff and patients and be able to influence decisions made at a senior level within the Complex and Critical care Management structures.The post holder must seek support from other clinicians when necessary if there is a requirement for additional knowledge or experience to ensure that decisions and judgements are founded on sound principles |

|  |
| --- |
| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Developing innovative and new ideas to deliver high quality patient care in an increasingly difficult to recruit environment for some medical specialties including psychiatry.Raising concerns and challenging operational and clinical colleagues about clinical care and patient safety whilst maintaining a good working relationship. Ensuring the focus of the service is about the highest quality and patient safety. Ability to liaise with GMC as appropriate.Working with colleagues with no background in healthcare and ensuring that the clinical perspective is understood and heard.Developing and implementing new ways of providing care and treatment in line with the local and national clinical strategies. |

|  |
| --- |
| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| Main working relationshipsInternal* Medical Director
* Deputy Medical Director HSCP
* Associate Medical Director Complex and Critical Care
* Associate Medical Director Primary and Community Care
* Clinical Director Primary and Preventative Care
* Head of Service Complex and Critical Care
* Senior Managers
* Clinical Service Managers
* Director of Nursing
* Heads of Nursing
* Associate Director of Nursing
* Lead Professional for Social Work
* Cluster quality leads
* Clinical Leads
* Allied Health Profession leads
* Medical Staff
* Member of HSCP SLT,ELT and ILT
* Pharmacists
* Other Clinical Leaders in HSCP and Acute Division

External* LMC
* General Practitioners
* Mental Welfare Commision

 * Relevant Voluntary Bodies
* Other relevant statutory services
* Relevant private sector services
* Relevant council services which are not in the HSCP
 |

|  |
| --- |
| 12. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| Success in this leadership role;Please see person specification |

|  |
| --- |
| **14. 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: Head of Department Signature: | Date:Date: |

For informal enquiries please contact Dr Helen Hellewell, Deputy Medical Director, Email: Helen.Hellewell@nhs.scot or Jacqueline Drummond jaccqueline.drummond@nhs.scot