

JOB DESCRIPTION	
Job title:	K&S GP Clinical Lead (Focus on Sussex)
Team/Department:	Kent & Sussex Regional Team
Job title the post holder will report to:	Divisional Medical Director
Job titles of the staff reporting to the post holder:	Kent Salaried & Sessional GP's
Date the role profile was devised:	30.07.25

JOB PURPOSE

You will work with the Divisional management team to monitor and optimise quality and performance of services. This requires effective leadership and management of clinical colleagues across the Kent & Sussex contracts, with a specific focus on agreed key area of Sussex (Kent is included for potential occasional cross-cover e.g. during annual leave). As the portfolio of services is subject to change, the role will need to respond to an ever-adapting NHS landscape. Working closely with the Divisional MD, you will provide professional support, clinical innovation and support clinical governance to ensure safe and effective delivery of care to our patients. The role will also include line management of clinicians in relation to those services.

Under agreement with the Divisional MD, the role will require you to represent IC24 at ad-hoc external stakeholder meetings by agreement. This requires knowledge of the quality and performance metrics for services. This will require awareness of the financial implications of decisions that may impact our services and to be able to talk about the financial, operational and quality impact of decisions taken around the wider system upon IC24 services, either positively or negatively.

The GP Clinical Lead therefore must be comfortable communicating with a wide range of partner organisations including PCNs, GP federations, Hospital Trusts, South East Coast Ambulance Service (SECAmb), Community Foundation Trusts, Hospices, Adult Social Care and Public Health as well as commissioners and members of the multidisciplinary Team.

The Clinical Lead will provide visible professional leadership and management to clinicians working within the relevant services and be a role model in clinical work.

The GP Clinical Lead will be responsible for optimising the quality of the service with a strong focus on patient-centred care in line with CQC & ICB expectations.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

QUALITY

- The Clinical Lead will be the main interface for communications regarding the agreed focus services.
- Have established and continually develop strong working relationships with colleagues across both primary and secondary care, as well as local commissioners.
- Provide visible and accessible clinical leadership creating a climate where individuals understand their role and responsibilities and staff are empowered to be effective in their role
- Demonstrate clinical behaviours that exemplify patient-centred approaches to clinical care
- Contribute to performance improvement with a core focus on quality and safety, and an adaptation to evolving service requirements
- Support the development and monitoring of clinical standards services demonstrating sound clinical knowledge and judgement
- Ensure policies, protocols are up to date and effectively operationalised (including Medicines Management/ Health and Safety/ Infection Prevention and Control)
- Comprehensive knowledge and experience of local clinical pathways / integrated services e.g. Professional Support Line (PSL), Responsive Services, Community Heart Failure Team, Heart Failure Service, Falls Team, Frailty Teams, Deep Vein Thrombosis (DVT) clinic, Ambulance referral pathways
- Guiding operational team about the appropriate Directory of Services (DOS) instructions
- Participate in the investigation of Serious Incidents and significant events, ensuring that any learning and improvements are integrated into business as usual
- Provide the DMD with assurance that all investigations of incidents, complaints and safeguarding concerns are addressed in line with best practice guidance
- Provide exception reporting for any escalation of clinical issues to the Quality Team and supporting the development of pathways
- Liaise with the Quality Lead on quality measures for feedback to the Board and commissioner reporting; establishing links with the Clinical Governance team to ensure clinical policies and procedures are up to date and current.
- Act as an integral part of the 4-person clinical lead team that will manage the Care Quality Commission (CQC) inspections and action plans ensuring that the services meet all CQC standards and that the evidence required is robust and visible
- Foster an environment and culture of training & development and work with key partners (internal & external) to facilitate transition of students/trainees through IC24 services

PERFORMANCE

- Recruitment and training of suitable GP staff:
The lead will be instrumental in identifying and recruiting clinically astute, flexible, reliable, personable and efficient salaried and sessional RGPs. Telephone reviews of applicants for sessional posts and potential salaried candidate interviews.
- Work with the Quality Team and Medical Director to provide oversight of clinical productivity and support clinicians with performance improvement needs
- Ensure that all mandatory training requirements of the clinical team are delivered effectively and manage any non-compliance

- Conduct annual appraisals for the salaried GP's and arrange 1-1 meetings and feedback as required
- Contribute to strategic and operational agendas as required; implement, monitor and evaluate any new specific clinical or operational strategies
- Demonstrate excellent communication and interpersonal skills with all colleagues including primary and secondary care
- Attend various meetings and follow up on action points arising as required. Currently these include the following:

MEETINGS

Attend meetings relating to performance, quality and finances of relevant services as required to fulfil above duties

FINANCE

- Be aware of the financial envelope and support operational processes that adhere to the allocated budget
- Ensure a suitable level of understanding within the team with regards to impact on budgets and revenue.
- Lead on GP staff recruitment when required

PERSONAL CLINICAL RESPONSIBILITIES

- Maintain your GMC licence to practise, have an unblemished record and an up to date appraisal and revalidation portfolio
- Work within the regulatory requirements, codes and guidance of the GMC
- Maintain professional and clinical competence in general practice through the usual mechanisms and access to relevant continuing professional development
- Have comprehensive clinical knowledge and practical skills in geriatric medicine and palliative care, ideally attainment of Diploma of Geriatric Medicine
- Any other reasonable duties as required from time to time

HEALTH AND SAFETY

The post holder will be required to comply with the duties 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.

EQUALITY AND DIVERSITY

The Alliance has an Equality and Diversity 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.

The Alliance 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 the Alliance partners 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 Employee Handbook and the Information Governance Policy.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

The Alliance is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff 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

The Alliance partners 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, the Alliance will require the post holder to undertake 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 the Alliance partners will require the post holder to disclose all convictions, whether spent or unspent.

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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 line 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.