

BERKS, BUCKS AND OXFORDSHIRE LOCAL MEDICAL COMMITTEES
JOB DESCRIPTION FOR BBOLMC MEDICAL DIRECTOR (4-6 sessions per week)

Accountable to: Chief Executive of BBOLMC

Job purpose: The prime purposes of the post holder will be

- To cover two of the 5 PCT areas of BBOLMC and
- To contribute to the development, implementation and achievement of the strategic plans and business requirements of BBOLMC.

Area Based Responsibilities:

The Medical Director will have responsibility for 2 out of the 5 PCT areas covered by BBOLMC, undertaking the tasks listed below and any others reasonably required to deliver the purpose of the job outlined above.

The exact areas to be covered will be decided after appointment.

Medical Director Tasks within each PCT area

To:

- Provide advice and support to levy paying GPs and Practice staff on a wide range of issues including but not limited to:
 - contractual, employment and partnership matters
 - premises, pharmacy and dispensing matters
 - confidential advice on personal matters
 - professional standards, ethics, conduct and performance
 - complaints (individual, confidential help and support)
 - disputes
 - appraisal and revalidation
 - IT (GPSoC, CfH, CRS, GP2GP, ETP etc.)
 - confidentiality and consent issues.
- Be knowledgeable on and advise levy paying GPs/practices on:
 - DOH issues
 - GPC Issues
 - Performers List issues.
- Receive, assess and respond to individual issues from practices.
- Receive, assess and respond to individual initiatives from each PCT.
- Assess and troubleshoot:
 - interaction of GPs with secondary care trusts
 - issues between practices and Local Authorities
 - issues between practices and many (unpredictable) other organizations whose activity affects GPs and practices.
- Help GPs and practices with difficulties.
- Supervise the organisation of LRCs and their liaison meetings with PCTs.
- Contribute to liaison between LRCs.
- Act as Medical Secretary to the chosen LRCs and provide a local LMC figurehead.

- Represent LMC in specific meetings with PCT outside Liaison meetings.
- Promote the image of GPs and work with the local media to achieve this.
- Attend PCT Contract Management Groups and Concerns Groups.
- Liaise with the SHA over area issues.
- Liaison with TVPCA over area issues.

General BBOLMC Responsibilities

To:

- Work within the senior management team of the BBOLMC structure and liaise closely with Chair and Board Members of the Secretariat and LMCs covering the allocated PCT areas, maintaining and developing constructive working relationships.
- Carry out Medical Director duties as advised by the Chief Executive for the allocated PCT areas and Secretariat.
- Communicate effectively with internal and external persons or organisations.
- Maintain and develop good working relationships with SHAs and PCTs in order to reflect the collective views and opinions of the LMCs.
- Contribute effectively to agreed BBOLMC agendas, meetings, workshops, Bulletins and website.
- Attend LMC meetings and deputise for the Chief Executive at such meetings in his absence.
- Maintain a good working knowledge of the various NHS GP & Primary Care Regulations.
- Keep abreast of local and national issues affecting general practice.
- Negotiate effectively with SHAs and PCT Officers.
- Demonstrate conscientiousness, equity, fairness and representativeness in undertaking all duties.
- Participate in the BBOLMC staff annual appraisal system.
- Undertake any other duties as required in order to fulfil the requirements of the post.

Qualifications:

The post holder must be medically qualified, on the Performers List, GMC register and working in general practice as a GP.

Please Note:

This job description provides an outline of the main responsibilities associated with the role but is not exhaustive. The range of activities and areas of responsibility will evolve over time. The content of this job description will therefore be subject to regular review and amendment in line with any resulting change to the NHS agenda in the need to fulfil and meet the organisation's needs.