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| **JOB DESCRIPTION** | |
| **Job title:** | GP Clinical Director |
| **Team/Department:** | Primary Care - Sussex |
| **Location:** | Brighton & Herstmonceux |
| **Hours of work:** | As agreed, and in accordance with the contract of employment |
| **Job title the post holder will report to:** | Divisional Medical Director |
| **Job titles reporting to the post holder:** | Salaried GPs |
| **Date the role profile was revised:** | July 2025 (Oct 2022) |
| **JOB PURPOSE**  To provide clinical leadership and business development for IC24 Primary Care services. | |
| **KEY RESPONSIBILITES AND ACCOUNTABILITIES**   * Provide clinical leadership for multi-professional IC24 Primary Care teams to support CQC compliant service delivery * Proactively review skill sets within practice-based Primary Care teams and identify individual development, teamwork support and workforce needs * Plan and structure the objectives of each practice to respond to local demographic, prevalence and improved health outcomes * Maximise the opportunity for income and growth through expanding the range of health support and interventions in our communities * Majority of work will require face to face contact at practice level with some remote contacts as appropriate (including internal IC24 meetings) * Proactive assessment and review of clinical, operational, and administrative processes   to include safe prescribing, workflow, and results management.   * Identify opportunities for digital improvement for efficient work-flow and developments that directly benefit patient access * Ensure that patient care is of the highest priority in all decisions. * Maintain and continuously improve the quality service to our patients through learning from incidents and individual and community engagement initiatives * To champion IC24 values, key strategic aims and objectives ensuring that local teams understand the relevance, benefits and support, such as Link24 * Develop a culture where your team feel valued and empowered to make decisions appropriate to their level. * Engender an environment where everyone in IC24 is encouraged to make improvements to the service and deliver individual and team objectives.      * Perform any other relevant duties that may be dictated by the changing needs of the service. * Line management and appraisal of salaried clinicians/GPs   **Quality Standards and Clinical Governance**   * Ensure that you work within the clinical governance structures of IC24 to ensure the highest standards of patient care. * Generate regular reports to track health improvements and ensure all service development decisions are underpinned by data. * Ensure that you maintain your required essential learning in a timely manner and maintain this across the workforce. * Maintain compliance with the IC24 Policy framework and performance standards * In conjunction with Practice management, design and implement patient related audits to improve care and safety. * Be conversant with GMC Code of professional Conduct and any associated national guidelines and abide by their guidance. * Lead local clinical recruitment working with the People team * Maintain CPD and demonstrate self-development. * Lead practice teams in sustaining CQC standards and during preparation for CQC inspection   **Financial**   * Awareness of each practice service budget, expenditure and revenue. * Maintain the required workforce and skills within budget sufficient to meet the work to be delivered by each practice * Work with the Divisional leadership team to identify savings, increased revenue or growth opportunities within each locality * Design and deliver appropriate changes with the operational leadership team.   **Planning Service Development and Performance Management**   * Drive the annual QOF, DES and LCS cycle to maximise achievement, including planning for future skills and workforce * Create a disciplined framework where clinical and non-clinical tasks and functions are respected and supported to be as efficient as possible * As outlined in the Next 10yrs NHS Plan, proactively identify areas of work for collaboration and joint working with other organisations to ensure continuity of care. * Chair regular clinical team meetings; support Practice Manager’s with engagement with best practice across the whole practice team. * Manage local communication and messaging working with the IC24 Communication Team   **Organisational Development**   * Create a culture of shared values, mutual respect and the care and welfare of patients and colleagues. * Promote a learning environment, which exploits opportunities to develop innovative approaches to meeting specific needs. * Develop own knowledge of local and national guidance in relation to contracts, primary and urgent care * Strive to build excellent working relationships with other IC24 employees and partners.   **Leadership behaviours**  It is essential that the post holder:   * models and live the IC24 values of excellence, care, innovation, and respect. * puts the needs of our patients and our people first.   Bullying, incivility and discrimination, at any level in IC24, will not be tolerated and senior leaders are held to the highest behavioural standards and Living The ethical standards of Seven Nolan Principles of Public Life ([link](https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2)).  Living the values of the IC24 diversity and inclusion policy is expected as is compliance with all policies and specifically those relating to health and safety, sustainability and information governance. | |
| **COMMUNICATION AND KEY WORKING RELATIONSHIPS**  The post holder must be able to demonstrate excellent communication and interpersonal skills at all times and build and maintain good working relationships with all stakeholders including the following:   * Practice team members * PPG * PCN leadership and members * ICB commissioners * IC24 Divisional leadership and Subject Matter Experts * CQC | |
| **ENVIRONMENT**  IC24 is a major not for profit Social Enterprise company currently providing innovative primary care services designed to deliver quality and affordability. IC24 is solutions-focused, providing a comprehensive portfolio of services aimed at improving access and reducing the demand on secondary care services by helping to avoid unnecessary admissions and facilitating early discharge.  Going forward, the company is committed to supporting and enabling better integration between health and social care and more effective alliances between partners from different sectors as essential to delivering seamless services. IC24 has considerable experience of working in complex, demographically challenged environments and the Board is keen for the organisation to be proactive in improving standards of care and patient safety, while delivering value for money too in the health economies it which it operates. Critical to this is building strong professional relationships and alliances with third parties; working with them in a way that maximises the benefits of their involvement.  We are proud of our status as an NHS primary care social enterprise, and how we deliver social value to the communities we serve and contribute to the wider NHS plans to deliver carbon ‘Net Zero’ and sustainability. To find out more on this and to view our Social Impact Report, please click [here](https://ic24.org.uk/annual-reporting/). | |
| **HEALTH AND SAFETY**  The post holder will be required to comply with the duties placed on employees of IC24 as set out in the Health and Safety at Work Policy and related procedures. The post holder has a legal obligation to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice.    All Colleagues  You have a duty to take care of your own health and safety and that of others who may be affected by your actions at work. You must cooperate with managers and other colleagues to help everyone meet their legal requirements under health and safety law, and not to interfere with or misuse anything that's been provided for your health, safety, or welfare.  Managers  You must ensure you know and understand your responsibilities as defined in our health & safety policies and associated guidance documents. You must identify and assess any risks to people, property, or the environment and ensure all colleagues you have responsibility for, are aware of all our health and safety policies, understand issues arising from risk assessments, site inspections etc. and deal with any associated concerns. You must ensure that all accidents or incidents involving colleagues within your responsibility, are properly reported, and investigated and that regular inspections are undertaken and recorded to eliminate potential hazards and minimise risks.  Directors  You must ensure that all colleagues and teams within your region and/or department(s), effectively manage health and safety in line with all our health & safety policies and guidance documents. | |
| **EQUALITY AND DIVERSITY**  IC24 has a Diversity and Inclusion Policy to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of disability, marital status, sex, race, colour, nationality, ethnic or national origin, sexual orientation, age, religion or political opinion, whilst attracting talented recruits and retaining experienced employees.  IC24 is committed to promoting equal opportunities and diversity and will keep under review its policies, procedures and practices to ensure that, in addition, all users of its services are treated according to their needs. | |
| **INFORMATION GOVERNANCE**  Information is vitally important for the safe clinical management of patient care and the efficient administration of services and resources, including our workforce. Information Governance is a framework to enable IC24 to handle personal and corporate information appropriately.  It is the responsibility of our entire workforce, regardless of employment status, to ensure they abide by the requirements of Information Governance as set out in the Data Security & Protection Policy. | |
| **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**    IC24 is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All colleagues and volunteers are therefore expected to behave in such a way that supports this commitment. You will be responsible for safeguarding the interests of children and adults who you come into contact during your work. To fulfil these duties, you will be required to attend training and development to recognise the signs and symptoms of abuse or individuals at risk, to follow local and national policy relating to safeguarding practice and to report and act on concerns you may have appropriately. | |
| **DISCLOSURE AND BARRING SERVICE CHECKS**    IC24 will require a DBS check for appropriate roles which is a mandatory requirement and a condition of the employment offer.  All posts are assessed on their eligibility for the post holder to be required to undertake a DBS check. For posts that have been assessed as exempt from the provisions of the Rehabilitation of Offenders Act 1974, IC24 will require the post holder to undertake an enhanced DBS check with barred list checks. For posts that have been assessed as being in a position of trust, IC24 will require the post holder to undertake a basic DBS check.  This post has been assessed as requiring an enhanced DBS check with barred list checks. | |
| **REHABILITATION OF OFFENDERS ACT 1974**  Some posts have been assessed as being exempt from the provisions of the Rehabilitation of Offenders Act 1974 and in these cases IC24 will require the post holder to disclose all convictions, whether spent or unspent.  This post has been assessed as being exempt from the provisions of the Rehabilitation of Offenders Act 1974. IC24 therefore require the post holder to disclose all convictions, whether spent or unspent. | |
| **PERFORMANCE AND DEVELOPMENT REVIEW**  This job description will be used as a basis for conducting an individual Performance and Development Review between the post holder and the manager. | |
| **VARIATIONS**  This job description describes the main purpose and key responsibilities and accountabilities of the post. The post holder may be required to undertake any additional duties or responsibilities as may reasonably be required.  This job description is a guide to the nature and main duties of the post as they currently exist, but it is not intended as a wholly comprehensive or permanent schedule and it is not part of the contract of employment.  To reflect changing needs and priorities, some elements of this post may be subject to change and where required, any appropriate communication or consultation with the post holder will be undertaken prior to making any changes. | |

**PERSON SPECIFICATION**

| **Requirements** | **Essential** | **Desirable** | **How identified** |
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| **Qualifications and Training** | GP with an unblemished GMC record  Inclusion on national performers list  Appropriate membership of a medical indemnity organisation  Evidence of continuing professional development and education |  | Application  Interview |
| **Experience** | Using own initiative and working autonomously and independently  Effective communication with all colleagues and stakeholders  Management of confidential information within GMC guidelines  Management role within Primary Care  Governance as relates to Primary Care  Audit  Understanding of GDPR | Experience of Primary Care delivery across multiple GP practices | Application  Interview |
| **Personal Qualities** | Effective time management  Ability to work as part of the organisational team  Willingness to participate in clinical supervision and assessments  Ability to work flexibly within the business needs of the organisation  Commitment to attend meetings and training as required |  | Application  Interview |