

Job Description

Post Title	Medical Lead
Directorate	Quality and Social Governance
Reports to	Line Management: Service Manager/Contracts Manager Professionally: Associate Medical Director
Responsible for	N/A
Key Relationships	Internal: Associate Medical Director, Medicines Management Team, Clinical Team, Service Manager, Contract Manager External: Commissioners, Public Health within the Local Authority,

Job Summary

1. To be responsible for providing medical leadership in order to ensure the delivery of a high quality medical service
2. To provide professional accountability and supervision to medical staff in the service
3. To ensure that evidence-based best medical practice is delivered in line with national, organisational and local standards

MAIN RESPONSIBILITIES/ DUTIES

Strategy and Leadership

1. Actively promote strong and effective leadership within a care quality governance structure that is built on open engagement, enquiry and learning.
2. Work collaboratively, across professional and organisational boundaries, to maximise the potential for delivering excellent care quality.
3. Assist operational management to ensure robust management structure and care quality structures for the delivery of high quality, effective and safe services, within agreed financial limits and to contractual requirements.

Service Delivery

4. Deliver opioid substitution treatment and other medical interventions as appropriate.
5. Play a key role in the monitoring, development and improvement of the medical service.
6. Ensure that all relevant medical interventions take place within the context of a recovery-orientated integrated service approach.
7. Provide advice, guidance and supervision for the multi-disciplinary service team regarding medical issues.
8. Assist Management, Clinicians and other team members in the implementation of new standards and policies which will improve standards and meet both Addaction and Government guidelines.
9. Provide advice, guidance and medical leadership to staff within Addaction and to attend and/or chair local prescribing and clinical governance forums.
10. Provide local leadership and advise on Quality and Clinical Governance, contributing to Addaction's clinical governance processes.
11. Review and maintain medical standards within the relevant service area in order to ensure that highest standards are achieved and maintained, and that the relevant national policies and objectives in relation to Clinical Governance are achieved.

12. Provide professional advice regarding the reporting and review of local incidents using the appropriate mechanisms within Addaction, disseminate learning and ensure recommendations are implemented and evaluated.
13. Contribute to the negotiations with Commissioners of services as required.
14. Ensure medical cover is provided for local teams and colleagues as needed in the delivery of clinical services e.g. clinical provision, health assessments and prescription writing.
15. Support teams in the review of prescribing practice against national standards and deliver reports if requested to demonstrate how local prescribing modalities meet the standards and what, if any, action will be taken to ensure that the local modalities meet the standards.
16. Support the development of clear pathways of care, raising awareness about substances their use and effects.
17. Engage in appraisal and revalidation in accordance with the GMC's Good Medical Practice.

Information and Governance

18. Ensure that staff and relevant others are aware of and comply with expected Information Governance working practices.
19. Comply with the principles of Caldicott Reporting and be familiar with the Caldicott Function in the locality.
20. Ensure that information relating to client records is accurate, complete and recorded to enable the reporting of service activity to show standards are met, addressing training requirements where necessary.
21. Support internal and external clinical audits and oversee resulting action plans.

People Management

22. Ensure that medical colleagues receive structured supervision, are members of a peer group, are registered for CPD, undergo an annual appraisal and have relevant job plans.
23. Ensure that Non Medical Prescribers (NMP) operate in a well developed, standardised local framework that supports independent prescribing and that their practice is developed, current and monitored.
24. Develop open working relationships to ensure staff operate in line with Addaction's values and work collaboratively with internal colleagues and external partner organisations.

General Responsibilities

1. Confidentiality: Ensure confidentiality at all times, only releasing confidential or personalised information externally with prior consent from a line manager.
2. Data Protection Act: To comply with the requirements of the Data Protection Act and its amendments to ensure integrity and security of information entrusted to Addaction.
3. Safeguarding: Provide leadership in ensuring the organisational and individual statutory and organisational responsibilities are met in respect of safeguarding Children & vulnerable adults.
4. Conflict of interest: All applicants to any post within Addaction are required to declare any involvement either directly or indirectly with any firm, company or organisation that has a contract with Addaction. Failure to do so may result in an application being rejected or dismissal after appointment.
5. Equal Opportunities and Diversity: To ensure that all service users, their partners and carers, colleagues both in Addaction and other partner organisations are treated as individuals within Addaction's Diversity and Equality framework.
6. Health and Safety: Compliance at all times with the requirements of the Health and Safety regulations and Addaction's Health and Safety Policy and Procedures, ensuring reasonable care is taken with regard to yourself as well as any colleague, service user or visitor who might be affected by an act or failure to act by yourself.
7. Quality Assurance: To ensure all activities are delivered in a way that supports and maintains Addaction's registration with the Care Quality Commission and appropriate agencies in the devolved administrations.
8. Any Other duties: To undertake any other duties that are reasonable and are commensurate with the role as directed by the Medical Director in line with the changing needs of the service and legal requirements.
9. Self-Development: To ensure continuous professional development both personally and professionally through training supervision and other appropriate methods.

Person Specification

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Directorate	Quality and Social Governance

Technical Competencies & role requirements

	Essential Criteria	Desirable Criteria
Education/Qualifications	<ul style="list-style-type: none"> • Primary Medical Degree • Full GMC registration • RCGP Certificate Level 1 in Management of Drug Misuse • RCGP Part 1 in Management of Alcohol Problems in Primary Care • Certificate of Completion of Training (CCT) or • Equivalent GP certification + RCGP Certificate Level 2 in Management of Drug Misuse • Annually appraised within a 5 year revalidation cycle • Evidence of continuing professional development 	

	Essential Criteria	Desirable Criteria
Experience	<ul style="list-style-type: none"> • Successful track record of responsibility and development of others • Experience of working in partnership with a range of statutory and non statutory agencies • Previous supervisory role within a multi-disciplinary team • At least 5 years experience of working with substance misuse clients • Awareness of relationship between offending & substance misuse and needs of special groups • Detailed knowledge and understanding of current health & social care issues • Demonstrable commitment to service delivery 	Experience/ Knowledge of Criminal Justice systems
Skills/Ability/ Knowledge	<ul style="list-style-type: none"> • Knowledge of Health & Safety, including assessing high risk situations for clients • Knowledge of the Mental Health Act and other legislative frameworks • Up to date knowledge of relevant national and local policies to enable the post-holder to review service need, contribute to service & workforce redesign and implementation • Knowledge of management of violence and aggression in clinical service settings • Knowledge of legislations governing sharing of patient information • Knowledge and understanding of harm minimisation in drug treatment • Organised, with excellent planning and time management skills • Ability to influence others • Ability to work under pressure, results driven with ability to act under own initiative • Ability to provide clinical supervision • Good analytical skills • Good IT skills and awareness • Excellent written and oral communication skills • Commitment to developing practice through clinical audit • Ability to work as a team player in a collaborative and supportive manner 	Research skills
Personal Circumstances	<ul style="list-style-type: none"> • Flexibility with working times in order to meet the demands of the job • Willingness to travel and visit other locations/partner agencies in order to deliver the services required • Commitment to support Addaction's Guiding Principles and Behaviours 	Driving license and access to a car

Guiding Principles and Behaviours

Addaction's Guiding Principles are listed below along with a selection of behaviours we look for in all those working for our organisation. The Guiding Principles describe **how** we expect our staff to behave when fulfilling their duties.

Consider how you have demonstrated each of the Guiding Principles, detailed below

Collaborative - We are outstanding team players and committed to a One Team approach. Examples might include:

- Where you have worked collaboratively with others to achieve a great outcome
- Where you have supported in building a team and gaining commitment to the team

Ethical – We are open, honest and transparent; we are powered by our integrity and principles. Examples might include:

- When you have followed through and delivered an activity you agreed to complete
- Where you have challenged bias or intolerance, either directly with an individual or in a group situation

Inspiring - We are exceptional communicators who empower our service users and each other to reach our potential. Examples might include:

- Where a need has been recognised which resulted in you coming up with or progressing an idea/concept and developing it as you bring the idea to conclusion
- Where you have inspired and guided an individual or group through a challenging time

Resilient - We embody a positive, solution focused and “can do” approach. Examples might include:

- Where you have demonstrated flexibility in a changing situation
- When you have overcome a challenging circumstance achieving a positive outcome

Self-challenging - We strive for personal excellence, outstanding service quality and continual service improvement. Examples might include:

- When you have organised your time/activities in such a way to ensure that all is completed while at the same time keeping your life in balance
- Where you have taken the initiative in your personal development