

Londonwide LMCs & Londonwide Enterprise Ltd

Job Description

Job title:	Deputy Medical Director - GP Support
Accountable to:	GP Support Medical Director
Responsible to:	Director of GP Support for GP Support operational issues GP Support Medical Director
Job purpose	<p>Work across Londonwide Local Medical Committees Limited (Londonwide LMCs) and its subsidiary Londonwide Enterprise Limited (Londonwide Enterprise), delivering support services for GPs and practices.</p> <p>Work with the Strategic Leadership Group as required to shape and deliver the company's objectives and business plan for the benefit of General Practice in London and beyond. Support the delivery of the planned outcomes of the organisation.</p>
Main responsibilities GP Support	<p>To provide clinical advice and support to non-clinical members of the GP Support team as required. To provide advice and guidance to constituents approaching the GP Support team. This may include:</p> <ul style="list-style-type: none"> • Supporting GPs who are the subject of NHS England investigations in relation to clinical performance concerns and/or behaviour/health concerns. • Advising GPs who are the subject of a GMC investigation in conjunction with their defence organisation representative (please note substantive advice, support and representation is usually provided through membership with a Medical Defence Organisations) • Advising GPs on matters relating to time away from work (for example – due to sickness, maternity leave or carer's leave). • Advising GPs re appraisal and revalidation. • Advising GPs and/or practices in relation to the management of complaints. • Facilitating resolution of Partnership issues (including disputes). • Facilitating resolution of PCN issues (including disputes). • Advising on GMS, PMS and APMS contractual matters.
Relationships with NHS England, ICBs, CCGs and CQC	

	<ul style="list-style-type: none"> • Assisting the GP Support Team in relation to clinical issues that arise as a result of a CQC inspection and/or contractual action from the commissioners, e.g. remedial/breach notices. • Advising on how and when GPs and/or practices should raise concerns about patient safety. • Advice re assorted matters that are encountered in day-to-day practice. • Liaising with other relevant stakeholders (for example – NHS England, The BMA, Medical Defence organisations, legal representatives etc). <p>Manage a portfolio of GP support casework resolving issues in a timely way.</p> <p>Collaborative work as required with other directorates within the organisation, including primary care, medical directorate and WTI (Workforce, Training and Innovation), to build trust, respect and mutual support to ensure effective working.</p> <p>Attend PAG (Performance Advisory Groups) and PLDP (Performers List Decision Panel) meetings as appropriate.</p> <p>Liaise effectively with Medical Directors and other relevant leads at NHSE and in the ICBs in respect of GP cases; this may consist of advice, education, problem solving, planning and negotiation.</p> <p>Ensure that the corporate position and profile of Londonwide LMCs is correctly represented.</p> <p>Liaise effectively with the GP Support team in relation to London CQC inspection and registration issues where clinical input is required.</p>
Strategic	<p>Where appropriate, working as a collaborative partner, participate in and influence the development of NHSE London/ICB initiatives to support general practice in London.</p> <p>Liaise with the Directors responsible for initiatives such as policy, education and development and diversity within Londonwide LMCs / Londonwide Enterprise Ltd to develop and deliver organisational objectives.</p> <p>Participate in team meetings and assist colleagues as necessary in order to achieve the objectives of the GP Support team, the organisation and encourage cross-sector/organisational communication and collaboration.</p>
Relationships with LMCs	<p>Work to develop and support practices and groups of practices and LMCs in understanding the implications of contractual, regulatory and performance management strategies developed by CCGs/NHSE/CQC.</p> <p>Effectively communicate to GPs and practices any policy changes, using the most appropriate methods of communication available.</p>

	To facilitate workshops or meetings to provide the necessary support, information and networking resources required by LMCs, GPs and their practices as required.
Relationships with other stakeholders	Build positive relationships with colleagues in the NHS & stakeholder organisations e.g. NHSE London, HEE, & ICBs becoming a valued source of expert medical and professional opinion. Operate effectively with wider stakeholders in order to achieve the best possible outcome for General Practitioners, their practices and patients.
Knowledge	Maintain effective working knowledge of NHS GP & Primary Care regulations (including GMS, PMS & APMS, Performers List, GMC guidance (both in relation to professional standards and the procedural approaches to investigating cases) etc). Basic knowledge of CQC regulations and processes.
Londonwide Enterprise Ltd	Work jointly in the interests of Londonwide Enterprise Ltd, undertaking work for LEL as required
Place of work and Travel	In this role regular homeworking is supported, however attendance at the company's London offices currently based in Tavistock Square, will be expected as required by the line manager, GP Support team and/or the organisation. Travel to the office (commuting) or to external meetings in a timely way is required according to business need. If driving for work travel, a risk assessment must be completed including details of appropriate insurance and licencing.
Technical	Utilise information and communications technology (ICT) including word processing, spreadsheets, databases, internet, email, electronic diary etc. in order to achieve the objectives of the post.
Policies and procedures	Be familiar with Londonwide LMCs/Londonwide Enterprise Ltd policies and procedures and act in accordance with them at all times.
Appraisal	Participate in the company's appraisal system and attend regular supervision meetings with the line manager and operational manager.
Data protection and confidentiality	Treat information with appropriate confidentiality, complying with the requirements of the 2018 Data Protection Act, GDPR regulations and relevant guidance.
Health and Safety	Contribute to creating a healthy and safe environment by following the safe systems set out in the organisation's Health and Safety policy. To be familiar with this information and to act in accordance with it.
Equality	Operate at all times within an equality framework, upholding the principles of the company's equality and inclusion policy.

Other duties	Undertake any other duties as required in order to fulfil the objectives of the post.
Review	This job description will be subject to regular review and Londonwide LMCs / Londonwide Enterprise Ltd reserve the right to amend or add to the duties and responsibilities listed. The post holder is required to be flexible in developing the role in accordance with changes in the NHS and with the changing agenda, policies and priorities of Londonwide LMCs / Londonwide Enterprise Ltd.

Postholder name	
Signature	
Date	

Person Specification

Criteria	Details	Essential	Desirable	How tested
1. Qualifications	GP on the GMC register with a licence to practise and on NHS England's medical performers list	Yes		A
2. Role/Clinical Experience	Relevant General Practice experience Practice leadership experience Prior or current experience as a contract holder	Yes Yes Yes		A,I
3. Specialist knowledge	Understanding of Performers List regulations and GMC processes Understanding of NHS and health structures		Yes	A,I
4. Other role related knowledge	Understanding of GMS, PMS, APMS contract regulations Knowledge of CQC regulations Knowledge of GP funding		Yes	
5. Task experience	Work with LMCs Work with collaborative GP groupings e.g. PCNs and federations		Yes	A,I
6. Key skills	Policy and contract analysis Ability to challenge constructively and develop alternative solutions Strong written and verbal communication Ability to assimilate knowledge quickly	Yes		I
7. Relationships	Build collaborative internal and external high-level relationships	Yes		A,I
8. Interpersonal skills	Negotiation and influencing Building complex relationships Politically sensitive Empathy and compassion, balanced with the ability to set boundaries as appropriate	Yes		I
9. Strategic/operational exposure	The ability to contribute to strategy development and identify strategic drivers and desired outcomes. The ability to translate strategy into impactful delivery		Yes	I
10. Project Leadership	Experience of leading or providing specialist input into programmes of work/projects.		Yes	A,I

11. Record of delivery	Record of translating plans into outcomes. Record of supporting GPs or practices	Yes	Yes	I
12. Technical skills	Competent IT use	Yes		A
13. Continuous professional development	Maintain and develop knowledge of relevant regulations, policy and guidance. Achieve professional requirements	Yes		A