



## Altnagelvin Hospitals Health & Social Services Trust

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30<sup>th</sup> April 2001

**PRIVATE AND CONFIDENTIAL**

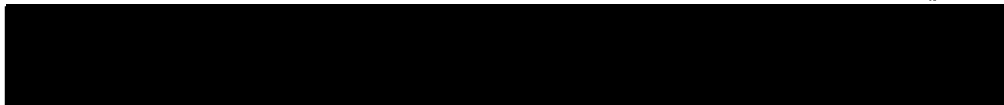
Dr RA Fulton  
Consultant in Dermatology  
Altnagelvin Area Hospital  
Londonderry

Dear Dr Fulton

**Medical Director**

In view of your appointment as Medical Director I wish to offer you the above position with effect from 1<sup>st</sup> March 2001 in addition to the contract dated 9 August 1983 issued to you in respect of your appointment as Consultant in Dermatology.

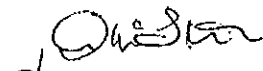
The duties pertaining to this appointment are outlined in the attached Job Description.



The terms and conditions of service as contained in your Consultant contract shall apply with the proviso that this appointment is an extension for 1 year; it may be extended further by mutual agreement. This Contract shall be terminable at 3 months' notice on either side without formality. On an annual basis I will meet with you to set agreed objectives which will be subject to monitoring and review arrangements.

If you agree to accept this appointment on the terms indicated above, please sign the form of acceptance attached to this letter and return it to me. A second copy of this letter is enclosed which you should also sign and retain for your own records.

Yours sincerely

  
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MRS STELLA BURNSIDE  
Chief Executive

## JOB DESCRIPTION

### POST:

CONSULTANT MANAGER OF MEDICAL SERVICES

### ACCOUNTABILITY:

Managerially to the Unit General Manager

### JOB SUMMARY:

Responsible for the overall management of the Altnagelvin Group of Hospitals as a member of the Hospital Council. Responsible to the Unit General Manager for co-ordinating and managing the resources and resultant activity within the grouping and for ensuring their effective utilisation. Responsible for delivering resolved advice to the UGM on issues relevant to services within Medical Services and for communicating to appropriate staff/consultants, decisions taken by the UGM and Hospital Council with implications for services provided within Medical services Department.

### ELIGIBILITY:

Consultant members of Medical Services to include specialties: General Medicine, Dermatology and Geriatrics.

### APPOINTMENT:

Appointment can either be by the Specialty Consultant members within Medical Services nominating an agreed candidate or specialty members can agree to permit colleagues within Medical Services to approach the UGM on an individual basis. In both cases, the nominees must be approved by the Unit General Manager.

### TENURE:

Three years to run concurrently with the UGM's contract. Members may serve consecutive terms providing they retain the support of consultant members within Medical Services.

### RESPONSIBILITIES:

1. To agree with the Unit General Manager on objectives and targets for the Division.
2. To ensure time and support for Medical Audit.
3. In light of the conclusions of Medical Audit by Peer Review, to ensure that the Division develops resolved clinical management protocols and procedure guidelines within the context of service contracts which make best use of current professional guidance, resources and facilities. The principle of clinical freedom remains unaffected.
4. To contribute to the planning process by identifying needs, new developments and opportunities to improve the service; agreeing priorities within the Division; making bids and submissions to the

short-term (operational programme) for consideration by the Hospital Council; providing information for strategic plans and supervising the commissioning of new developments as appropriate.

5. To facilitate a developing communication between clinicians within the Division, nursing services, paramedical services and administrative services and lead the Division on the Resource Management Initiative.
6. To provide resolved advice to the Unit General Manager on:-
  - (i) The Medical Revenue Budget as it affects the Division.
  - (ii) Appropriate study leave within a budgeted allocation.
  - (iii) The prioritised needs for medical equipment, new and replacement.
7. To co-ordinate income generating activities and cash releasing measures within the Division as appropriate and necessary.
8. To ensure training requirements are met for undergraduate and postgraduate medical staff.
9. To organise duty rotas and arrangements for annual and study leave in the context of overall activity within the hospital
10. To ensure the Division complies with Board financial policies and procedures.

It is intended that the Unit General Manager and Hospital Council will review managerial arrangements when the White Paper legislation has been effected in relation to contracts ie when the Unit of Management will be required to supply a range of services which have been specified by the Board and detailed in a service contract. This will require a review of responsibilities relating to budgetary control, contract volumes and quality standards in the preparation of the Group's Business Plan.

#### SUPPORT:

It is intended to investigate the feasibility of organising a staffing support structure to the Divisional Manager consisting of senior Business Support person to assist with RMI and contractors, a Head of Secretaries (where secretarial services have been divisionalised and decentralised in line with the Resource Management Initiative) and an Administrator (where units administration has been divisionalised).

#### PRESENT ARRANGEMENTS:

Division Managers will also be assisted in their tasks by the Assistant General Managers; Nursing and Hospital Services as well as having a one-to-one relationship with the Unit General Manager.

To all Consultants within Altnagelvin Hospitals Health & SS Trust

**ALTNAGELVIN HOSPITALS H&SS TRUST**

**MEDICAL DIRECTOR**

Applications are invited from experienced, enthusiastic, energetic and empathetic Consultants to undertake the above role for a three year period commencing on 1<sup>st</sup> March, 2002.

As an Executive Director and member of the Trust Board the Medical Director will share in the Corporate responsibility for the achievement of the Trust's strategic and business plans.

Applicants must have experience in clinical management. Experience as a Clinical Director is desirable.

It is anticipated that interviews will be held during the last week in January, 2002.

Application form and job description may be obtained from the Personnel Department, Trust Headquarters ( tel. ext. [REDACTED] e.mail recruitment [REDACTED] [REDACTED] for return on or before 5.00 pm. on 16<sup>th</sup> January, 2002.

## **ALTNAGELVIN TRUST**

### **JOB DESCRIPTION**

**TITLE:** MEDICAL DIRECTOR

**REPORTS TO:** CHIEF EXECUTIVE

**ACCOUNTABLE TO:** CHIEF EXECUTIVE

#### **CORE PURPOSE:**

As an Executive Director and member of the Trust Board the Medical Director will share in the Corporate responsibility for the achievement of the Trust's strategic and business plans.

He/She will provide advice to the Trust Board on matters relating to medical policy and strategy which will contribute towards the formulation of the Trust's overall strategy.

#### **TENURE OF OFFICE:**

The role of Medical Director will normally be held for a period not exceeding three years. As a practising Consultant it is expected that the postholder will continue to actively pursue his/her career in clinical practice.

#### **PRINCIPAL RESPONSIBILITIES:**

- \* To advise the Trust Board on all medical policy and strategy matters.
- \* To ensure through the Medical Audit Co-ordinator that medical audit is conducted in accordance with agreed procedures and priorities.
- \* In conjunction with the Director of Nursing to promote the development of clinical audit within the Trust as a means of examining the outcomes of care provided by the Trust.
- \* To secure wide input to medical policy and strategy through the Chairmanship of a Clinical Directors forum.
- \* To facilitate effective communication between clinicians and management.
- \* To advise on medico legal matters.
- \* To advise the Trust on medical workforce policy including staffing levels, changes in working patterns and skill mix which will ensure the delivery of effective and efficient clinical services to the patient.

- \* To have responsibility for medical staffing issues including:
  - discussing and agreeing job plans with consultants
  - ensuring that junior doctors hours of work comply with their Terms and Conditions of Service
  - appointments procedures
  - disciplinary matters
- \* To provide guidance in the selection of clinical directors, supporting them and leading them in managing particular services with budgetary, information and quality responsibilities.
- \* To advise and assist the Trust in determining its expenditure on clinical services.
- \* To advise the Trust on professional medical issues.
- \* To ensure that professional standards are maintained in the provision of medical services within the general guidance issued by the Department of Health and Social Services and within the terms of contracts with purchasers.
- \* To co-ordinate and promote high standards at all stages of medical education including:
  - undergraduate education in association with the Dean of the Faculty of Medicine.
  - postgraduate education in association with the Postgraduate Dean; and
  - continuing medical education and development where appropriate in association with other clinical professions.
- \* To encourage the development of evidence-based clinical practice and research.
- \* To promote a multi-disciplinary approach to clinical services.
- \* To encourage the development and maintenance of relationships with the voluntary and private sectors in fostering constructive and collaborate working relationships.
- \* To provide leadership on medical standards, by ensuring that effective procedures are developed for dealing with clinical complaints and clinical risk management, and monitoring these procedures.

- \* Liaise with key doctors outside the Trust, including GPs and other medical directors.
- \* To take responsibility for some aspects of the public image of the Trust, dealing with media and the local community particularly where clinical matters are to the fore.